



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	<b>ADDITIONAL PROVISION FOR LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FY 2023</b> Estimated No. of copies: 57,137 copies Inclusion: Two units of Multi-function Copier <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 Other 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 (Price Vat-Included)					

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. PALLAOY**  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**

Telephone: 8836-3314  
Telefax: 8813-1174

**Please send your quotation to:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com)