



**REQUEST FOR QUOTATION  
ALTERNATIVE METHOD OF PROCUREMENT**

Sir/Madam:

Date: September 16, 2020

Please give your quotation at Government price on the following articles/materials urgently needed to be purchased.

ITEM #	QTY.	UNIT	ITEMS DESCRIPTION	ABC		SUPPLIER'S PRICE OFFER	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	1	unit	Photocopying Machine	150,000.00	150,000.00		
			1. Branded				
			2. Branded				
			3. Heavy-duty				
			4. Monochrome Printing				
			5. Copy/Print Speed; at least 15/ppm				
			6. Paper Formats: A4, A3, Letter, Folio, Legal				
			7. Functionality: Print, Scan, Copy Duplex Scanning and Printing				
			Reduction/ Enlargement: 25-400%				
			8. Connectivity: USB 3.0/2.0/1.1, Ethernet 10/100/1000				
			9. Printing Resolution: At least 600x600 DPI				
			10. Consumable: Toner (Regular Toner Page Yield not lower Than 2500 pages)				
			Toner currently available in metro manila				
			11. Power source: 220-240V, 50-60Hz				
			12. Supported OS: Windows Server 2003, XP, Vista 7,8,8.1, 10				
			MAC OS 10.6.8 or later				
			13. Warranty: On-site 1 year warranty on parts and labor (minimum)				
			Certificate of after sales service				
			Certificate of After sales service				
			Brochure				
			14. Accessories: paper cassette tray/s				
			<b>Requirements:</b>				
			1. Phigept Platinum Cert. or Red				
			2. SEC/DTI Registration				
			3. Income tax return				
			4. Mayor's Permit				
			All Requirements must have Stamp of Certified Truecopy with your name and Signature				
			Deadline of submission on March 9, 2020 @ 10:00AM on Procurement Department				
			<b>VAT Inclusive :</b>				

**Important:**

- 1.) This is an emergency purchase and all items/materials listed must be delivered within seven (7) working days after the receipt of the approved PURCHASE ORDER.
- 2.) A winning dealer who fails to make delivery of the items being purchased within specified date, whether in whole or in part, SHALL BE CONSIDERED A DEFAULTING BIDDER and shall therefore be subjected to OPEN MARKET of the items/materials NOT DELIVERED and the DIFFERENCE IN PRICE to be charged against said defaulting bidder.
- 3.) The Government reserves the right to reject any or all bids or quotations, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the canvass.

Name of Company:

Address:

Telephone #:

  
**DOMINICK M. DIAZ, MGM**  
Head, Procurement Department

  
**Mhelet S. Benales**  
Canvasser