



July 12, 2022

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: 15 working days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

July 15, 2022

4:00 PM

ASF 2022-

Date

Time

PR No. 07-122

End-user:

JANICE S. GARCIA, DVM

ABC: 120,000.00

Qty.	Unit	Item/Description	ABC (PhP)	Offered brand	Unit price	Total cost
1	unit	Photocopying Machine (Heavy Duty Machine Copier/Network Printer/Scanner A3)	120,000.00			
		Specifications:				
		Engine speed: 31 copy/print per minute A4				
		Paper size: Max A 3, 11 x 17", Standard Legal , A4				
		Paper capacity: Standard two (2) tray (2 x 500 sheets)				
		Bypass tray: 100 sheets				
		Document Feeder: Reversing Single Pass 100 sheets				
		Scanning speed: Min. 37 original (Color/BW)				
		Memory: Min 1GB				
		Duplex Printing: Printing two pages in one sheet				
		LED Lamps: Panel display: Quick MFP status check				
		Display panel: 5-line LCD				
		Resolution 600x 600 dpi				
		Consumable: Toner min. 23,000 pages/cartridge				
		Max cost - P6,800/Drum min 100,000 pages max-cost - 2,500				
		With table stand and 1 set extra toner and drum				
		with includes installation				
		Note:				
		Delivery period: 15 working days				
		Place of delivery: BAI, Central Office				

LOLITA M. JUMALON

G-EPS Posted

PAUL C. LIMSON, DVM

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 Avenue, 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 within _____ working days 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. |