Standard Form Number: SF-GOOD-60
Revised on: May 24, 2004
Standard Form Title: ***Request for Quotation***

Date: July 4, 2026
Quotation No.: 0033

Company Name: _____
Address _____

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than the closing date on July 7, 2026 at 1:00 PM.

_____
Procurement Officer

NOTE:

1. **DELIVERY PERIOD WITHIN ___30___CALENDAR DAYS**
2. **WARRANTY SHALL BE FOR A PERIOD OF SIX(6)MONTHS FOR SUPPLIES AND MATERIALS, ONE(1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY**
3. **PRICE VALIDITY SHALL BE FOR A PERIOD OF _____30_____CALENDAR DAYS**
4. **PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
5. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.**

No.	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
1	**3-in-1 PRINTER** Functions: Print, Scan, Copy Type: Refillable Ink Tank Connection: USB 2.0 only Resolution: 5760 x 1440 dpi Print Speed: 10 ipm (Black), 5 ipm (Color) Scan Resolution: 600 x 1200 dpi Ink Bottle: Epson 003 Series Page Yield: 4,500 (Black), 7,500 (Color) Size: 375 x 347 x 179 mm	14	units		
2	**PRINTER (A3 Printer)** Paper Feed Method:Rear Feed Number of Paper Trays:1 Paper Hold Capacity: Input Capacity 100 sheets of A4 Plain Paper (80 g/m2) 20 sheets of Premium Glossy Photo Paper Output Capacity 100 sheets of A4 Plain Paper (80 g/m2) 30 sheets of Premium Glossy Photo Paper Support Paper Size: A3+, A3, A4, A5, A6, B4, B5, B6, Letter, Legal, Indian-Legal, 100 x 148 mm, 3.5 x 5", 4 x 6", 5 x 7",	1	unit		
3	**ALL In ONE PRINTER** **T**ype: All-in-One Ink Tank (Print, Scan, Copy, Fax) Print Resolution: Up to 5760 × 1440 dpi Print Speed (ISO): 10 ppm (Black) / 5 ppm (Color) Scanner: Flatbed CIS, 1200 × 2400 dpi ADF: 30-sheet Automatic Document Feeder Connectivity: USB, Ethernet, Wi-Fi, Wi-Fi Direct Paper Size: A4, Letter, Legal, 4R (Photo) Ink Yield: 4,500 pages (Black), 7,500 pages (Color) OS Support: Windows, macOS	3	units		
4	A**LL In ONE PC (Black)** Display: 23.8” Full HD (1920×1080), Non-Touch CPU: Intel Core i5-120U RAM: 8 GB DDR5 Storage: 512 GB NVMe SSD Graphics: Integrated Intel Graphics OS: Windows 11 (with MS Office Home & Student 2021) Connectivity: Wi-Fi 6, Bluetooth 5.3, Ethernet Ports: USB-A, USB-C, HDMI-in/out, audio jack Webcam: 720p HD with privacy shutter	3	units		
5	**MONITOR 23.8”** Screen Size: 23.8-inch (Viewable) Panel Type: IPS (In-Plane Switching) with 178° wide viewing angles Resolution: Full HD (1920 x 1080) Refresh Rate: 120HzResponse Time: 1ms MPRTColor Accuracy: 99% sRGB color gamut Brightness: 300 cd/m²	10	pcs		

