



REQUEST FOR QUOTATION

Date: _____
 Quotation #: _____

Name of Company _____

Address _____

TIN No. _____

Please quote your lowest price inclusive of taxes in the items/s listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than **3 days upon receipt**, in sealed envelope marked with the reference no. (PR # 24-05-50193)

ABEL F. WAGAS
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
LOT 1	SCANNER		unit	2		
	Type: Sheet-fed, one-pass duplex colour scanner					
	Optical Resolution: 600 dpi, min.					
	Document Size: 215.9 x 3,048 mm					
	Scan Speed: Colour (200 dpi: 35 ppm/70 ipm), min.					
	Automatic Duplex Scanning: Yes					
	Auto Document Feeder (ADF): Yes					
	ADF Capacity: 50 Sheets, min.					
	Multi-feed Detection: Yes					
	Output-File Formats: JPEG and PDF, min.					
LOT 2	NETWORK SWITCH		unit	1		
	8 Ports, min.					
	Gigabit, min.					

ABC: **68,400.00**
 Source of fund: **GAA 2024**

- All entries must be typewritten/printed in ink.
- Delivery period within _____ calendar days based on the contract.
- Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
- Price validity shall be for a period of _____ calendar days
- PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
- Bidders shall submit original brochures showing specification of the products being offered.
- Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to signed contract and claimed payments.

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

 Signature over Printed Name of Authorized Representative

 Signature over Printed Name of Convoasser

 Tel. No. / CP No. / email address

 Date