	MARIANO MARCOS STATE UNIVERSITY Procurement Division	Document Code	PD-FRM-002	
	Request for Quotation (RFQ) (Goods and Services)	Revision No.	4	Page 1 of 3
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REQUEST FOR QUOTATION (RFQ)

Date: September 29, 2021

PR No.: 2021-09-171(07308603)- IKSCM

Sir/Madam:

Please quote your lowest price on the item/s listed below, and submit your quotation duly signed by you or your duly authorized representative not later than **3 days** subject to the Terms and Conditions provided at the last page of this RFQ.

Delivery period must be at least within **30 days** upon receipt of the Notice to Proceed or Purchase Order.

For any clarification, you may email us at bac@mmsu.edu.ph.


NATHANIEL R. ALIBUYOG
 BAC Chair

ITEM NO.	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
1	1	unit	Heavy Duty Multifunction Photocopier Multifunction photocopier, PRINT HEAD / INK Type Line Print Head with FINE Technology Ink Bottles PGI-7700XL (Black, Cyan, Magenta, Yellow) PGI-7700XXL (Black, Cyan, Magenta, Yellow) MC50 (Maintenance Cartridge) Maximum Printing Resolution 1200 x 1200 dpi PRINT SPEED Document (B/W / Colour)*1 Simplex, General Mode (600 dpi) Up to 50 ppm Up to 40 ppm Document (B/W / Colour)*2 Simplex, Office Document Mode (300 dpi) Up to 80 ppm Up to 70 ppm Document (B/W / Colour)*1 Duplex, General Mode (300 dpi) Up to 25 ppm Up to 20 ppm Document (B/W / Colour)*3 FPOT Ready / Simplex Approx. 6.5 sec MAXIMUM MEDIA SIZE (WXL) Default setting of Long Paper is ON (May be supported by firmware v1.2 or later) Default setting of Long Paper is OFF (For Taiwan only and may be supported by firmware 1.0 or 1.1) Cassette: 297 x 431.8 mm (11.7x17") Multi-Purpose Tray: 330.2 x 711.2 mm (13x28")*4 SUPPORTED MEDIA SIZE Depending on area, custom size specification is different. Please refer to Maximum Media Size A5, A4, A3, B5, B4, Statement, Executive, Letter, Legal, 11x17", 12x18",	350,000.00	

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			<p>SRA3, 13x19", K8, K16, Foolscap/Folio, Oficio, G-Letter, A-Letter, G-Legal, A-Foolscap, B-Oficio, M-Oficio, E-Oficio, A-Oficio, F4A, FS (Indian Legal), 4x6", 5x7", 8x10", 10x12", 13x19", COM10, Monarch, ISO-C5, DL, Custom size (Up to 330.2 x 711.2 mm or 330.2 x 482.6 mm)</p> <p>PRINTING MARGIN Bordered Printing Bordered Auto Duplex Printing Top, Bottom, Left, Right: 4 mm each*5; FIRST-COPY-OUT TIME*11 Document: Colour, sFCOT / Simplex Approx. 5.8 sec Magnification 25 - 400% (1% Increments) Multiple Copy Up to 999 copiesGENERAL SPECIFICATIONS OPERATION PANEL Display LCD (5.0inch TFT Colour Display) INTERFACE USB Port for USB Memory / PC Hi-Speed USB 2.0 For Phone / Phone Line Available - OPERATING ENVIRONMENT*16 Temperature 15 - 35°C Humidity 20 - 90% RH (without condensation)DIMENSION (WxDXH) Standard Configuration Approx. 560 x 590 x 880 mm With Optional Cassette Feeding Unit Approx. 588 x 590 x 1133 mm Weight Approx. 82.1 kg Approx. 81.5 kg OPTIONAL ACCESSORIES Cassette Feeding Unit: CF10 Dimension (WxDxH) Approx. 560 x 590 x 253 mm Weight Approx. 19 kg Pedestal: CB10 Dimension (WxDxH) Approx. 560 x 590 x 260 mm Weight Approx. 11.8 kg</p>		
2	5	cart	Toner Cartridge for multifunction photocopier	10,000.00	

TOTAL ESTIMATED BUDGET: 400,000.00

REMARKS/NOTE: _____

After having carefully read and accepted your Terms and Conditions, I/we submit our quotation/s on the item/s at prices indicated above.

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Business Name: _____
Business Address: _____
Printed Name of the Owner: _____
TIN: _____
PhilGEPS Registration Number: _____
Business Permit: _____
Omnibus Sworn Statement: _____
Annual Income Tax Return: _____

Signature over Printed Name

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

Date

Canvassed by: _____

- TERMS AND CONDITIONS:**
1. Bidders shall provide correct and accurate information required in this form.
 2. Bidders may quote for any or all of the items.
 3. Bidders shall submit a copy of the following documents along with the Quotation:
 - a. Mayor's/Business Permit
 - b. Notarized Omnibus Sworn Statement (if ABC is more than P 50,000.00)
 - c. Income/Business Tax Return (if ABC is more than P 500,000.00)
 4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
 5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
 6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
 7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
 8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
 9. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
 10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.