



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS

Tel. No.: 834-4000, 834-3279, Fax 834-3295

Date: 13 April 2021

**REQUEST FOR QUOTATION OF PRICES**

Sir/Madam:

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier. The delivery date will be indicated in the Purchase Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods supplied and delivered shall be subject to the usual inspection by the Department's Internal Auditor or duly authorized representative.
4. Payment will only be effected by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline of submission of quotations is on **Friday, 16 April 2021 at 12:00 n.n.**

| QTY | UNIT | PARTICULARS  | UNIT COST | TOTAL AMOUNT (VAT INCLUSIVE) |
|-----|------|--|-----------|------------------------------|
| 2   | Unit | <b>All-in-one laser printer</b>  |           |                              |
|     |      | ▪ print, copy, scan, fax: print speed: at least 22 ppm – black, 18 ppm – colored; duty cycle: at least 25,000 pages; wireless capability; print quality; at least 1200x1200 rendered dpi – black, 4800x1200 optimized dpi – colored. |           |                              |
| 4   | Unit | <b>Computer monitor</b>  |           |                              |
|     |      | ▪ 22" or larger; Full HD Led; Resolution: 1920x1080; Response time: at least 5 (GtG); Refresh rate: Max 75Hz; Inclusion: monitor, power cable and HDMI cable.  |           |                              |
| 1   | Unit | <b>Portable printer</b>  |           |                              |
|     |      | ▪ wireless mobile printer; print speed: at least 9.0 ipm black, 5.5 ipm colored.   |           |                              |
| 1   | Unit | <b>Portable scanner</b>  |           |                              |
|     |      | ▪ small, compact and lightweight; powered via USB, AC adapter or built-in battery, scan speed: at least 4.0 second per sheet.  |           |                              |
| 2   | Unit | <b>Desktop external hard drive</b>   |           |                              |
|     |      | ▪ storage capacity: 8TB; connection: USB 3.0; max transfer rate: at least 160 MB/s   |           |                              |
| 1   | Unit | <b>Digital voice recorder</b>  |           |                              |
|     |      | ▪ compact, at least 4 GB internal memory, expandable to at least 32GB with micro SD, low background noise, built-in USB connector for easy transfer of files.  |           |                              |
|     |      | <i>All items must be reputable brand</i>   |           |                              |
|     |      | <i>The goods must have a minimum of one (1) year warranty against inherent defects, parts and labor.</i>   |           |                              |
|     |      | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   |           |                              |
|     |      |  |           | <b>ABC: Php 119,000.00</b>   |

COMPANY NAME / SUPPLIER :  
CONTACT PERSON :  
CONTACT NUMBER :  
ADDRESS :  
Email Address :

  
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