



REQUEST FOR QUOTATION

DATE: 11/23/2023

PURCHASE REQUEST NO.: ADMIN FUND 2024-01-01

CANVASS NO. 01

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:


EDYHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	4	unit	<p>SUPPLY AND DELIVERY OF HEAVY DUTY COPIER MACHINE WITH 4 TRAYS FOR DO, ACCOUNTING, HRMO AND PPD Heavy Duty Photocopier Machine - 4 Trays Full Color A3 Colored Copy, Network Scanning & Fax Option with Standard Document Feeder and Low Cost of Consumables with warranty of 1 year on parts or 120,000 copies whichever comes first, with free table pedestal Technical Specification: Copy & Print Speed: 25 pm/cm Scan Speed: Max. 37 images/originals per minute Paper Size: Min. A5, Short, Legal, Max. A3W (11" x 17") Paper Capacity: Standard - 350-sheets (250 sheets 100 sheets Multi-By Pass Tray) Maximum: 1850-sheets (350-sheets & OPTIONAL 3x500-sheet tray) Document Feeder: Standard 100-sheets Reversing Automatic Document Feeder (Back-to-back copying) Electronic Sorting and Network Printing Capable Memory Capacity: 2GB Warm up Time: 29 seconds Electronic Sorting Built-in Full Color Network Printer & Scanner Direct Printing & Scanning with USB Drive Can Connect to Wi-Fi and LAN Connections Control Panel Display: 4-inch-5-line LCD Resolution: 600x600 dpi Continuous Copy: Max. 999 copies Direct USB printing and scanning Automatic Paper Setting Screen Eco Scan Functions (to save energy) LED Lamp Status, Rectangular keyboard (upgradable), ID card shot - Enables to copy both sides of the ID, Rotation Sort, Built-in Document Management Software for Archiving. One (1) Year Warranty on Parts and Service or 120,000 copies whichever is comes first With free table pedestal Suppliers Requirement: With Certificate of Exclusive Distributorship - Exclusivity and capable to provide genuine spare parts, consumables and after sales/warranty service support</p>		

PURPOSE:

Heavy-duty repair machine for official use of DO, Accounting Office, HRMO and PPD

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

SHARP

Be Original.

BP-20C25
BP-20C20
BP-10C20

Digital Full Colour Multifunctional System

Free to Fit

