



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

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

Date: June 14, 2023
Quotation #: PS 023-06-090
ABC: _____

Attention: _____

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	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of ICT Equipment:</p> <p>FLATBED DOCUMENT SCANNER</p> <p>Specifications:</p> <p>Scanner Type: A3 flatbed colour image scanner Sensor Type: 4-line colour CCD Light Source: White LED Optical Resolution: 600 dpi x 600 dpi Output Resolution: 50 dpi - 4,800 dpi (1 dpi increments) 7,200 dpi and 9,600 dpi Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output Max Document Size: 297 x 420mm Output File Formats: JPEG, TIFF, Multi-TIFF, PDF, BMP Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX</p> <p>Warranty: At least one year Delivery: Makati City</p> <p><i>Note: The supplier will be allowed to deviate from the requirements of this RFQ provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.</i></p> <p>(Price Vat-Included)</p>	1	unit		

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NOTE:

1. Please quote within 3 days from the date 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 ABC of P50,000 and above; Notarized OSS is required upon signing of PO);
 - 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 LORRAINE ALVIAR / DEISY ANDAYA
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:

rfq.osgprocurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)