

Republic of the Philippines
Province of Davao Oriental
CITY OF MATI

REQUEST FOR QUOTATION

Date: 15 August 2013
RFQ No.: 100

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative not later than **21 August 2013**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

MARIA LUISA R. COMO
City General Services Officer
Head, BAC Secretariat

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

PR No. 4035
City Mayor's Office

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER				REMARKS
			PRICE		Compliance with Technical Specifications		
			Unit Price	Total Price	Yes	No	
IT Equipment (All in one Printer)		P 37,950.00					
1. HP DeskJet ink Advantage 4625 e-All-in-One Printer Printer, Scanner, Copier, Fax Print Speed: up to 23ppm for black, and 22ppm for colour Print Quality: up to 4800x1200dpi for black, and 4800x1200dpi for colour Print Size: Letter, Legal, A4, A5, B5, DL Scanner: ADF & Flatbed; Optical up to 1200x2400 dpi Copy Speed: up to 6.5cpm for black, up to 5.5cpm for color (ISO) Connectivity: USB 2.0;Wifi 802.11b/g/n, 1 Phone Paper Handling: up to 80sheet input; 35 sheets ADF Fax Speed: up to 33.6kbps, 4 sec per page Fax Resolution: up to 200x200dpi Mobile Printing: Hp ePrint: Auto Wireless Connect, Apple Airprint Duty Cycle: up to 3000 pages Ink Used: Hp 685 black, cyan, magenta, yellow individual ink cartridges	3 units			[]	[]		

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2. JP DeskJet Ink Advantage 2060 K110a Printer Printer, Scanner, Copier	2 Units				[]	[]	
3. Brother HL 3130 Laser Printer Laser Printer with 20ppm HQ1200 (2400x600 dpi)resolution 250 sheets + 1 manual Paper Feed OMD Memory, USB 3.0 Separate drum & Toner technology Windows & MAC OS compatible	1 Unit				[]	[]	

 Canvasser

 Signature over Printed Name

 Contact Numbers (Landline and/or
 Cellphone Nos.)/E-mail address

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any 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 or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.