

WEST VISAYAS STATE UNIVERS
Lambunao Campus
Lambunao, Iloilo

Project Reference Number: PR 2021 -03
Name of Project: Procurement of photocopying machines
Location of the Project: WVSU - Lambunao Campus

Standard Form Number: SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: **Request for Quotation**

Date: 05/06/2021
Quotation No.: RFQ2021- 005

Company Name: _____
Address : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.


LESTER L. EDCERO, LL.B., Ph. D.
BAC Chairperson

NOTE:

- All entries must be typewritten or legibly written in ink.
- Delivery period must be within 30 calendar days only.
- Price Validity must be within 120 calendar days.
- Bidders must submit the following business permits (as checked):
 - Mayor's Permit
 - Latest Business Income Tax Return
 - Phi-Geps Registration Number
 - Omnibus Sworn Statement
- Please submit brochures showing specifications of product being offered.
- **Approved Budget for the Contract : Php189,910.56**

Item#	Unit	Item & Description	Qty.	Unit Price	Total Price
1	units	Photocopying Machine, digital copier, printer, scanner	4		
		Engine speed: 24 cpm			
		Warm up time: 25 seconds			
		First copy out time: 6.4 seconds A4			
		memory: 64MB			
		Resolution: 600x600dpi			
		paper capacity: 350 sheets (250 sheets + 100 sheets multi by pass tray)			
		multi by pass tray 55 to 200g/m2			
		paper weight: tray 1 55 to 105 g/m2			
		paper size: max A3 (11"x17"), min. A6 (5 1/2" x 8 1/2")			
		max continuous copy: 999 copies			
		Power requirements: max 1.2kw			
		zoom range: 25% to 400% in 1% increments			
		full color A3 scanner			
		scan reso: 50 to 9600 dpi			
		free table			
		one (1) year limited warranty or 120,000 copies, whichever comes first.			
		free monthly preventive maintenance check upon schedule pay			
		free basic operators training			
		lifetime free service			
	nothing follows.....			

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Supplier Printed Name/Signature

Tel. No. / Cell Phone No. / E-mail Address

Date