



May 16, 2023

Date

**REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT**

INSTRUCTION:

- Bidders are required to read the instructions and fill all the blanks properly, Prospective Bidders/Suppliers are required to use this official canvass form in accomplishing their bid proposals/quotation.
- Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
- Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
- Always indicate the brand name of the offered items (s) or product.
- Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
- Terms of payment-Thirty (30) days from delivery of items(s)
- Only sealed quotations shall be considered by BAC. The Bidders/Suppliers or Authorized Representative shall indicate on the envelope the RFQ Number and the company name of the bidder/supplier.**
- Awarding shall be done by **LOT /CATEGORY** only.
- Delivery and/or Installation Period: calendar days upon receipt of Notice to Proceed

ADMIN DEADLINE FOR SUBMISSION OF BIDS
2023-05-May 19, 2023
Date4:00 PM
Time

PR No. 209 End-user: MELLETH M. DELA CRUZ ABC:150,000.00

Qty.	Unit	Item/Description	ABC (PhP)	Offered brand	Unit price	Total cost
1	unit	PHOTO COPIER HEAVY DUTY MACHINE	150,000.00			
		Specifications:				
		Digital scanner copier heavy uty machine				
		Copier colored scanner A3 size/printer (new model 2022)				
		Standard document feeder and 2 tray paper cassette				
		Copy/print per minute: min 28 cpm/ppm				
		Scan speed: min 60 image per minute				
		Paper size: Max A3, 11 x 17", std. Legal (A4)				
		Paper capacity: Standard 2 x 500 sheets + 100 sheets bypass				
		Document feeder: Reversing single pass 100-sheets				
		Memory: Std. 4GB, 128GB SSD				
		Display panel: 7.0-inch, Line LCD				
		Continuous copy: 9,999 copies				
		Resolution: 600 x 600 dpi				
		Warranty: One (1) year on parts or 300,000 copies whichever comes first				
		Service: Lifetime Free Labor Service				
		Consumable Yield and Cost: Toner min. 27,000 copies/maximum cost-P9,000.00				
		Drum cartridge minimum 100,000 copies/maximum cost - P2,500.00				
		Note:				
		Delivery period: 30 calendar days				
		Place of delivery: PMS Bldg., BAI, Central Office				

LOLITA M. JUMALON
G-EPS Posted

RENE C. SANTIAGO, DVM, MSc.
Chair, Bids and Awards Committee

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Animal Industry.

(Signature Over Printed Name)
Authorized Canvasser

The BAI Bids and Awards Committee (BAC)
Visayas Avaneue, Diliman, Quezon City

Sir/Madam:

In connection with the above request, I/We hereby submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or effect delivery in conformity with specifications any or all said articles/services described above from receipt of Purchase Order.

Signature Over Printed Name

Name of Company

Tax Identification Number

Telephone Number(s)

Address

(To be filled by Supplier)
Date accomplished**Mandatory Requirements for submission:**

- | | |
|---|--|
| ✓ Mayor's Permit (Updated) | ✓ Income Tax Return (for ABCs above P500k) |
| ✓ PhilGEPS Registration/Certificate (Updated) | ✓ Omnibus Sworn Statement (For ABCs above P50K) (Unnotarized OSS may be submitted provided that the notarized OSS shall be submitted prior to issuance of Notice of Award. |