



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

To: _____
Tel. No.: _____
Fax No.: _____
Attention: _____

Date: March 31, 2023
Quotation #: PS 023-03-054
ABC: _____

Sir/Madam:
Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	U. PRICE	TOTAL PRICE
1	<p>ADDITIONAL PROVISION FOR LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FY 2023</p> <p>Estimated No. of copies: 57,137 copies Inclusion: Two units of Multi-function Copier</p> <p><i>Technical Specifications:</i> Type: Digital Multifunction Copier (Monochrome) Speed: High-End Units: 45 copies per minute or higher; Stocking Capacity: 2,000 to 3,000 sheets (or higher) per machine Maximum Output Capacity: at least 200,000 copies per photocopied machine per month Throughput Capacity: Can accommodate both short and long bond paper Method of Printing: Developing unit (Laser) Feeder: 2-Sided Automatic Reversing Feeder Print Resolution: 600 x 600 dpi (minimum) Machine Condition: Manufacturing date of the machine should not be more than 2 years from the date of bid submission, as evidenced by the Manufacturer's Certificate Meter reading for High-End Units: not more than 300,000 copies per machine</p> <p><i>Other:</i> With reduction/enlargement capacity With network printing and scanning capability With free monthly maintenance service, parts and consumables With at least 1 back-up toner cartridge for each photocopied machine (excluding the ones installed) With electronics sorting, grouping, offset for 40 High-End Units</p> <p>(Price Vat-included)</p>					

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:

- Please quote within 3 days from the date of RFQ.
- Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - Mayor's / Business Permit,
 - PhilGEPS Registration Number _____ Membership: Platinum Red
 - Income / Business Tax Return (for above P500K),
 - Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above. Notarized OSS is required upon signing of PO).
 - Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,
I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

ISRAEL C. PALLUAY
SIGNATURE OF CANVASSER

For more information, you may contact us:
Telephone: 8836-3314
Telefax: 8813-1174
Please send your quotation to:

rfq.usgprocurement@gmail.com