



Republic of the Philippines
GENERAL SANTOS CITY WATER DISTRICT
 E. Fernandez Street, Barangay Lagao General Santos
 Telephone No.: 552-3824; Telefax No.: 553-4960
 Email Address: gscwdprocurement@yahoo.com

GPM-014-4

REQUEST FOR QUOTATION

RFQ #: 3-0124-105 DATE: 1/22/2024

SUPPLIER: _____
 ADDRESS: _____
 TELEPHONE NO. : _____
 TIN NO. : _____

Dear Sir/Madam,

Pls. quote your lowest price on the item/s listed below subject to general condition stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 1/26/2024, Pls. furnish this office the following articles subject to the terms and conditions contained therein.

Instructions :

1. Accomplish this Request for Quotation duly, correctly, and completely.
2. Do not alter the contents of this form in any way.
3. If Technical Specifications/ Terms of Reference is provided, prospect bidder (supplier / service provider) must indicate and signify compliance to every parameter in the specification.

| ITEM NO. | DESCRIPTION | QTY. | UNIT | UNIT PRICE |
|----------|---|------|------|------------|
| 1 | PHOTOCOPIER HEAVY DUTY : PLEASE SEE ATTACHED SPECIFICATION-ABC: PHP 100,000.00 ##### nothing follows ##### | 1 | unit | P |

Date of Delivery: _____
 Price Validity : _____
 Mode of Payment: _____

Place of Delivery: GSCWD Bodega

*****No partial delivery allowed****

Note: 6% WITHHOLDING TAX DEDUCTION

PR NO.: 0124-064

Requested by:

ANDREW H. NADAT, JR.
 Material Procurement Officer A

Price quoted by:

 Supplier

 Date



TECHNICAL SPECIFICATION

TITLE:

PURCHASE OF ONE (1) BRAND NEW BRANDED PHOTOCOPIER MACHINE

I. SCOPE OF CONTRACT

The scope of work shall be supply, installation and delivery of **ONE (1) BRAND NEW BRANDED PHOTOCOPIER MACHINE** to General Santos City Water District.

II. TECHNICAL

| FUNCTIONS | Print, Scan, Copy (A3 Digital Monochrome Multifunction) |
|---|---|
| PRINT SPEED BLACK | Normal: Up to 23 ppm |
| PRINT TECHNOLOGY | Laser |
| PRINT QUALITY BLACK (BEST) | Optical: 600 x 600 dpi; Optical: 1200 x 1200 dpi |
| DUTY CYCLE (MONTHLY, A4) | Up to 50,000 pages per month |
| DISPLAY | 4-Line LCD |
| CONNECTIVITY, STANDARD | High speed USB 2.0 |
| WIRELESS CAPABILITY | No |
| PAPER HANDLING INPUT, STANDARD | Input tray: 250-sheet, Tray 1: 100 sheet |
| MEDIA SIZES SUPPORTED | A3, A4, A5, B4, B5, Oficio 216 x 340, 8K, 16K |
| SCANNER TYPE | D-CIS |
| SCAN FILE FORMAT | TIFF, JPEG, PDF, BMP |
| SCAN RESOLUTION, OPTICAL | Up to 600 x 600 dpi |
| SCAN SIZE | (ADF) MAXIMUM 297 x 432 mm (ADF) MINIMUM 140 x 130 mm |
| COPY RESOLUTION (BLACK TEXT) | Platen: Scan 600 x 600, Printing 600 x 600; Document feeder: Scan 600 x 600, Printing 600 x 600 |
| COPY RESOLUTION (COLOR TEXT AND GRAPHICS) | Up to 600 x 600 dpi |
| Colored Scanning | Yes |
| Network Printing | Yes |
| POWER | AC 220 - 240V: 50/60Hz, Normal Operation 550W, Ready 80W, Max/Peak 1.1kWh, Sleep/Power Off 1W/0.2W, TEC |

III. TERMS AND CONDITIONS:

1. The supplier shall provide at least one (1) year warranty on parts except on consumable parts.
2. The supplier shall provide lifetime support and services.
3. The supplier shall provide regular preventive maintenance (PMS) to ensure good machine condition.

Prepared by:

TECHNICAL WORKING GROUP FOR INFORMATION COMMUNICATION AND
TECHNOLOGY INFRASTRUCTURE GROUP


PHYLL PATRICIA FRAGATA, CpE
TWG - Member


MICHAEL G. GABALES, REE
TWG - Head