	<b>MARIANO MARCOS STATE UNIVERSITY</b> <b>Procurement Division</b>		Document Code	PD-FRM-002	
	<b>Request for Quotation (RFQ)</b> <b>(Goods and Services)</b>		Revision No.	4	Page 23 of 25
			Effectivity Date	January 8, 2021	

### REQUEST FOR QUOTATION (RFQ)

Date: March 14, 2022

PR No.: 2022-03-037 (05206441) Admission  
Office

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](mailto:bac@mmsu.edu.ph).

  
**NATHANIEL R. ALIBUYOG**  
 BAC Chair

ITEM	QTY	Unit	ITEM DESCRIPTION	ABC/unit	UNIT PRICE
OEQ-109-008	1	unit	<b>MULTI-FUNCTION COPIER, with ARDF</b> , with free 1 crg toner black, 1 crg toner cyan, 1 crg toner magenta, 1 crg toner yellow, 1 pc cabinet. Machine Specification: Automatic Reverse Document Feeder, 3 in 1 Color Multifunction machine (Scan, print, copy), 10 inches smart operation panel, continuous output speed up to 20 pages per minute, standard 2gb memory (RAM), Standard 320gb hard disk drive (Storage Device), Laser beam Scanning & Electro Photographic Printing (Copy and print process), multiple copying up to 999 copies, standard USB 2.0 port and ethernet port or LAN Port (Connect to computer for printing and scanning), standard dual paper trays and by pass tray, standard max. paper size: SA3 Paper size or 12"x18" paper size, standard back to back printing on all paper trays, scan speed with ARDF: 80 images per minute (200/300 dpi), max resolution 1200x1200 dpi, print from and scan to media devices (android and flash drive)	245300.00	

**TOTAL ESTIMATED BUDGET: 245,300.00**

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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.

Business Name: _____	_____
Business Address: _____	Signature over Printed Name
Printed Name of the Owner: _____	_____
TIN: _____	Tel. No./Cellphone No./e-mail address
PhilGEPS Registration Number: _____	_____
Business Permit: _____	Date
Omnibus Sworn Statement: _____	
Annual Income Tax Return: _____	

Canvassed by: \_\_\_\_\_

**TERMS AND CONDITIONS:**

91. Bidders shall provide correct and accurate information required in this form.
92. Bidders may quote for any or all of the items.
93. Bidders shall submit a copy of the following documents along with the Quotation:
  - bb. Mayor's/Business Permit
  - cc. Notarized Omnibus Sworn Statement (if ABC is more than P 50,000.00)
  - dd. Income/Business Tax Return (if ABC is more than P 500,000.00)
94. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
95. Quotations exceeding the Approved Budget for the Contract shall be rejected.
96. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
97. 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.
98. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
99. The University has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
100. 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.

ed subject  
Procedure