



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION-METRO RAIL TRANSIT 3  
(DOTr-MRT3)**

Date: 4/29/2022

RFQ NO.: FCDED2022-04-019

**REQUEST FOR QUOTATION**

**AUTHORIZED REPRESENTATIVE**

\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

The Department of Transportation-MRT3 (DOTr-MRT3) requests your best offer for the item/s stated below, subject to the Terms and Conditions stated herein.

<b>Name of Project</b>	<b>Technical Specifications</b>	<b>Approved Budget for the Contract (ABC)</b>
Procurement of Multi-functional Digital Copier	2 Units of Copier  Please see attached Specifications as Annex A	Three Hundred Fifty-Nine Thousand, Seven Hundred Seventy-Three Pesos and 34/100 <b>(PhP359,773.34)</b>

**TERMS AND CONDITIONS:**

1. Price quotation shall be valid for a period of thirty (30) calendar days from the date of submission.
2. Price quotation shall be denominated in Philippine Peso and shall include all taxes, duties and/or levies payable.
3. Quotation shall not exceed the Approved Budget for the Contract (ABC).
4. Quotation must be duly signed by the Authorized Representative.
5. The Supplier shall quote in one (1) lot.
6. Signature of Authorized Representative shall be affixed in the prescribed format of Annex "A" as attached, signifying conformity to the Technical Specifications.
7. Documentary requirements shall be submitted before the issuance of Notice of Award such as **Valid Mayor's Permit/Business Permit and Valid PhilGEPS Registration Number/Certification.**
8. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.



Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION-METRO RAIL TRANSIT 3  
(DOTr-MRT3)**

9. The DOTr-MRT3 shall have the right to inspect the goods to confirm their conformity to the Technical Specifications. Any deviation from the approved technical specifications shall be returned and should be replaced without additional cost to the MRT3.
10. Warranty period for parts and replacements shall be for one (1) year from the date of complete inspection and acceptance of the units with free labor service and free set-up/installation and operation orientation.
11. Complete delivery within thirty (30) calendar days upon receipt of Purchase Order.
12. Issuance of invoice by the supplier/provider shall be made only after completion of delivery and acceptance of items.
13. By submitting a quotation, the supplier/provider accepts the terms and conditions herein.
14. This Procurement shall be subject to the salient provision of the 2016 Revised IRR of RA 9184 on Liquidated Damages.

Quotation shall be submitted either in a sealed envelope delivered to the Bids and Awards Committee Secretariat, Administrative Division, DOTr-MRT3 Depot Edsa Corner North Avenue, Brgy. Bagong Pag-asa, Quezon City or via electronic mail (e-mail) to [bacsec@dotmrt3.gov.ph](mailto:bacsec@dotmrt3.gov.ph) not later than **10:00 a.m. on May 6, 2022.**

For inquiries, you may contact the BAC Secretariat Head, **Remedios F. Mationg** at Telephone No. **8929-5347 to 49 local 2400.**

  
**ENGR. OFELIA D. ASTRERA**  
Vice-Chairperson, Bids and Awards Committee  
SO NO. 2021-060 (26 April 2021)

*RFQ NO.: FCDED2022-04-019  
Name of Project: Procurement of Multi-functional Digital Copier  
End-User: Finance & Comptrollership and Engineering Division*

# ANNEX A

## TECHNICAL SPECIFICATIONS

### Multi-function Digital Copier

(Copy, print, scan)

#### Specifications:

- Copy/Print/Scan
- Color Capability: Monochrome
- Copy/Print Speed: 30ppm or greater
- Copy size: max A3 min. A5
- Printing resolution: 1200x1200
- Document Feeder / Duplex copy
- Hard Drive: 128 GB
- Memory: Min. 1.5GB
- Network Printing
- Print from USB/SD: Supported
- Scan to USB/SD: Supported
- Bypass Tray: min. 90 sheets
- Paper capacity: min. 500sheets
- Heavy Duty
- With Table Stand
- With additional of 1 set consumables

#### Warranty and Services:

- 1 yr warranty (parts & replacements)
- Free Labor Service
- Free set-up/installation and operation orientation

Conforme:

---

Signature over printed name of Authorized Representative / Date

---

Name of Company