

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

## REQUEST FOR QUOTATION

# PHOTOCOPYING MACHINE RENTAL (UBS)

Purchase Request No. 2024-03-0785
Approved Budget for the Contract: 2-240,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of <a href="Photocopying Machine Rental (UBS)">Photocopying Machine Rental (UBS)</a> to apply the sum of <a href="Two Hundred Forty Thousand Pesos Only (#240,000.00">Two Hundred Forty Thousand Pesos Only (#240,000.00)</a> inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Photocopying machine rental (including supply of consumables, replacement of spare parts and monthly maintenance of machine)
		*copier/printer/scanner/fax
		*mono/color
		*2 tray module
		*CPU 1.3GHz
		*Memory 2GB
		*HDD 320GB
		*smart operation panel
		*2 sided copying/printing
		*electronic sorter
		*network printer/scanner
		*color scanning
		*mobile printing/scanning
		*standard USB/SD
		*scan to email/folder

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: slsuprocurement2021@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

OMPANY NA		Date.	Date:	
DDRESS	:		PR No.:	2024-03-0785
EL. NO./FAX				
			TIN No.:	
Please than	quote your l	owest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit ofin the return envelope attached herewith to the Procurement office.	your quotation duly sign	ed by your representative
IERMS and CONDITIONS  1. All entries must be typewritten or legibility written. 2. Delivery period withinupan conforme of the approved Purchase Order (P.O). Administratitive penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason. 3. 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. 4. Price validity shall be for a period of sixty (60) calendar days. 5. Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor'sPermit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation. 6. Bidders shall submit complete specifications showing products certification, if applicable. 7. Please indicate the brand for each items being offered. 8. The Approved budget celling for this procurement is			MARIDEL C. ZABELLA Head, Procurement Office	
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		*scan to email/folder		
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ery Period: aving carefully nee	ed & accepted the Terms & Co	l your Genaral Conditions, We quate you on the Item(s) at prices nate above. If the space of providec on the anditions specified by SLSU Procurement Office.	Warranty: Price Validity:  Polivery Period, Warrant	y & Price Volidity are left bl