



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**REQUEST FOR QUOTATION**

**PHOTOCOPIER MACHINE (CATANAUAN)**

**Purchase Request No. 2023-06-1383**  
**Approved Budget for the Contract: ₱ 90,000.00**


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Photocopier Machine (Catanauan Campus)** to apply the sum of **Ninety Thousand Pesos Only (₱ 90,000.00) inclusive of VAT**, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	unit	Photocopier Machine
		Full Color Digital Copier with Network Printing, Color Scanning & Network Fax
		*see attached document for reference

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprourement2021@gmail.com](mailto:slsuprourement2021@gmail.com)

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/formalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

  
**Samuel T. Sacopla**  
Head, Procurement office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519



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**REQUEST FOR QUOTATION**

<b>Office/End-User:</b>	CATANAUAN CAMPUS	<b>Date:</b>	
<b>COMPANY NAME:</b>		<b>PR No.:</b>	2023-06-1383
<b>ADDRESS :</b>		<b>TIN No.:</b>	
<b>TEL. NO./FAX NO. :</b>			

Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than \_\_\_\_\_ of \_\_\_\_\_ in the return envelope attached herewith to the Procurement office.

- TERMS and CONDITIONS**
- All entries must be typewritten or legibility written.
  - Delivery period within \_\_\_\_\_ upon conforme of the approved Purchase Order (P.O). Administrative penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.
  - Warranty shall be for a minimum of three (3) months for Supplies & Materials; (1) one year for Equipment from date of acceptance by the end-user.
  - Price validity shall be for a period of sixty (60) calendar days.
  - Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor's Permit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.
  - Bidders shall submit complete specifications showing products certification, if applicable.
  - Please indicate the brand for each items being offered.
  - The Approved budget ceiling for this procurement is            PHP 90,000.00.

**SAMUEL T. SACOPLA**  
**Head, Procurement Office**

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	unit	Photocopier Machine Full Color Digital Copier with Network Printing, Color Scanning & Network Fax		
			* see attached document for reference		

**Source of Fund:** \_\_\_\_\_  
**Delivery Period:** \_\_\_\_\_  
 Warranty: \_\_\_\_\_  
 Price Validity: \_\_\_\_\_

*After having carefully read & accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of , providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.*



### **BASIC SPECIFICATIONS**

- Full Color Digital Copier with Network Printing, Color Scanning & Network Fax
- HyPAS solution platform Technology enabled
- Copy and Print speed of 30 copies per minute, A4
- 7-inch Color Touch Screen Panel
- CPU: Dual Core 1.2Ghz processor
- Warm-up time 26 seconds or less and First Copy Time at 8.5 seconds
- Paper Size is from A6R up to Legal
- Standard Memory Capacity is 1GB, max. 3GB plus 128GB SSD as option
- Paper capacity of 250-sheets cassette and 100-sheet multi-purpose tray
- Built in 75-sheets Reversing Document Processor and Stackless Duplex Unit
- Compatible with Windows, Macintosh, Linux and Unix
- Scan to SMB/E-mail/FTP/USB Host/Box, Network TWAIN Scan and WSD Scan
- Low Power consumption Copying: 521W or less, Sleep Mode:0.6W
- Super G3 Fax, stand alone and network connection
- Maintenance Kit of 200,000 copies