

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: ₽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 Photocopying Machine Rental (UBS) to apply the sum of Two Hundred Forty Thousand Peoses Only (#2 240,000.00) inclusive of VAT, being the Approved Budget for the Contract (ABC), details as follows:

Qty.	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
	2	*scan to email/folder
		Inclusions:
		*Monthly Rental
		*Charges for printing per sheet
		-A4 (B&W, colored)
		-Legal size (B&W, colored)
		-A3 (B&W, colored)
		-Copier Machine Cabinet

 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: slsuprocurement@slsu.edu.ph

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



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REQUEST FOR QUOTATION

	Date:			
COMPANY NAI	PR No.: 202-	4-03-0785		
ADDRESS :				
EL. NO./FAX N	10, :		TIN No.:	
Please or than	quote your lo	owest price on the item(s) listed below, subject to the Terms & Conditions stated below and submod	it your quotation duly signed by yo	our representative no
TERMS and CONDI 1. All entries must Administratitive pe delivery without va 3. Warranty shall t (1) one year for Equ 4. Price validity sha Certificate of Tax, N Procurement Office 6. Bidders shall sut 7. Please indicate t 8. The Approved bu	be typewrit within	MARIDEL C. ZABELLA ead, Procurement Office		
em# Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	lot	Photocopying machine rental (including supply of consumables, replacen 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 Inclusions: *Monthly Rental *Charges for printing per sheet -A4 (B&W, colored) -Legal size (B&W, colored) -Copier Machine Cabinet	nent	
ource of Fund: elivery Period: er having carefully ne	ed & accept	PRE STF ed your Genaral Canditions, We quote you on the item(s) at prices note above. If the space of provides a	Warranty: Price Validity: n the Delivery Perlod, Warranty & Pr	rice Validity are left blo
ans that I concur w/	ine Terms &	Canditions specified by SLSU Pracurement Office.		_
			Name/Signature/Date	-