

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: April 21, 2026

**Quotation No.: 0023**

**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 April 24, 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	<b>3-IN-1 PRINTER</b> <ul style="list-style-type: none"> <li>• Printer Type: Print, Scan, Copy</li> <li>• Print Method: On-demand inkjet (Piezoelectric)</li> <li>• Printer Language: ESC/P-R, ESC/P Raster</li> <li>• Nozzle Configuration:180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow)</li> <li>• Maximum Resolution:5760 x 1440 dpi</li> <li>• Automatic 2-sided Printing: No</li> </ul>	14	pcs		
2	<b>SCANNER</b> <ul style="list-style-type: none"> <li>• Scanner Type: Legal / A4 sheet-fed, one-pass duplex colour scanner</li> <li>• Sensor Type: CIS</li> <li>• Light Source: RGB LED</li> <li>• Optical Resolution: 600 x 600 dpi</li> <li>• Output Resolution: 75 â €"1,200 dpi (in 1 dpi increments)</li> <li>• Scanner Bit Depth (Colour): 48-bit input, 24-bit output</li> <li>• Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output</li> <li>• Scanner Bit Depth (Black &amp; White): 16-bit input, 1-bit output</li> <li>• Max Document Size: 215.9 x 3,048mm</li> <li>• Output File Formats: JPEG, TIFF, Multi-TIFF, PDF, BMP</li> </ul>	2	pcs		
3	<b>A3 PRINTER</b> <ul style="list-style-type: none"> <li>• Paper Feed Method: Rear Feed</li> <li>• Number of Paper Trays:1</li> <li>• Paper Hold Capacity: Input Capacity</li> <li>• 100 sheets of A4 Plain Paper (80 g/m2)</li> <li>• 20 sheets of Premium Glossy Photo Paper</li> <li>• Output Capacity</li> <li>• 100 sheets of A4 Plain Paper (80 g/m2)</li> <li>• 30 sheets of Premium Glossy Photo Paper</li> <li>• Support Paper Size: A3+, A3, A4, A5, A6, B4, B5, B6, Letter, Legal,</li> <li>• Indian-Legal, 100 x 148 mm, 3.5 x 5", 4 x 6", 5 x 7",</li> </ul>	1	pc		
4	<b>ALL-IN-ONE INK TANK PRINTER</b> <ul style="list-style-type: none"> <li>• Type: All-in-One Ink Tank (Print, Scan, Copy, Fax)</li> <li>• Print Resolution: Up to 5760 x 1440 dpi</li> <li>• Print Speed (ISO): 10 ppm (Black) / 5 ppm (Color)</li> </ul>	3	units		

	<ul style="list-style-type: none"> <li>Scanner: Flatbed CIS, 1200 × 2400 dpi</li> <li>ADF: 30-sheet Automatic Document Feeder</li> <li>Connectivity: USB, Ethernet, Wi-Fi, Wi-Fi Direct</li> <li>Paper Size: A4, Letter, Legal, 4R (Photo)</li> <li>Ink Yield: 4,500 pages (Black), 7,500 pages (Color)</li> <li>OS Support: Windows, macOS</li> </ul>				
5	<b>ALL-IN-ONE PC</b> <ul style="list-style-type: none"> <li>Display: 23.8" Full HD (1920×1080), Non-Touch</li> <li>CPU: Intel Core i5-120U</li> <li>RAM: 8 GB DDR5</li> <li>Storage: 512 GB NVMe SSD</li> <li>Graphics: Integrated Intel Graphics</li> <li>OS: Windows 11 (with MS Office Home &amp; Student 2021)</li> <li>Connectivity: Wi-Fi 6, Bluetooth 5.3, Ethernet</li> <li>Ports: USB-A, USB-C, HDMI-in/out, audio jack</li> <li>Webcam: 720p HD with privacy shutter</li> </ul>	11	units		
6	<b>TABLET</b> <ul style="list-style-type: none"> <li>Display: 10.9-inch TFT LCD, 2304 x 1440 (WUXGA+) resolution,</li> <li>90Hz refresh rate, up to 800 nits brightness</li> <li>Processor: Exynos 1580 (4 nm) octa-core chipset.</li> <li>Memory &amp; Storage: 8GB RAM with 128GB ROM</li> <li>Camera: 13MP Rear Camera, 12MP Front Camera.</li> <li>Battery: 8000mAh with fast charging support.</li> <li>Connectivity: Wi-Fi 6, Bluetooth 5.3, USB-C 3.2 Gen 1.</li> <li>Durability: IP68 water and dust resistance</li> <li>Software &amp; Features: Android 15, One UI 7,</li> <li>Samsung Knox, Galaxy AI features, Dual Speakers.</li> <li>Dimensions: 165.8 x 254.3 x 6.0 mm, 497 g</li> </ul>	6	units		
7	<b>TABLET</b> <ul style="list-style-type: none"> <li>CPU: 5-core (2 high-performance cores, 4 efficiency cores)</li> <li>GPU: 4-core Apple-designed GPU</li> <li>Neural Engine: 16-core (up to 17 trillion operations per second)</li> <li>RAM 6GB LPDDR5</li> <li>Display: 11-inch Liquid Retina IPS LCD display with True Tone, 500 nits brightness, 60Hz refresh rate, and 2360x1640 resolution</li> <li>Storage : 128GB</li> <li>Cameras Rear: 12MP Wide camera (f/1.8 aperture, 4K video recording at up to 60fps). Front: Landscape 12MP Ultra-Wide camera with Center Stage (f/2.4 aperture)</li> <li>Connectivity Wi-Fi 6 (802.11ax), Bluetooth 5.3, 5G cellular (eSIM ready)</li> <li>Battery Built-in 28.93-watt-hour rechargeable lithium-polymer battery (up to 10 hours of web surfing on Wi-Fi)</li> <li>Operating System iPadOS 18 (upgradable)</li> <li>Security Touch ID sensor integrated into the top button</li> </ul>	1	unit		
8	<b>MONITOR 24" GAMING MONITOR</b> <ul style="list-style-type: none"> <li>Panel 23.8" (VA)</li> <li>Pixel Pitch 0.2745 (H) × 0.2745 (V)</li> <li>Effective Viewing Area (mm) 527.04 (H) × 296.46 (V)</li> <li>Brightness (typical) 350 cd/m<sup>2</sup></li> <li>Contrast Ratio</li> </ul>	10	pcs		

