



REPUBLIC OF THE PHILIPPINES
SENATE ELECTORAL TRIBUNAL

REQUEST FOR QUOTATION

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the Procurement of four (4) units of Multi-function Inkjet Printers in accordance with Section 52.1 (b) (*Shopping*) of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project : Procurement of Four (4) units of Multi-function Inkjet Printers

Quotation Validity : At least thirty (30) calendar days

Delivery Schedule : Seven (7) days from receipt of Purchase Order

Terms of Payment : 15 to 30 calendar days upon submission of complete supporting documents

Approved Budget : One Hundred Thirty-Six Thousand Pesos (Php136,000.00)

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, and price quotation (Annex "A") not later than **August 7, 2023 at 05:00 p.m.** at the 6th Floor, Sugar Center Building, North Avenue, Diliman, Quezon City. The documents may also be sent thru fax at 8395-9329 or email at ppms.proc1@set.gov.ph.

Very truly yours,

A handwritten signature in black ink, appearing to be "Atty. Lamberto B. Delleva".

ATTY. LAMBERTO B. DELLEVA
Director III, Legal Service
Vice-Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

Annex A

RFQ No.: 2023-07-136 Shopping
Date :

Company Name: _____
Company Address: _____
Contact Person: _____
Contact Number: _____
Tax Identification Number (TIN): _____

Item No.	Qty.	Unit	Purchaser's Specifications	Bidder's Specifications (Please write the detailed specifications in the space provided)	Unit Cost	Total Cost
1	4	unit	Multi-function Inkjet Printers Specifications: <ul style="list-style-type: none">• Print, Scan, Copy• With integrated ink tanks• Paper size: must have A4, legal, letter, folio and envelope #10, DK, C6, C4• With duplex printing• Print resolution at least 2400 x 1200dpi (B/W & Color)• Print speed: At least 22 ppm• Paper handling: At least 100 sheets (cassette)• ADF paper capacity: At least 30 sheets capacity• Interface: USB, Ethernet LAN, Wi-Fi• Supported OS: Win Server 2012, 2016, 2019, Win 7, 8, 10, 11, Mac OS Warranty: <ul style="list-style-type: none">• At least one (1) year warranty (parts and labor) Other requirements: <ul style="list-style-type: none">• Initial consummables included in the price• Available service centers within Metro Manila (parts and supplies) ABC: Php136,000.00			

JULIUS B. REMUDARO
Procurement Officer
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(Signature over Printed Name)
Supplier