



Department of Agriculture
Caraga Region
Capital Site, Butuan City
Tel. No. (085) 342-4092 Telefax No. (085) 341-2114

Request for Quotation

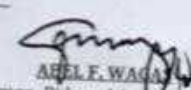
Date: _____
Quotation #: _____

Name of Company _____

Address _____

TIN _____

Please quote your lowest price inclusive of taxes in the items listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than _____ in sealed envelope marked with the reference no. (PR # 25-09-SP262)


ABEL F. WAGA
Chairman, Bids and Awards Committee

ITEM NO	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Procurement of ICT Equipment					
			unit	1		
	Multi-Functional Photocopier/Printer					
	Specification					
	1. Type: Multifunctional (printer)/photo copier					
	2. Paper Size: A3, Legal, Letter, Executive					
	3. Print Resolution: Up to 4800 x 2400 dpi					
	4. Scan Resolution: Up to 1200 x 2400 dpi					
	5. Copy Resolution: 600 x 600 dpi					
	6. Print Speed:					
	- Draft, A4 (Black / Colour) : Up to 32.0 ppm / 22.0 ppm					
	- A4 Simplex (Black / Colour): Up to 25.0 ipm / 12.0 ipm					
	- A4 Duplex (Black / Colour): Up to 16.0 ipm / 9.0 ipm					
	- A3 Simplex (Black / Colour): Up to 13.5 ipm / 6.0 ipm					
	- A3 Duplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm					
	7. Copy Speed:					
	- A4 Simplex Flatbed (Black / Colour): Up to 23.0 ipm / 10.0 ipm					
	- A4 Simplex ADF (Black / Colour): Up to 22.5 ipm / 10.0 ipm					
	- A4 Duplex ADF (Black / Colour): Up to 15.5 ipm / 7.5 ipm					
	8. Scan Speed:					
	- Scan Speed (Flatbed / ADF, Simplex): 200dpi, Black: 5 sec / Up to 26.0 ipm / 11.5 ipm					
	- Scan Speed (Flatbed / ADF, Simplex): 200dpi, Colour: 10 sec / Up to 9.0 ipm / 6.0 ipm					
	9. Paper Capacity: 250 sheets					
	10. Output Capacity: up to 125 sheet					
	11. ADF: Yes					
	12. ADF Paper Capacity: 50 sheet, A3 capable					
	13. Duplex: Yes					
	14. Warranty: Atleast 1 year					

ABC: **54,900.00**

Source of fund: MCRA 2025

General Conditions:

- 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.
- Philippines Registration Certificate, Business Permit, UIC 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 sign contract and claimed payments.

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

Name and Signature of Convoasser

Printed Name/Signature of Company

Tel. No. / CP No. / email address

Date