



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Supply, Delivery & Installation of four (4) units Heavy Duty Colored Laser Network Printer*", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply, Delivery & Installation of four (4) units Heavy Duty Colored Laser Network Printer
- Location : G/F, DBM Building III, General Solano Street, San Miguel, Manila
- Specifications : (see attached Annex "A" for the technical specifications)
- Approved Budget for the Contract : One Hundred Fifty Two Thousand Pesos (P 152,000.00)
- Delivery Date : Fifteen (15) working days upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit and PhilGeps Registration Certificate, and price quotation (Annex "B").

Submission of quotation and eligibility documents is on or before 5:00p.m. of 15 November 2013 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax nos. 735-4979 / 735-1957.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service

TECHNICAL SPECIFICATIONS

Item Number	Description	Statement of Compliance
1.	Heavy Duty Color Laser Network Printer Print speed black: Normal: Up to 21 ppm Print speed color: Normal: Up to 21 ppm First page out (ready) Black: As fast as 17 sec Color: As fast as 17 sec Print quality (best) Color: Up to 600 x 600 dpi Black: Up to 600 x 600 dpi Duty cycle (monthly): Up to 40,000 pages; Print technology: Laser Processor speed: 600 MHz Print languages: PCL 6, PCL 5c, postscript level 3 emulation Display: 2-line LCD (text)	
2.	Warranty Certificate	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Specification	Quantity	Unit Price	Total Price
Heavy Duty Color Laser Network Printer Print speed black: Normal: Up to 21 ppm Print speed color: Normal: Up to 21 ppm First page out (ready) Black: As fast as 17 sec Color: As fast as 17 sec Print quality (best) Color: Up to 600 x 600 dpi Black: Up to 600 x 600 dpi Duty cycle (monthly): Up to 40,000 pages; Print technology: Laser Processor speed: 600 MHz Print languages: PCL 6, PCL 5c, postscript level 3 emulation Display: 2-line LCD (text)	4 units		
TOTAL			

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

NOTICE OF AWARD

November 22, 2013

MR. JOSELITO B. GASCON
PHILCOPY CORPORATION
Philcopy Bldg. 793 J.P. Rizal Ave.,
Makati City

Dear **Mr. Gascon:**

We are pleased to inform you that the project "*Supply, Installation & Delivery of Four (4) units Heavy Duty Colored Laser Network Printer*" is hereby awarded to your company in the amount of Ninety Eight Thousand Pesos (P98,000.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

NOTICE TO PROCEED

November 27, 2013

MR. JOSELITO B. GASCON
PHILCOPY CORPORATION
Philcopy Bldg. 793 J.P. Rizal Ave.,
Makati City

Dear **Mr. Gascon:**

Per attached Purchase Order No. 2013-202, we hereby notify you that your Office may commence work on the project "*Supply, Installation & Delivery of Four (4) units Heavy Duty Colored Laser Network Printer*" upon receipt and acceptance of this notice.

In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service

Conforme:

Mr. Gascon

