



**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
 Quotation #: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

TIN No. \_\_\_\_\_

Please quote your lowest price in the items/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in sealed envelope marked w/ the reference no. (PR #: **CF 24DS - 1 - 066**)

**ENR. ERNEO MORALES**  
 Chairman, Special Bids and Awards Committee

**SIGN HERE**

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>SE - ICT Equipments</b>				
1	<b>Computer - Desktop (Minimum Specification):</b> Processor: 4-core, 12 MB Cache, 8 threads, min. Monitor: 23.8", min. Memory: 8GB, DDR4, min. Storage: 512GB NVMe M.2 SSD and 1 TB HDD Network: GbE LAN, min. Input Devices: USB Wired Keyboard and Mouse Operating System: Licensed Windows OS Warranty: 1 year on parts and labor Note: Desktop Set Unit, not clone or assembled	unit	2		
2	<b>Computer - Laptop (Minimum Specifications):</b> Display: 15.6" Full HD Display, min. Processor: 10 core, 12 threads, min. Memory: 8GB, DDR4, min. Storage: 256GB NVMe M.2 SSD and 1TB HDD, min. Operating System: Licensed Windows OS Warranty: 1 year on parts and labor Accessories: Free Bag and Mouse	unit	1		
3	<b>Paper Shredder</b> Paper shredding capacity: 10 sheets, min. Capacity: 16L, min. Paper shredding time: 10 mins Shred Size: "Atleast 5x55mm" Warranty: 1 year on parts and labor	unit	2		
4	<b>Printer w/ scanner and photocopier (3-in-1)</b> Printer type: Print, scan, copy Maximum resolution: 5760x1440 dpi Maximum copy size: A4, Letter Scanner type: Flatbed colour image scanner Sensor type: CIS Optical resolution: 600x1200 dpi Warranty: 1 year on parts and labor	unit	2		
				<b>GRAND TOTAL: P</b>	

EPC: \_\_\_\_\_ **P190,560.00**

Source of fund: **MIADP-Admin and Finance Unit**

**TERMS & CONDITIONS:**

- All entries must be typewritten/printed in ink.
- Delivery period within 30 calendar days.
- 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 60 calendar days.
- PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.
- Bidders shall submit original brochures showing certification of the products being offered.
- Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to sign contract and claim payments.

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

\_\_\_\_\_  
 Name and Signature of Convasser

\_\_\_\_\_  
 Printed Name/Signature of Company

\_\_\_\_\_  
 Tel. No. / CP No. / email address

\_\_\_\_\_  
 Date