



REPUBLIC OF THE PHILIPPINES  
**SENATE ELECTORAL TRIBUNAL**


**REQUEST FOR QUOTATION**

The Senate Electoral Tribunal, through its Bids and Awards Committee, will undertake the procurement for the Supply and Delivery of Three (3) Units of Photocopiers in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184, as follows:

Name of Project	:	Supply and Delivery of Three (3) Units of Photocopiers
Quotation Validity	:	At least thirty (30) calendar days
Delivery Schedule	:	Fifteen (15) days from receipt of Purchase Order
Terms of Payment	:	15 to 30 calendar days upon submission of complete supporting documents
Approved Budget	:	Six Hundred Thousand Pesos (₱600,000.00)

Interested suppliers are required to submit their valid and current Mayor's Permit, PHILGEPS Registration Certificate, Omnibus Sworn Statement, and price quotation (Annex "A") not later than **September 6, 2023 at 5:00 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](mailto:ppms.proc1@set.gov.ph).

Very truly yours,

  
**ATTY. ELEANOR S. FRANCISCO-ANUNCIACION**  
Deputy Secretary of the Tribunal  
Chairperson, Bids and Awards Committee

SENATE ELECTORAL TRIBUNAL

RFQ No.: 2023-08-154  
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	3	Units	<p><b>Photocopiers</b></p> <p>Technical Specifications:</p> <ul style="list-style-type: none"><li>- Heavy duty Multi-Function Peripheral (MFP)</li><li>- Monochrome Copier/Scanner/Printer</li><li>- Engine speed (copy/print): at least 24 ppm (A4)</li><li>- Scan and Print Resolution: At least 600 x 600 dpi</li><li>- First print out time: 10 seconds or less</li><li>- Warm up time: 30 seconds or less</li><li>- Paper sizes: A3, A4, A5, B5, Legal, Letter, Custom</li><li>- Duplex Copying and Printing: Capable</li><li>- Continuous copy: At least 999 copies</li><li>- Scan Speed: At least 30 ipm</li><li>- ADF sheet capacity: At least 50 sheets</li><li>- Zoom Range: At least 25% up to 200%</li><li>- File Formats: At least TIFF, PDF, JPEG</li><li>- Interface: Ethernet and USB</li><li>- Supported OS: Windows, MAC, Linux</li><li>- Energy Efficiency: Energy Star Certified</li></ul> <p>Warranty:</p> <ul style="list-style-type: none"><li>- At least 1 year warranty (parts &amp; labor)</li><li>- Initial consumables included in price</li></ul>			

			<ul style="list-style-type: none"><li>- Actual Demonstration of unit is required</li><li>- Available authorized service centers within Metro Manila</li><li>- Parts and consumables readily available at service centers</li></ul> <p><b>ABC: Php600,000.00</b></p>			
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**JULIUS B. REMUDARO**  
Procurement Officer  
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[set.ppms.ps@gmail.com](mailto:set.ppms.ps@gmail.com)

\_\_\_\_\_  
(Signature over Printed Name)  
Supplier