



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

OFFICE EQUIPMENT AND OTHER MATERIALS FOR INSTRUCTIONAL PURPOSES (CAM)

Purchase Request No. 2023-11-2313
Approved Budget for the Contract: ₱ 100,000.00


The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Office Equipment and Other Materials for Instructional Purposes (CAM)** to apply the sum of **One Hundred Thousand Pesos Only (₱ 100,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	unit	Laser Printer Color LED Multi-Function Center with Wireless & Network Connectivity, Automatic 2-sided Color Print, Dual CIS ADF - Multi-page Duplex Scan, Copy, Fax, High Productivity with Fast Print Speeds & Multi-tasking, Wi-Fi Direct, Mobile & USB Print, Low Cost Quality Print - Affordable Toner
1	unit	Color Laser Multi-Function Center with Automatic 2-sided Features, Wireless Connectivity and NFC Card Reader Copy Fax Print Scan PRODUCT DIMENSIONS (WIDTH X DEPTH X HEIGHT)
5	units	White Board Conversion of Aluminum Partition into White Board H.: 168cm L.: 122cm

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, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : slsuprocedurement2021@gmail.com

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities 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.


MARIDEL C. ZABELLA
Head, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

Office/End-User:	COLLEGE OF ALLIED MEDICINE	Date:	
COMPANY NAME:		PR No.:	2023-11-2313
ADDRESS :			
TEL. NO./FAX NO. :		TIN No.:	

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-EPSS Registration, 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 100,000.00.

MARIDEL C. ZABELLA
Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	unit	Laser Printer		
			Color LED Multi-Function Center with Wireless & Network Connectivity, Automatic 2-sided Color Print, Dual CIS ADF - Multi-page Duplex Scan, Copy, Fax, High Productivity with Fast Print Speeds & Multi-tasking, Wi-Fi Direct, Mobile & USB Print, Low Cost Quality Print - Affordable Toner		
			FUNCTIONS		
			Print, Scan, Copy, Fax		
			PRINTER TYPE		
			Color LED Printer		
			PRODUCT DIMENSIONS (WIDTH X DEPTH X HEIGHT)		
			410 mm x 509 mm x 414 mm		
			PRINT SPEED		
			Up to 24/25 ppm (A4/LTR)		
			PAPER SIZE		
			A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal, India Legal		
			MAXIMUM PAPER CAPACITY		
			Max. 250 sheets (80 gsm)		
PAGE 1 OF 2					

Source of Fund:	Warranty:
Delivery Period:	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 provided on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.

Printed Name/Signature/Date



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

Office/End-User:	COLLEGE OF ALLIED MEDICINE	Date:	
COMPANY NAME:		PR No.:	2023-11-2313
ADDRESS :		TIN No.:	
TEL. NO./FAX NO. :			

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 Registration, 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 100,000.00.

MARIDEL C. ZABELLA
Head, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	unit	Color Laser Multi-Function Center with Automatic 2-sided Features, Wireless Connectivity and NFC Card Reader Print Scan Copy Fax PRODUCT DIMENSIONS (WIDTH X DEPTH X HEIGHT) 495 mm x 526 mm x 549 mm		
			RESOLUTION 600 x 600 dpi, 2,400 dpi class (2400 x 600) quality PAPER INPUT - PAPER TRAY #1 - PAPER TYPE A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal WEIGHT 28.9 kg POWER SOURCE AC 220 to 240 V 50/60 Hz POWER CONSUMPTION - PRINTING Approx. 550 W POWER CONSUMPTION - SLEEP Approx. 10.0 W		
	5	units	White Board Conversion of Aluminum Partition into White Board L.: 122cm H.: 168cm		
PAGE 2 OF 2					

Source of Fund:	Warranty:
Delivery Period:	Price Validity:
<p>After having carefully read & accepted your General Conditions, We quote you on the item(s) at prices note above. If the space of provide on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.</p>	
<p>_____ Printed Name/Signature/Date</p>	



Color Laser Multi-Function Center with Automatic 2-sided Features, Wireless Connectivity and NFC Card Reader



Color LED Multi-Function Center with Wireless & Network Connectivity, Automatic 2-sided Color Print, Dual CIS ADF - Multi-page Duplex Scan, Copy, Fax, High Productivity with Fast Print Speeds & Multi-tasking, Wi-Fi Direct, Mobile & USB Print, Low Cost Quality Print - Affordable Toner