



Standard Form Number: SF-GOOD-60  
Revised on: May 24, 2004  
Standard Form Title: Request for Quotation

Date: \_\_\_\_\_  
Quotation No. \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN No: \_\_\_\_\_  
PhilGEPS Registration Number \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_, 2022.

MARY GRACE MANGAO  
Data Encoder  
Tel/fax. No. 817-3168/7506337/84 loc. 433  
aceshfc.procurement@gmail.com

**General Conditions:**

1. All entries must be typewritten/accurate/readable.
  2. Delivery period must be within seven (7) calendar days only.
  3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
  4. Price validity must be within thirty (30) calendar days.
  5. Bidders must submit Certificate of PhilGEPS registration, Business Permit/Mayor's Permit, Omnibus Sworn Statement (for ABC's above 50k), and Income or Business Tax Return for ABC's above 500k.
  6. Bidders shall submit original brochures showing specifications of product being offered.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)

Item No.	Item and Description	Qty	Approved Budget (in Php)	BID PRICE
1	<p><b>PHOTOCOPIER MACHINE-Provision for one (1) year rental services of photocopying / printing machine including machine as scanner with one (1) professional trained manpower complement and one (1) back up machine (photocopying/printing) of the same type and minimum speed requirement, available within four (4) hours upon receipt of notice or to be deployed if not available within four (4) hours:</b></p> <p><b>*Digital photocopier, scanner, printer (ail-in-one. network ready)</b>  <b>*Heavy Duty</b>  <b>*Use powder toner</b>  <b>*Sorting and collating capabilities</b>  <b>*At least 50-55 ppm</b></p> <p><b>Indicate rate for:</b>  <b>-Minimum 75.000 copies per month</b>  <b>-Per copy over minimum volume</b></p> <p>a) copier/printer  b) scanner  <b>*with provision of additional machine upon needed</b>  <b>*repair and maintenance shall be covered by the provider</b></p> <p><b>Total Units:</b>  <b>*Mezzanine = 2</b>  <b>*2nd Floor = 2</b>  <b>*3rd Floor = 1 and 1 back-up</b>  <b>*4th Floor = 2</b>  <b>*5th Floor = 1</b>  <b>*6th Floor = 1</b>  <b>*9th Floor = 2</b>  <b>*15th Floor = 2</b></p> <p><b>Total = 14 units including back-up unit.</b></p>	1 Lot	475,000.00	



	<b>Place of Delivery: 3<sup>rd</sup> Floor, 8737 BDO Plaza, Paseo de Roxas Makati City</b> <b>Delivery Term : FOB Destination</b>	<b>P</b>	<b>475,000.00</b>	
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Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Payee's Name : \_\_\_\_\_

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

\_\_\_\_\_  
Printed Name / Signature

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

\_\_\_\_\_  
Date