



REQUEST FOR QUOTATION
Solicitation No. RSU-2020-058
Quotation No. 20-09-100

Date : September 21, 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 **September 24, 2020** at exactly 5:00 in the afternoon in the return envelope attached herewith.


Project: Procurement of Printer & Photocopying Machines for Office use of CED & Satellite Campuses

ABC: PhP595,000.00

QTY: 22

| UNIT | ITEM DESCRIPTION | QTY | ESTIMATED UNIT COST | ESTIMATED COST |
|--------------|--|------------|---------------------|-----------------------|
| Unit | Photocopying Machine, BIZHUB 362: 4 cassette trays and bypass tray or 2 cassette trays and Bypass Tray Plus Pedestal, Model Color: Black/White, Copy Speed: 36 copies and prints per minute, Copy Paper Size: 5.5 x 8.5 to 11" x 17" /A5 to A3, Resolution: 600 x 600 dpi, Max Loading Capacity: Up to 48,000 copies/month, Spare Parts Warranty: 1 year or 240,000 copies whichever comes first, Machines Life: 3 years or 600,000 copies whichever comes first, Free installation and Delivery, Free Operational Training and Life Time Service Guarantee. | 1 | | |
| Unit | Desktop Computer , Processor core i3 socket FCLA1151; Mainboard Asus EX-H110M-V LGA 1151 Processor Socket and supports DDR4 Memory; Memory:4GB DDR4; HDD: 120GB SSD; Mouse A4Tech USB, Optical Mouse; Keyboard: A4Tech USB Keyboard; Monitor:18.5" LED Monitor w/ DVI & VGA Port; Casing: Cooler Master Q300L CPU Casing with 600 watts power supply and AVR. | 10 | | |
| Unit | Printer, Printer Type: Print, Scan, Copy, Fax with ADF, Copy Quality: Draft/Standard/Best Quality, Maximum Copies for Standard Alone: 99 Copies, Reduction/Enlargement: 25-400%, Auto Fit Function, Maximum Copy Resolution: 600 x 600 dpi, Maximum Copy Size: Legal, ISO 29183, A4 Simplex Flatbed (black/colour): Up to 7.7 ipm/3.8 ipm. | 2 | | |
| Unit | Multifunction (Printer, Scanner, Copier) with CISS, Automatic Document Feeder (ADF), Multi-page Scanning and Copying | 9 | | |
| TOTAL | | QTY | 22 | Estimated Cost |

Yours,


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



BIDS AND AWARDS COMMITTEE

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.