



Republic of the Philippines
Office of the Solicitor General
Request for Quotation

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

Date: January 23, 2023
Quotation #: PS 023-01-011
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	U. PRICE	TOTAL PRICE
1	<p>ADDITIONAL PROVISION FOR LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FY 2021</p> <p>Duration February 2023 <i>For period gap of the previous supplier and current supplier</i> Estimated No. of copies: 423,728 copies Inclusion: Quantity: Forty-two units <i>Technical Specifications:</i> Type: Digital Multifunction Copier (Monochrome) Speed: 40 High-End Units: 45 copies per minute or higher; 2 Super High-End Units: 60 copies per minute or higher; Stocking Capacity: 2,000 to 3,000 sheets (or higher) per machine Maximum Output Capacity: at least 200,000 copies per photocopying machine per month Feeder: 2-Sided Automatic Reversing Feeder Print Resolution: 600 x 600 dpi (minimum) Machine Condition: Manufacturing date of the machine should not be more than 2 years from the date of bid submission, as evidenced by the Manufacturer's Certificate Meter reading for High-End Units: not more than 300,000 copies per machine Meter reading for Super High-End Units: not more than 600,000 copies per machine <i>Others</i> With reduction/enlargement capacity With network printing and scanning capability With free monthly maintenance service, parts and consumables With at least 1 back-up toner cartridge for each photocopying machine (excluding the ones installed on the machine) to be delivered within 30 days from receipt of PO and regularly replenished within 15 days from use With finisher for 2 Super High-End units</p>					

With electronics sorting, grouping, offset for
 40 High-End Units
Other Specifications:
 With one (1) regular full-time operator/technician reporting to the
 OSG Monday to Friday, without any cost or payment on the part
 of the OSG.
(Price Vat-Included)

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 LORAIN C. ALVIAR / RHODORA T. CARDEL
 SIGNATURE OF CANVASSER

For more information, you may contact us:
 Telephone: 8836-3314
 Telefax: 8813-1174
Please send your quotation to:

rfq.osgprocurement@gmail.com