



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 22-03-181
CONTACT No.	Purchase Request No. G-2022-03-0251
Address:	Purpose: For Office Use
TIN No.	ABC: 55,000.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

INSTRUCTIONS TO SUPPLIERS:

1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.
2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable
3. Indicate the warranty period in cases of equipment or whenever applicable.
4. Forthwith submit the accomplished quotation duly signed by your representative.
5. Suppliers are required and mandated to attach and submit the following documentary requirements:
a) *Valid Mayor's/ Business Permit;* b) *BIR Certificate of Registration;* c) *Authority to Print Receipt;* d) *DTI/SEC Registration;* e) *PhilGEPS Membership Certificate;* and f) *PCAB License in cases of Infrastructure projects.*
6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	A3 SCANNER Scanner Type: A4 sheet-fed, one pass duplex color scanner Optical Resolution: 600 x 600 dpi Output Resolution: 50-1,200 dpi (in 1 dpi increments) Bit Depth: color (RGB) : 10 bit input / 8-bit output Max Document Size: Up to A3 ADF Capacity: Minimum of 100 sheets Daily Scan Volume: Up to 7,000 pages / day Interface: USB 3.0 Scan Speed: Resolution (Color/Greyscale/Mono): 200-300 dpi: 65ppm / 130pm/ (Simplex/Duplex) 600 dpi: 16 ppm/32ipm (Simplex/Duplex) Warranty: Maximum of 1 year warranty	1 UNIT			
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

Supplier's Representative
(Print name and Signature)

By the authority of the University President.

DR. DOLLY P. MAROMA
BAC Chairman

Date Accomplished : _____

Canvassed by:

Name and Signature