



Republic of the Philippines
City of Tagbilaran
City Hall, Tagbilaran City, 6300 Bohol

REQUEST FOR QUOTATION Procurement of Goods [Photocopier]

The City Government of Tagbilaran, through the Continuing Appropriation, intends to apply the sum of One Hundred Five Thousand Pesos only (Php105,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Quotation No. 1901-11. Quotations from suppliers received in excess of the ABC shall be automatically rejected.

The City Government of Tagbilaran now invites suppliers to quote for **1 unit Photocopier** (*see attached specifications*) for the **CSWD, Tagbilaran City**. Delivery of the Goods is required within **60 Calendar Days** after receipt of Purchase Order. Suppliers should have completed, within 24 months from the date of submission and receipt of quotations, a contract similar to the Project. The description of an eligible supplier is contained in the Bidding Documents, particularly, in Section 11, Instruction to Bidders.

Quotation for Goods will be conducted through open competitive procedures as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Quotation for the Goods is open to all interested suppliers, whether local or foreign, subject to the conditions for eligibility provided in the IRR of RA 9184.

Interested suppliers may obtain further information from the City Government of Tagbilaran at the address given below during 8:00 AM - 5:00 PM Monday to Friday only except holidays.

A set of Request for Quotation be purchased by interested Suppliers on January 16 - 23, 2019 from the address below and upon payment of a non-refundable fee in the amount of **P150.00**.

Quotations must be delivered to the address below on or before January 23, 2019 at 5:00 PM.

Request for Quotations will be opened and the lowest quotation for the goods will be awarded the supply of the goods to be procured at the BAC Office, CEO, Tagbilaran City. Late quotations shall not be accepted.

The City Government of Tagbilaran reserves the right to accept or reject any quotations, to annul the awarding process and to reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected suppliers.


CATHELYN O. TORREMOCHA
BAC Chairman

Company Name: _____
 Address : _____

REQUEST FOR QUOTATION

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 January 23, 2019 at 5:00 PM.



CATHELYN O. TORREMOCHA
 Procurement Officer

- NOTE: 1 ALL ENTRIES MUST BE TYPEWRITTEN IF POSSIBLE
 2 QUOTATIONS WITH ERASURES WILL BE DULY INITIALED
 3 DELIVERY PERIOD WITHIN **60 Calendar Days** AFTER RECEIPT OF P.O.
 4 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF **60 CALENDAR DAYS**
 6 **OMNIBUS STATEMENT, VALID MAYOR'S PERMIT, BIR CERTIFICATE OF REGISTRATION, CURRENT INCOME TAX RETURN and PHILGEPS REGISTRATION NUMBER** SHALL BE ATTACHED UPON SUBMISSION UPON SUBMISSION OF THE QUOTATION
 7 SUBJECT TO SUBMISSION OF LEGAL DOCUMENTS FOR THE DETERMINATION OF TECHNICAL, LEGAL, AND FINANCIAL CAPABILITY OF SUPPLIER
 8 SUBJECT TO REVIEW BY THE COMMISSION ON AUDIT AND IF EVER FOUND TO BE OVERPRICED, YOU ARE BOUND TO REFUND THE AMOUNT SAID TO BE EXCESSIVE.

ITEM NO.	ITEM AND DESCRIPTION	BRAND	QTY	UNIT	UNIT Price	TOTAL COST
1	Photocopier <i>***see attached specifications***</i> XX		1	unit		
	TOTAL					

Delivery Period : _____
 Warranty : _____
 Price Validity : _____

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

Signature Over Printed Name

 Tel. No. : _____
 Cell No. : _____
 Email Add. : _____
 Date : _____

MAIN SPECIFICATIONS

- With Automatic Reverse Document Feeder; Up to A3 size paper
- PIAZO/Voucher Copy Capable

GENERAL

Warm up time:	31 seconds
First Output Speed:	8.8 Seconds
Continuous Output Speed:	20 pages per minute
Memory:	Standard: 256 MB
Dimensions (WxDXH):	587x581x537 mm(MP 2014AD)
Weight:	33.5 Kg
Power Source:	220-240 V. 50/60 Hz

COPIER

Copying Process:	Laser Beam Scanning & electro Photographic Printing
Multiple copying:	Up to 99 copies
Resolution:	Up to 600 dpi
Zoom:	From 50% to 200%

PRINTER

Printer Language:	Standard: GDI
Resolution:	600 dpi
Interface:	Option: Ethernet 10 base-T/100 base-TX (DDST Unit)
Network Protocol:	TCP/IP (IP v4)
Windows® environments:	Windows Vista, Windows®7, Windows® 8/8.1 Windows® Server 2003, Windows Server® 2003R2 Windows® Server 2008, Windows Server® 2008R2 Windows Server® 2012R2
UNIX environments:	OPEN SUSE (KDE & Gnome) v12.1 Ubuntu (Unity) v12.04 RedHat® v6.0 Boss: v5

SCANNER

Scanning Speed:	Colour Maximum 6 originals per minute B/W. Maximum 15 originals per minute
Resolution:	up to 600 dpi
Bundled Service:	TWAIN, SANE, Network TWAIN (Option)
Interface:	Standard USB 2.0 Option: Ethernet 10 base-T/100 base-TX (DDST Unit)
File Format:	TIFF, JPEG, PDF
Scan to:	Email/Folder (Options)

PAPER HANDLING

Recommended paper Use:	Standard paper tray (s): A3, A4, A5 Bypass tray A3,S4,A5,A6
Paper input Capacity:	Standard 350 sheets Maximum 1,350 sheets
Paper Output Capacity:	Standard 250 sheets
Paper Weight:	Standard paper Tray(s) 52-105g/m ³ Bypass Tray: 52-216g/m ³ Duplex: 64-105 g/m ³

ECOLOGY

Power Consumption:	Less than 950W Ready mode: 110 W Sleep Mode 2.8 W TEC (Typical Electricity Consumption) 1,520 W/h
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OPTIONS

1x500- sheet paper tray (maximum 2 units), Network controller (DDST Unit), Bypass tray cover.
For availability of models, options and software, please consult your local Gestetner supplier.