



**REQUEST FOR QUOTATION**

**Solicitation No. RSU-89-19**

**Quotation No. 20-01-003**

**Date** : January 8, 2020

**Company Name:** \_\_\_\_\_

**Address :** \_\_\_\_\_

Sir/Madame:

Please quote your lowest price on the Item/s below, subject to the terms and Conditions and Eligibility Requirements for the Suppliers, stating the shortest time of the delivery and submit your quotation duly signed by your representative not later than **January 13, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.

**Project:** Procurement of Photocopying Machine with Scanner for Office use of Accounting Unit

**ABC:** PhP200,000.00

**QTY:** 1

UNIT	ITEM DESCRIPTION	QTY	ESTIMATED UNIT COST	ESTIMATED COST
units	Photocopying Machine with Scanner Type: Desktop Full-Colour Printer/Copier/Scanner Colour Support: Full Colour Copy Resolution: 600dpi x 600dpi Scanning Resolution: 600dpi x 600dpi Print Resolution: 600dpi x600dpi x 3bit Gradation: 256 colour shades per pixel (8-bit) Memory Capacity Copy 128MB (Shared with copy, scan and fax) (Std/Max) Print 256MB (Std/512MB (Max) HDD 40GB (Optional) (Printer only) Original Type Sheets, Books, Objects Max. Original Size A4 or 8.5' x 14' ADF only Output Size Tray 1 (Standard) A4, A5, B5, B6, A6, B6, 16k (Multiple Bypass tray) 4' x 6', 5.5' x 8.5', 8.5' x 11', 8.5' x14 Tray 2 (Standard) A4, A5, B5, A6, B6, 16K (Universal Tray) 4' x 6', 5.5' x 8.5, 8.5', x 11 Tray 3 (Optional) A4, B5 (Universal Tray) 8.5' x 11', 8.5', 14' Image loss Copy Max 4.0 mm for Top/right/Left edge Print Max 4.2 mm for Top/bottom/right/left edge  Warm-Up Time (23°C, std. voltage) 38 sec. or less (May vary depending on the operating environment and usage) First Copy Time Colour/B&W 160 sec. less/11.0 sec or less (600 x 300 dpi, fastest speed) (A4) Firt Print Time Colour/B&W 160 sec. or less (A4) Copy /Print Speed (continous) Colour/B&W 24 CPM (ppm) (A4) Copy Magnification fixed Same magnification 1:1 =1.0% or less Scaling Up 1:1.15 / 141 / 2.00 / 4.00 scaling Down 1:0 86 / 0.70 / 0.50 /0.25	1		



	Zoom Flatbed 25 to 400%, 1% increments ADF 25 to 400%, 1% increments Paper Capacity <b>Standard</b> 100-sheet multiple bypass tray, 250-sheet universal tray <b>Max</b> 850 sheet (total with options) Paper Weight 60 to 210g/m Multiple Copy 1 to 99/ sheets Power requirements 220 to 240 V (50 to 60 Hz) Max power Consumption 1.1 kW or less Dimensions (W) X (D) X (H) 447 mm X 558 mm X 490 mm (17- 1/2' X 19-1/4 Weight 32kg (70-1/2lb) Space requirements (W) X (D) 724 mm X 902 mm (28-1/2' X 35-1/2)			
<b>TOTAL</b>	<b>QTY</b>	<b>1</b>	<b>ESTIMATED COST</b>	

Yours,



**MARIO A. FETALVER JR., Ph. D.**  
 BAC Chairperson

Canvassed by:

**Larry I. Firmalo**  
 Procurement Officer

=====



Date: \_\_\_\_\_

**BIDS & AWARDS COMMITTEE (BAC)**  
ROMBLON STATE UNIVERSITY  
Odiongan, Romblon

Sir;

After having carefully read the terms and conditions of RFQ, I/We quote on the item/s at the prices noted above.

Yours,

\_\_\_\_\_  
Printed Name / Signature

Delivery Period	:	_____
Warranty	:	_____
Price Validity	:	_____
Tel. No. /Cellphone No.	:	_____
Email Address	:	_____
Date	:	_____

## REQUEST FOR QUOTATION

### Terms & Conditions:

1. All entries must be type/hand-written.
2. Delivery period within 15 calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the procuring entity.
4. Price validity shall be for a period of three months.
5. PhilGEPS registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certifications of the production being offered.
7. Payment shall be made after the inspection.
8. Deliver items at Supply Office, Romblon State University, Odiongan, Romblon (042-567-5375)

### CHECKLIST OF ELIGIBILITY REQUIREMENTS FOR THE BIDDERS/SUPPLIERS:

The Eligibility Envelope shall contain the following:

1. Mayor's/Business permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement

**Note: Submitted documents must be properly authenticated.**