



Republic of the Philippines
City Government of Muntinlupa
National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 4/29/2024
Quotation No:2024-0273

Company Name: _____
Address: _____
Business Permit No.: _____
TIN: _____
PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure **Purchase of 1 unit of Photo Copier Digital Copier B/W with 2 Tray** which will be undertaken in accordance with Section 52.1.b of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Latest Income Tax (Certified True Copy)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no. (02)8861-1127

INSTRUCTIONS:

- (2) Do not alter the contents of this in any way.
- (3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract (ABC)			
Purchase of 1 unit of Photo Copier Digital Copier B/W with 2 Tray		Two Hundred Twenty Five Thousand & Four Pesos			
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1	UNIT	Digital Copier B/W with Two Tray			
		Functions: Print, Scan, Copy Operation panel: Line LCD			
		Warm up time: 19 seconds			



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		First output speed: 6.5 seconds Continuous output speed:27 ppm			
		Memory: Standard 512MB			
		ARDF Capacity : 50 sheets			
		Weight Mainframe: 39kg or less			
		Dimention W x D x H- 587 x 581 x 639			
		Power Source : 220 - 240V 50/60Hz			
		COPIER			
		Multiple copying -Up to 999 copies			
		Resolution: 600 dpi			
		Zoom: From 25% to 400% in 1% steps			
		PRINTER			
		Printer Language: GDI			
		Print resolution : 600 x 600 dpi			
		Network interface: Standard: Ethernet 1000/100/10BASE, USB 2.0 TypeB x			
		Option- wireless LAN IEEE 802.11a/b/g/n/ac			
		Mobile printing capability: Apple AirPrint, Mopria			
		Windows environments: Window 7/8/8.1/10.window Server			
		2003/2008/2012/2015			
		SCANNER			
		Scanning speed: Mono 18ipm Color			
		Resolution: Maximun: 600dpi			
		Compression method: MH/MR/MMR,JPEG			
		File formats: Single Page TIFF, Multi Page TIFF, Single Page JPEG,Single Page PDF, Multi Page PDF			
		Scan modes: Email, Folder, USB			



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Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	UNIT	Digital Copier B/W with Two Tray				
		Functions: Print, Scan, Copy Operation panel: Line LCD				
		Warm up time: 19 seconds				
		First output speed: 6.5 seconds Continuous output speed: 27 ppm				
		Memory: Standard 512MB				
		ARDF Capacity : 50 sheets				
		Weight Mainframe: 39kg or less Dimensions W x D x H- 587 x 581 x 639				
		Power Source : 220 - 240V 50/60Hz				
		COPIER				
		Multiple copying -Up to 999 copies				
		Resolution: 600 dpi				
		Zoom: From 25% to 400% in 1% steps				
		PRINTER				
		Printer Language: GDI				
		Print resolution : 600 x 600 dpi				
		Network interface: Standard: Ethernet 1000/100/10BASE, USB 2.0 TypeB x Option- wireless LAN IEEE 802.11a/b/g/n/ac				
		Mobile printing capability: Apple AirPrint, Mopria				
		Windows environments: Window 7/8/8.1/10.window Server				
		2003/2008/2012/2015				
		SCANNER				
		Scanning speed: Mono 18ipm Color				
		Resolution: Maximun: 600dpi				
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		File formats: Single Page TIFF, Multi Page TIFF, Single Page JPEG, Single Page PDF, Multi Page PDF			
		Scan modes: Email, Folder, USB			
			Ph225,004.00	Total Offered quotation (in Php)	Php _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es