



Project Reference Number:
 Name of the Project:
 Location of the Project:

Date: _____
 Quotation No. _____

Company Name _____
 Address _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.

 MANDY D. BERNARDO
 Procurement Officer

- NOTE:
1. THE APPROVED BUDGET FOR THE CONTRACT IS _____.
 2. ALL ENTRIES MUST BE TYPEWRITTEN.
 3. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS.
 4. WARRANTY SHALL BE FOR A PERIOD OF three (3) MONTHS FOR NON-EXPENDABLE SUPPLIES ONE (1) YEAR NON-EXPENDABLE SUPPLIES FROM DATE ACCEPTANCE BY THE PROCURING ENTITY.
 5. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
 6. PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
 7. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED.

ITEM No.	Unit	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	pc	Photocopier machine	1		
		with service unit			
		lifetime after service			
		low consumables price			
		600 dpi copier resolution with digital enhanced features			
		256mb copier memory			
		laser beam scanning and electro photographic printing			
		50% to 200% zoom range in 1% steps			
		20 pages per minute			
		standard paper tray and 1 bypass tray			
		Up to 99 sets of Multiple Copying			
		8.8 first copy speed			
		31seconds warm up time			
		with enlarger and reducer			
		standard printer and scanner			
		standard USB Interface			

	Item No.		Item No.
Brand and Model	_____	_____	_____
Delivery Period:	_____	_____	_____
Warranty:	_____	_____	_____
Price Validity:	_____	_____	_____

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

 Printed Name / Signature

 Tel. No. / Cellphone No.
 e-mail address

 Date