

## REQUEST FOR QUOTATION

RFQ20 - 179

RIV / SR No. :R20-422  
 Date: 10/14/2020

**GENTLEMEN:**

**THIS IS A REQUEST FOR QUOTATION ON GOODS/SERVICES ENUMERATED HEREUNDER, IF YOU ARE INTERESTED AND IN A POSITION TO FURNISH THE SAME, PLEASE SUBMIT SEALED PROPOSALS ON OR BEFORE DECEMBER 1, 2020, 4:00 PM. THE RIV / SR NO., AS INDICATED ABOVE, SHOULD BE WRITTEN CLEARLY ON THE RIGHT FACE OF THE ENVELOPE AND ADDRESSED TO THE BIDS AND AWARDS COMMITTEE, LAGUNA LAKE DEVELOPMENT AUTHORITY, NATIONAL ECOLOGY CENTER, EAST AVENUE, DILIMAN, QUEZON CITY**

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
	1	unit	<b>DESKTOP PHOTOCOPIER</b>	
			- Copy/Print Speed: 23 cpm/ppm	
			- Copy size: Min. A5, short, A4, Legal up to A3 paper size	
			- Paper capacity: Standard 250-sheets tray	
			- Bypass:100 sheets	
			- Document Feeder: 100 sheets Reversing Single Pass Feeder	
			- Electronic Sorting	
			- Color Scanning	
			- Auto Back to Back	
			- Lifetime Free Labor Service	
			Note: You may submit your quotation electronically through <a href="mailto:lldaproc@gmail.com">lldaproc@gmail.com</a>	
			The following documents must be included in the submission of sealed price quotation:	
			1. Mayor's/Business Permit	
			2. PhilGEPS Registration	
			Terms of Payment	
			Delivery	

**PRICES IN THE ABOVE OFFER ARE CERTIFIED CORRECT:**

SIGNATURE ABOVE PRINTED NAME  
OF THE CANVASSER

AUTHORIZED SIGNATURE

NAME OF FIRM

TELEPHONE NUMBER(S)

ADDRESS

TAX IDENTIFICATION NUMBER (TIN)

### IMPORTANT

- Prices should be written in ink or typewritten. When offering substitutes or equivalent, please specify the brand.
- Submit your quotations in a sealed envelope. The RIV / SR no, as indicated above, should be clearly indicated in the uppermost right face of the envelope and addressed to the address given above.
- Erasures should be initialed by the person who made the proposal.
- Quoted prices should be VAT inclusive unless otherwise indicated.