	<ul style="list-style-type: none"> <li>• Response Time 3500: 1 (Typical) 80 million: 1 (DCR)</li> <li>• Viewing Angle 178° (H) / 178° (V) (CR &gt; 10)</li> <li>• Color Gamut NTSC 96% (CIE1976) / sRGB 126% (CIE1931)</li> <li>• Color Accuracy Delta E &lt; 2</li> <li>• Optimum Resolution HDMI 1920 × 1080 @ 165Hz –</li> <li>• DisplayPort 1920 × 1080 @ 60Hz – VGA</li> <li>• Display Colors 16.7 million</li> <li>• Signal Input VGA × 1, HDMI 1.4 × 2, DisplayPort 1.2 × 1</li> <li>• HDCP Version HDMI: 1.4, Display Port 1.4</li> <li>• USB Hub</li> <li>• Line in &amp; Earphone</li> <li>• Wall-Mount</li> <li>• Adjustable Stand</li> <li>• Product without Stand (mm)</li> <li>• Product with Stand (mm)</li> </ul>				
9	<b>DOT MATRIX PRINTER</b> <ul style="list-style-type: none"> <li>• Print Method: Impact dot matrix</li> <li>• Control Panel: 4 switches and 5 LEDs</li> <li>• Print Direction: Bi-direction with logic seeking</li> <li>• Number of Pins in Head: 9 pins</li> <li>• Control Code: ESC/P and IBM PPDS emulation</li> <li>• Number of Pins: 9</li> </ul>	3	pcs		
10	<b>FINGERPRINT SCANNER</b> <ul style="list-style-type: none"> <li>• Resolution: 512 dpi (average x, y over the scan area)</li> <li>• Imaging: 8-bit grayscale (256 levels of gray)</li> <li>• Scan Capture Area (Platen Size): 14.6 mm (width) x 18.1 mm (length)</li> <li>• Interface: USB 1.0, 1.1, and 2.0 (Full Speed)</li> <li>• Dimensions: Approx. 65 mm x 36 mm x 15.56 mm</li> <li>• Weight: ~105 grams</li> <li>• Operating Temp/Humidity: 0 to 40°C / 20% to 80% non-condensing</li> <li>• Supply Voltage/Current: 5.0V ±5% (supplied by USB) / &lt;100 mA scanning</li> <li>• Compatibility: Windows (Server, Vista, XP), Linux (x86-64/ARM), Android</li> <li>• Features: Blue LED indicator, rugged construction, and 32-bit encrypted fingerprint</li> </ul>	2	pcs		
	<b>Note:</b> 1. VAT Inclusive 2. Partial Delivery shall not be accepted 3. FOB, MNWD, Naga City 4. Warranty: One (1) year				
	<b>Documentary Requirements to submit:</b> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number / Certificate of Platinum Membership 3. Income/Business Tax Returns (for ABCs above Php 500k) <i>Incomplete or non-submission of the required Documentary Requirements shall be automatically disqualified</i> 4. Notarized Omnibus Sworn Statement <i>The supplier may submit NOSS on the date of accomplishing this document (RFQ) or prior to the preparation of award</i>				

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 Withholding Tax - One Percent (1%)
  - b. For VAT Registered Suppliers: Labor and Services
  - c.
    - Value Added Tax (VAT) - Five Percent (5%)
    - Creditable Withholding Tax - Two Percent (2%)
  - c. For Non - VAT Registered Suppliers: Supplies and Materials
    - Value Added Tax (VAT) - Three Percent (3%)
    - Creditable Withholding 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.