



REQUEST FOR QUOTATION

DATE: Dec. 5, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2022-11-186A

CANVASS NO. 182

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	unit	NETWORK COPIER/PRINTER/SCANNER 7.0 inch LCD touchscreen; Free-tilting control panel Engine speed: 25 PPM (Color & amp; B/W) Scanning Speed: 52 originals/min (Color & amp; B/W) Scan to: Email, FTP server, Network Folder, Desktop, USB Drive 100-Sheet Reversing Single Pass Feeder 850-Sheet Paper Capacity One (1) 250-Sheet paper Cassette Tray One (1) 500-Sheet paper Cassette Tray 100-Sheet Multi-bypass feeder Paper Size: Short, A4, Legal Max. A3W (12"x 18) Print Resolution: 600 x 600 dpi (9600 equivalent) x 600 dpi Paper Weight: 1st tray: 60 g/m to 105 g/m 2nd tray: 60 g/m to 220 g/m Multi-bypass tray: 55 g/m to 256 g/m Warm up time: 17 sec Memory: Standard: 5gb, 128gb SSD Duplex printing %amp; Rotation sorting Multi-crop and image crop function Print Hold, confidential print Auto Power shut-off Mode USB Memory Printing User Authentication: Covering up to 30 users Document Filing: Main & amp; custom folders: 5,000 pages or 500 files Quick file folder: 5,000 pages or 500 files Lifetime Free Service Warranty One (1) year or 300,000 copies, prints, scans whichever comes first		

PURPOSE:

For official use of Accounting Office such as printing, scanning and copying of various financial documents.

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____
 DELIVERY PERIOD: _____
 WARRANTY PERIOD: _____
 PRICE VALIDITY: _____
 CANVASSED BY: _____
 DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative