



REQUEST FOR QUOTATION

DATE: 4/26/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-04-81

CANVASS NO. 58

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	Flatbed Scanner (Document Scanner) Description: Easily integrate into document workflows Get fast, reliable scanning-up to 50 ppm/100ipm with 200 dpi in black and white, grayscale and colour Scan up to 100 pages at a time, and choose from variety of sizes-up to 34 inches/86 cm long Scan books, ledgers, notes, cards, and more using the legal size flatbed scanner Customized scanning profiles and easily access, using the four line LCD display Built in OCR capabilities, then save in variety file formats Scan up to 3000 pages a day One year warranty on parts		

PURPOSE:
For replacement of worn-out scanner assigned at Records Office.

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: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASS BY: _____
 DATE: _____