



Republic of the Philippines
 Department of Agriculture
Philippine Center for Postharvest Development and Mechanization
 Science City of Muñoz, Nueva Ecija, Philippines
 Telephone Nos. 09178004526 (Globe); 09178130852 (Globe) loc. 144/142/143/144
 Email add.: amp@philmech.gov.ph

REQUEST FOR QUOTATION

RFQ No. : 24-02-228
 PR No. : 24-03-E-98

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **MAR 11 2024**

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

Buyer/Canvasser

RICHELLE ANN L. MOROTA
 Authorized Official

ITEM NO.	QT Y.	UNI T	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	1	unit	PORTABLE SHEET-FED DOCUMENT SCANNER 25ppm with 1-pass duplex scanning Powered via USB 3.0 bus-powered or AC adapter Dedicated card slot ADF paper capacity of 20 sheets 1-Year warranty			
2	1	unit	MULTI-FUNCTION PRINTER, COLOR LASER Functions: Print, copy, scan Print Speed Color: up to 21 ppm Duty cycle (monthly): up to 40,000 pages Print technology: Laser Connectivity, standard Hi-Speed USB 2.0 port Built-in Fast Ethernet 10/100/1000 Base-TX network port: 802.11n 2.4/5GHz wireless; Front Host USB Display: 6.8 cm (2.7 in) colour graphic screen Processor speed: 800 MHz Memory: 256 MB DDR, 256 MB Flash Paper handling input, standard 250 sheet input tray Energy savings feature technology Auto-On/Auto-Off Technology; Instant-on Technology Number of print cartridges 4(1 each black, cyan, magenta, yellow) Manufacturer Warranty 1 year warranty			



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3	1	unit	MULTI-FUNCTION PRINTER, MONO LASER - XEROX Monochrome Print, Copy, Scan, Fax Print Speed: Up to 40/42 ppm Resolution (Printing/Scanning) Up to 1,200 x 1,200 dpi ADF Input Paper Tray :70 sheets Maximum Flatbed Scanner: Maximum 355.6 mm (Legal) Connectivity Hi-Speed USB 2.0 10Base-T / 100Base-TX /1000Base-T TEEE 802.11b/g/n (Infrastructure/Ad-hoc Mode) IEEE 802.11g/n (Wi-Fi Direct™) Colour Scanning Display: 3.7" TFT Color LCD Memory Capacity: 1 GB			
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Delivery Period : _____
 Price validity : _____
 Warranty : _____
 Terms of Payment : _____



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General Conditions

1. The Approved Budget for the Contract (ABC) 91,000.00.
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- | | | |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1 | Current Mayor's/Business Permit |
| <input type="checkbox"/> | 7.2 | DTI/SEC Certificate of Registration |
| <input checked="" type="checkbox"/> | 7.3 | BIR Certificate of Registration |
| <input type="checkbox"/> | 7.4 | PhilGEPS Registration Certificate (Platinum) all pages |
| <input type="checkbox"/> | 7.5 | Omnibus Sworn Statement |
| <input type="checkbox"/> | 7.6 | Income/Business Tax Return |
| <input type="checkbox"/> | 7.7 | Professional License/Curriculum Vitae (Consulting Services) |
| <input type="checkbox"/> | 7.8 | PCAB License (Infra.) |
| <input type="checkbox"/> | 7.9 | Net Financial Contracting Capacity (NFCC) |
| <input type="checkbox"/> | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/> | 7.11 | Others |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:

Name of Bank: _____

Bank Branch: _____

Account Name: _____

Account No.: _____

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

Printed name and signature of Authorized Representative

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

TIN: _____

Contact No/s.: _____