

REQUEST FOR QUOTATION

 Company Name and T.I.N

 Address

Vat/Non-Vat: _____, COD/CREDIT: _____

Please quote your lowest price on the item(s) below per PR No. _____, subject to the general conditions at the bot stating the shortest time of delivery. Submit your quotation based on the **Approved Budget for the Contract (ABC)** per unit duly signed by your representative not later than _____, in the return envelope attached herewith.

AMOR J. GAPUZ
 Procurement Officer

Item No.	Item and Description / Specification	ABC per Unit	Qty.	Unit	Unit Cost	Total Cost
1	Rental of 2 units Heavy Duty Photocopier for A3, A4 & Folio from January 2023 - December '2023 (12 months)	3,500.00	2	unit		
	Speed up to 32 PPM and 40 PPM (A4 Format) @ GB RAM Bae memory, 32 GB SSD Memory and 320 GB HDD (Optional HDD for D-Cpia 320 I MF) 1,200 x 1,200 DPI Print Resolution, 1,100-4,100 Sheets, Network and Mobile Printing, a choice of 3 document feeders for 50, 140, and 270 sheets, 9" color touch screen NFC User Authentication					
	nothing follows					

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices quote above.

Canvasser: _____

Name and Signature

Date: _____

 Printed Name/Signature

 Tel. No./Cellphone No.

 Date

GENERAL CONDITIONS:

- All entries must be filled in, legible, preferably typewritten/encoded.
- Bidders must submit documentary requirements indicated in the Checklist below.
- Any alteration/erasure/overwriting shall be initialed by the bidder or his authorized representative.
- Delivery must be within _____ calendar days upon receipt of the Purchase Order.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services.
- Price offer validity shall be for a period of six (6) months from the Bidder's RFQ date.
- Transactions with BFAR shall mean compliance by the winning Bidder with the bid proposal and delivery requirements before processing of payment.
- Failure to comply with these conditions shall mean **DISQUALIFICATION** of your bid.

Checklist of Documentary Requirements (Certified True Copy)	ABC below P50,000	ABC above	ABC above
1. Business Permit	√	√	√
2. PhilGEPS Registration Number	√	√	√
3. Omnibus Sworn Statement*	-	√	√
4. Income Tax Return	-	-	√
5. Professional License & Curriculum Vitae (Consult)	√	√	√
6. PCAB License (Infrastructure)	√	√	√
7. NFCC (Infrastructure)	√	√	√

*must be submitted once declared winning supplier