

**DEPARTMENT OF FOREIGN AFFAIRS**

Philippine Embassy Abu Dhabi, UAE

Tel No.: +971 50 813 7836

Date: 05 December 2024


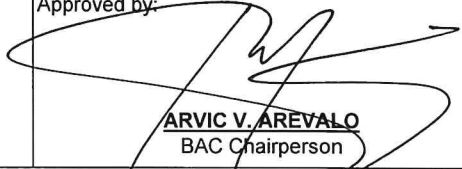
**REQUEST FOR QUOTATION**

Sir / Madam:

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

1. Quotations submitted to this office will be considered as the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchased/Job Order.
2. Post 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/Services supplied delivered shall be subject to the usual inspection by the Embassy's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Quotations may be submitted to [auh.propertyrecords@gmail.com](mailto:auh.propertyrecords@gmail.com) and deadline for submission of quotations are on 10 December 2024.

Unit	Items Description	Quantity	Unit Cost	Total Cost 5% VAT
PCS	<p>Photocopier machines with an approved budget for the contract of AED 24,454.50.</p> <p>Minimum requirements:</p> <p>1.General Specifications:            -Type: Multifunction color printer (Print, Copy, Scan)            -Display: 7-inch color touchscreen</p> <p>2.Copy and Print Specifications:            -Copy Speed: Up to 60 pages per minute (depending on the model)            -Print Resolution: Up to 1200 x 1200 dpi            -First Copy Out Time: As fast as 7.5 seconds (varies by model)            -Duplex Printing: Automatic duplex printing</p> <p>3.Scanning Specifications:            -Scan Resolution: Up to 600 x 600 dpi (optical)            -Scan Speed: Up to 100 images per minute (depending on model)            -Scan to: Email, FTP, SMB, USB</p> <p>4.Paper Handling:            -Standard Paper Capacity: 250-500 sheets (varies by model)            -Maximum Paper Capacity: Up to 6,300 sheets (with optional trays)            -Supported Media Sizes: A5 to A3, Custom sizes            -Media Types: Plain paper, Recycled paper, Thin paper, Thick paper, Labels, Envelopes</p> <p>5.Connectivity:            -Network Interface: Ethernet, USB 2.0, USB Host            -Wireless Options: Wi-Fi module</p>	2		

	<p>6.Performance:          -Monthly Duty Cycle: Up to 150,000 pages (depending on model)          -Recommended Monthly Volume: 10,000 - 30,000 pages (varies by model)</p> <p>7.Security Features:          -User authentication          -Secure printing</p> <p>8.Energy Efficiency:          -Energy Star certified          -Low power consumption in sleep mode</p> <p>9.Warranty:          -One (1) year warranty, depending on the model and service agreement options.</p>			
xxxx NOTHING FOLLOWS xxxxxxxx				
				Total Amount:
COMPANY NAME / SUPPLIER:				
CONTACT PERSON:				
ADDRESS AND TELEPHONE NYMBER:				
Signature : Printed Name: Designation:	Requested by:   <u>CAROLINE M. ZABELLA</u> Administrative Officer	Approved by:   <u>ARVIC V. AREVALO</u> BAC Chairperson		