Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____

Attention: _____

Date: June 15, 2022
Quotation #: PS 022-06-090
ABC: _____

Sir/Madam:
Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
	Procurement of Supplies/Equipment for OSG-CDO Office:					
1	**MULTIFUNCTION COLORED PRINTER** Function: Print, Scan, and Copy Interface: USB 2.0 and Network Ready: Wi-fi and Wi-fi Direct Paper Size: Compatible to Legal (8.5 x 13); Folio (8.5 x 13); Letter (8.5 x 11); A4 (210 x 297mm) Toner/Cartridge: Black, Cyan, Magenta, Yellow Printing Capacity Specifications: Print Method: Inkjet Resolution: Max of 5760 x 1440 dpi Printing Speed: For Draft Text 33.0ppm (Black) / Up to 15.0ppm (Colored) For ISO 24734 Up to 10.0ipm (Black) / Up to 5.0ipm (Colored) Scanning Capacity Specifications: Type: Flatbed Colored Optical Resolution: Minimum 600 x 1200 dpi Scan Speed: Monochrome - Up to 11 sec Colored - Up to 32 sec Copying Capacity Specifications: Copy Size: Compatible to A4, Letter Optical Resolution: Minimum 600 x 600 dpi Copy Speed: Black - Up to 7.0ipm Colored - Up to 1.7 ipm	1	unit			
2	**INKS BLACK, CYAN, MAGENTA, YELLOW** Compatible to Item No. 1 Printer High Quality; Original; Not Coagulating Supplier must provide warranty to the items above. **(Price VAT Included)**	1	SET			

Delivery Period : _____
Warranty : _____
Price Validity : _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

Note:
1. Please quote within ___ days from the date of receipt/posting of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
a. [ ] Mayor's / Business Permit;
b. [ ] PhilGEPS Registration Number: _____ Membership: [ ] Platinum [ ] Red
c. [ ] Income / Business Tax Return (for above P500k)
d. [ ] Omnibus Sworn Statement for Small Value Procurement (for above P50K)
e. [ ] Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,
I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

ANNA LORAINE ALVIAR
SIGNATURE OF CANVASSER

For more information, you may contact us:
Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174
Please send your quotation to:

osg.procurement2@gmail.com