	Adaptive-Sync: Minimizes screen tearing and choppy frame rates Motion Clarity: 1ms MPRT helps reduce motion blur in fast-paced content Ports: 1x HDMI 1.4, 1x VGA (D-Sub), and a 3.5mm Earphone jack Mounting: Supports 100 x 100mm VESA wall mounts Tilt: Adjustable tilt from -5° to +23°				
6	**LAPTOP** Processor: AMD Ryzen 3 5300U (4 cores, 8 threads, up to 3.8 GHz) Graphics: Integrated AMD Radeon Graphics Display: 14-inch WUXGA (1920 × 1200), IPS, 16:10 aspect ratio for a taller workspace Memory: 8GB LPDDR5 RAM Storage: 512GB PCIe NVMe SSDOperating System: Windows 11 HomeIncluded Software: Microsoft Office Home & Student 2024 + Microsoft 365 Connectivity: Wi-Fi 6, BluetoothPorts: 1x USB Type-C 1x USB 3.2 Gen 1, 1x USB 2.0, HDMI, and an audio jack Camera: HD WebcamWeight & Color: ~1.3 kg; Nude Pink	1	unit		
7	**360 CAMERA** **V**ideo Resolution: Up to 8K at 30fps, 4K at 120fps, and 4K Active HDR at 60fps. Sensor & Lens: 1/1.3" CMOS sensor with a Leica SUMMARIT f/2.6 lens and an ultra-wide 157° field of view. Dual AI Chips: Features a Pro Imaging Chip for hardware noise reduction alongside a 5nm AI Chip for processing and speed. Stabilization: FlowState Stabilization and in-camera 360° Horizon Lock. Display: 2.5" vlogging-friendly flip touchscreen and a 0.7" front-facing status screen. Audio: Built-in microphones with a detachable Wind Guard and a Mic Cap. Waterproofing: Waterproof up to 39 feet (12m). Battery: 1800mAh battery providing up to 3 hours of runtime (tested at 1080p/24fps) What's in the Box 1x Insta360 Ace Pro 2 Action Camera (with the Wind Guard pre-installed) 1x Rechargeable Battery (1800mAh) 1x Standard Mount	1	unit		
	Note: 1. VAT Inclusive 2. Partial Delivery shall not be accepted 3. FOB, MNWD, Naga City 4. Warranty: One (1) Year				
	Documentary Requirements to submit: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number / Certificate of Platinum Membership 3. Income/Business Tax Returns (for ABCs above Php 500k) *Incomplete or non-submission of the required Documentary Requirements shall be automatically disqualified* 4. Notarized Omnibus Sworn Statement *The supplier may submit NOSS on the date of accomplishing this document (RFQ) or prior to the preparation of award*				

Brand and Model : _____
Delivery Period : _____
Terms of Payment : _____

Warranty : _____
Price Validity : _____

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted above.

_____
Printed Name / Signature

_____
Tel. No. / Cell phone No.
e-mail address

_____
Date

TERMS AND CONDITIONS

1. The MNWD reserves the right to reject any price quotation which is not in accordance with its terms, standards and specifications.
2. If the prospective supplier is the exclusive distributor or sole manufacturer of the item(s) herein enumerated, the same shall attach a true copy of its validated exclusive distributor authorization or sole manufacturer's certification.
3. The prospective supplier shall also furnish the MNWD a true copy of its registration certificate issued by the Department of Trade and Industry (DTI) and/or Securities and Exchange Commission (SEC).
4. All ordered items, unless otherwise indicated by the MNWD, must be delivered FOB METROPOLITAN NAGA WATER DISTRICT (MNWD); FREIGHT PREPAID.
5. All ordered items, unless otherwise specified, must be certified brand new, untampered, original, and as applicable, factory sealed, and the same shall be covered by a warranty clause.
6. Any ordered item rejected by the MNWD due to damage, inherent defect or inaccurate delivery shall be returned to the supplier at the expense of the same.
7. The MNWD, as a matter of policy, do not remit any form of advance or down payment. All terms of payment, while negotiable, shall be strictly based on this premise.
8. The MNWD reserves the right to cancel any order not delivered within the date specified in the issued Purchase Order.
9. As applicable and specified herein, any ordered item must satisfactorily pass the required laboratory testing before delivery, and/or pre-acceptance testing after actual delivery. Such test must be conducted in the presence of a duly designated MNWD representative. The test must conclusively determine specified performance efficiency before actual payment is made for the ordered item(s).
10. In the remittance of any payment, the MNWD deducts the following:
    a. For VAT Registered Suppliers: Supplies and Materials
       Value Added Tax (VAT) - Five Percent (5%)
       Creditable Witholding Tax - One Percent (1%)
    b. For VAT Registered Suppliers: Labor and Services
       Value Added Tax (VAT) - Five Percent (5%)
       Creditable Witholding Tax - Two Percent (2%)
    c. For Non - VAT Registered Suppliers: Supplies and Materials
       Value Added Tax (VAT) - Three Percent (3%)
       Creditable Witholding Tax - Two Percent (2%)
11. The prospective supplier must affix his/her signature in the Form signifying acceptance of the herein-stated terms and conditions.