Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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REQUEST FOR QUOTATION

DATE: 04/15/2024 **PURCHASE REQUEST NO.: ADMIN FUND 2024-03-61B** CANVASS NO. 5

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:

MILAGROS C. URBANO
BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	unit	**Multi-Function Printer** • Heavy duty colored - cop, print, scan archives, document filing (digitization), network connection, wifi connection/ready and fax • Copy/print speed: 55 copies per minute (color & black and white) • Scan speed: Up to 80 images per minute/ipm (mono/color) • Copy size: Max SRA3 (12"x 18"), A3, Legal, A4, Letter; Min. A5 (51/2"x 81/2") • Control panel display: Touch screen; Memory: 5gb; Hard disk: 512gb • Document filing: Maximum of 3,000 files for digitization • Print Resolution: 1,200dpi x 1,200dpi; 600 x 600dpi • Scan destination: email/desktop/FTP server/network folder (SMB) USB drive/local drive • Interface: USB 2.0 (host high speed) USB 3.0 (host super speed), 10 base T/100 base TX/1000 base-T wireless LAN (IEEE 802.11 a/b/g/n/nc)*17 • Supported OS: Windows Server 2012, Windows Server 2012 R2, Windows Server 2026, Window Server 2019, Windows 8.1, Windows 10, Windows 11, Mac OS 10.10, 10.11, 10.12, 10.13, 10.14, 10.15, 11, 12, (optional-MX-PK Software) • Environmental Standards & Compliance: International Energy Star Program Ver3.0, European RoHS, Blue Angel (RAL-UZ205), EPEAT Gold • Warranty & service • Lifetime free labor service • Certificate of Exclusive Distributorship • 2024 Model		

PURPOSE:
For replacement of worn out (beyond repair) photo copier assigned Records Office. That machine's ends life (15 years since installation), already surrendered to Supply and Propety 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

CANVASSED BY: _____
DATE: _____