

CITY GENERAL SERVICES OFFICE

REQUEST FOR QUOTATION (RFQ) No. 2021-10-687
NP-Small Value Procurement

Company Name: _____
Address: _____

Please quote your lowest price on the item/s listed below and submit your quotation together with the requirements stated hereunder to this office located at Room 442, Manila City Hall Building, Arroceros Street, Manila during office hours within **seven (7) calendar days** from receipt hereof, subject to the following terms and conditions, to wit:

1. If applicable, indicate the specific brand, model/year and country of origin for each item.
2. Delivery period shall be within **fifteen (15) calendar days** upon receipt of **Purchase Order**.
3. Warranty shall be for a period of three (3) months for supplies and materials, One (1) year for equipment from date of acceptance by the end-user.
4. Price validity shall be for a maximum period of 120 calendar days.
5. Subject to the submission of the following documents:
 - a. DTI/SEC Certificate of Registration
 - b. Mayor's/Business Permit
 - c. PhilGEPS Registration Number
 - d. Income/Business Tax Return
 - e. Omnibus Sworn Statement

Canvassed By:

THELMA L. PEREZ
Officer-In-Charge

JOSE LEORIEL B. PASIA
Acting Supply Officer I

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Bureau of Permits Charge to: Capital Outlay - Machinery and Equipment - Office Equipment Expenses ABC: Php570,000.00	PR No. 959 OBR No. 100-2105-05002		
1	1	unit	Scanner/Printer Eco Tank A4 Wi-Fi Duplex, All-in-One Ink Tank Printer, Print, Scan, Copy, Duplex Print, USB 2.0, Wi-Fi Print speed up to 10.5ipm for black and 5.0ipm for colour, Auto-duplex printing, Wi-Fi & Wi-Fi Direct Technical Specifications: Copying: Maximum Copy form Standalone: 99 copies Reduction/Enlargement: 25 - 400% Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter Scanning: Scanner Type: Flatbed colour image scanner Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm Scan Speed: Flatbed (Black/Colour): 200 dpi: Up to 11 sec / up to 28 sec Control Panel: LCD screen: 1.44" Colour LCD screen	20,000.00	Php _____	Php _____
2	1	unit	Digital Archiving Machine/Scanner Multifunction Printer/Scanner Replaceable ink pack system (RIPS) with ultra-high page yield up to 86,000 pages in black and 50,000 pages in colour Fast print speed of up to 25ipm Automatic duplex printing and scanning Print, scan, copy, fax with ADF Heat-Free Technology helps to increase productivity and reduce environmental impact Inclusion of Ink	250,000.00	Php _____	Php _____

RFQ No. 2021-10-687
Procurement of Various Office Equipment

ITEM	QTY.	UNIT	ARTICLE AND DESCRIPTION	CEILING PRICE	UNIT PRICE	TOTAL
			Office: Bureau of Permits Charge to: Capital Outlay - Machinery and Equipment - Office Equipment Expenses ABC: Php570,000.00	PR No. 959 OBR No. 100-2105-05002		
3	2	units	Copier Machine (Heavy Duty) Print Speed: 25 pages per minute First page out: 6.5 seconds Memory standard/maximum: 512MB Print Language or PDL (Page Description Language) FX HBPL (Host Based Print Language) Duty Cycle: 106.9K pages per month Print Resolution (dpi) 600 x 600 dpi Image Processing: ARM11 525Mhz Auto 2-sided Printing (Duplex) Manual Media Size: A5/A4/A3 Paper Input Capability; Standard: 250 + 100 sheets; Optional Tray 1: 350 + 500 sheets; Optional Tray 2: 350 + 1000 sheets Paper Output Capability: 250 sheets Connectivity: USB 2.0, Ethernet 100 BASE-TX/10 BASE-T Copy Resolution: 600 x 600 dpi Copy Features: ID Card Copy, Collate, 2-sided copy Edge Erase Scan Resolution: 600 x 600 dpi x-x-x-x-x-x-x-x-x-x-x	150,000.00	Php _____	Php _____ vvvvvvvvvv

After having carefully read and accepted your terms and conditions, I/We hereby quote on the items/s at prices listed above

Printed Name/Signature

Tel. No/Cellphone No.
e-mail address

Date