

**REQUEST FOR QUOTATION  
SHP 46-23**

The **Municipality of Guagua**, through its Bid and Awards Committee (BAC), invites Licensed Suppliers/ Manufacturers/ Distributors/ Trading/ Retailers to bid/submit price quotations for the project: **Procurement of printer and scanner to be used at the Office of the Mayor, this Municipality** in accordance with the Alternative Methods of Procurement, Section 52. Shopping of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

Name of Project: **Procurement of printer and scanner to be used at the Office of the Mayor, this Municipality**

Location: Municipality of Guagua, Plaza Burgos, Guagua, Pampanga

Brief Description: Procurement of printer and scanner

Approved Budget for the Contract: PhP 128,700.00

Contract Duration: 7 calendar days

Submission of quotation documents is on or before **August 22, 2023 at 9:00 AM** while opening of said documents will follow thereafter at the same address indicated above. Late submission shall not be accepted.

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the bidders for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the quotation documents.

The proponent determined to have the Lowest Calculated Bid must be PhilGEPS registered and shall submit its company's valid and current Mayor's or Business Permit.

The Municipality of Guagua hereby reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

For inquiry, you may call **Ms. Ilona G. Bansil** at telephone no. (045) 900-2391 or email at [lgugua.bac@gmail.com](mailto:lgugua.bac@gmail.com)

Very truly yours,

(Sgd.)  
**Raul G. Naguit**  
BAC Chairperson

### SCHEDULE OF REQUIREMENTS

Description	Quantity	Unit	Unit Price	Total Amount
4 in 1 Duplex Wireless and Network Printer PCS MFC-J2340DW	2	Units		
A4 Wi-Fi All in One Ink Tank Printer Eco Tank (L3250)	1	Unit		
A4 Duplex Sheet-fed Document Scanner DS-570WII	2	Units		

**TOTAL:**

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

## TECHNICAL SPECIFICATIONS

Item	Specification			Statement of Compliance
	Description	Quantity	Unit	
1	4 in 1 Duplex Wireless and Network Printer PCS MFC-J2340DW	2	Units	
2	A4 Wi-Fi All in One Ink Tank Printer Eco Tank (L3250)	1	Unit	
3	A4 Duplex Sheet-fed Document Scanner DS-570WII	2	Units	

Note: Bidders must state either "Comply" or Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specification", stating the corresponding performance parameter of the equipment offered.

I hereby commit to comply with all the above Technical Specifications.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Representative

\_\_\_\_\_  
Date

## FINANCIAL PROPOSAL SUBMISSION SHEET

Date: \_\_\_\_\_

The Chairperson  
Bids and Awards Committee  
Municipality of Guagua

Sir/Madame,

After having carefully read and accepted the terms and conditions in your Request for Quotation hereunder is our quotation for the project, Procurement of printer and scanner to be used at the Office of the Mayor, this Municipality (SHP 46-23).

Description	Quantity	Unit	Unit Price	Total
4 in 1 Duplex Wireless and Network Printer PCS MFC-J2340DW	2	Units		
A4 Wi-Fi All in One Ink Tank Printer Eco Tank (L3250)	1	Unit		
A4 Duplex Sheet-fed Document Scanner DS-570WII	2	Units		
GRAND TOTAL:				

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Date