



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
REGIONAL OFFICE IV-A (CALABARZON)

**REQUEST FOR QUOTATION**

Project Reference Number : PPMP-2025-005  
Project Name : Rental of Photocopying Machine  
Project Location : DBM RO IV-A

Date: January 6, 2025

Quotation No.: DBMROIVA-2025-005

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*Company Name*

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*Address*

Please quote your **best offer** on the item/s listed below, subject to the General Conditions on this page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **January, 15, 2025**.

  
**JACQUELINE B. LUDOVICE**  
*Chairperson*  
*Bids and Awards Committee*

**CONDITIONS:**

1. All entries must be typewritten;
2. Delivery period within 7 calendar days;
3. Warranty shall be for a period of six (6) months for supplies and materials and one (1) year for equipment from date of acceptance by the procuring entity;
4. Price validity shall be for a period of 30 calendar days;
5. PhilGEPS Registration Certificate shall be attached upon submission of the quotation;
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. The procuring entity reserves the right to reject any and all quotations or not to award the contract for any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government.

8. Payment shall be made promptly, but in no case later than sixty (60) calendar days, through Land Bank of the Philippines' LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.

**Sir/Madam:**

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

Item	Description	Quantity	Bidder's Statement of Compliance	Unit Cost	Total Cost
A.	<b>Rental of Photocopying Machine</b> <ul style="list-style-type: none"><li>- Rental of photocopying machine</li><li>- Minimum volume of 6,000 copies per month</li><li>- Cost ~ P0.59/copy</li><li>- Allowable spoilage ~ 2% of gross copies made</li><li>- Free supply of consumables (e.g., maintenance services, spare parts, machine replacements, etc.) except paper.</li></ul> Approved Budget for the Contract: <b>P 48,000.00</b>	1 unit			

*\*The above quoted price is inclusive of all costs and applicable taxes.*

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No. / Email Address

\_\_\_\_\_  
Date