



REQUEST FOR QUOTATION

RFQ No.: **2025-05-0058**

Date: May 19, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ
Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
27	unit	PROCUREMENT OF ICT MACHINERY AND EQUIPMENT Document Scanner <i>(please see attached technical specifications)</i>	₱54,366.67	₱1,467,900.09
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. Certificate of PhilGEPS Registration <i>*The validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> 3. Income/Business Tax Return 4. Duly notarized Omnibus Sworn Statement <i>**To be submitted by the winning bidder upon issuance of the Purchase Order</i>		
TOTAL AMOUNT				₱1,467,900.09

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 60 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TECHNICAL SPECIFICATIONS
RFQ No. 2025-05-0058 dated May 19, 2025

I. PROJECT SCOPE

The prospective supplier shall bid for the **Procurement of 27 units Document Scanners.**

II. TECHNICAL SPECIFICATION

Detailed minimum specifications of the items to be procured:

ICT Machinery and Equipment - Document Scanners	
Scanner Type	ADF (Automatic Document Feeder)
Scanning Speed	Simplex: At least 50 ppm (page per minute)
	Duplex: At least 100 ipm (image per minute)
Resolution (Optical)	Minimum 600 dpi
ADF Capacity	At least 100 sheets
Daily Duty Cycle	At least 8,000 pages per day
Duplex Scanning	Required
Connectivity	At least USB 3.2 or higher
Supported Document Size	A4, Letter, Legal
OCR Capability	Must support searchable PDFs
File Format Support	PDF, JPEG, TIFF, PNG
Image Enhancement Features	Auto color detection, blank page removal, skew correction
Operating System Compatibility	Windows and macOS
Software Included	Must include advanced document management software
Weight	Must be 4 kg or less
Power Requirement	Must be 240 Volts
Power Consumption	At least 21 watts or less
Environmental Compliance	Must be Energy Star Certified

III. INSPECTION AND TEST REQUIREMENT

The document scanners must meet the specifications required by the DOF. The following testing and inspection procedures will be used to verify compliance with the acceptance criteria:

- Each scanner will be tested for installation, compatibility, and functionality before delivery.
- Any issues found during testing or inspection will be promptly addressed by the supplier.

IV. SPECIAL CONDITIONS OF THE CONTRACT

Manufacturer must have an "After-Sales Service/Parts Program," and/or authorized Dealer/Distributor must have access to the manufacturer's "After-Sales Service/Parts Program," whichever is applicable, indicating the following:

- **Response time** – within four (4) hours from receipt of complaint if complaint is received in the morning. If a complaint is received in the afternoon (during office hours), response should not be later than 12:00 noon, the next day.
- **Equipment repair** – on-site repair should be done after the (4) hours response time. Service equipment should be provided if affected equipment needs an off-site repair or waiting time for repair is more than a week (i.e. supplier is still waiting for the arrival of the replacement part/s). These service units should be of similar or higher specifications and performance.

V. WARRANTY AND AFTER SALES REQUIREMENTS

- Three (3) years warranty on parts and services
- Immediate replacement of the equipment and/or its parts free of charge if found defective under normal and proper use.
- Immediate replacement of the whole unit if any part of the unit becomes defective three (3) times within the warranty period.

VI. REQUIRED STANDARDS

The bidder/supplier must be a distributor, reseller or partner authorized by the original manufacturer. The bidder/supplier shall submit, as part of the Post-Qualification Documents, a Certification from said original manufacturer.

VII. SCHEDULE OF REQUIREMENTS

The supplier shall deliver the items to the Department of Finance through the General Services Division within 60 calendar days upon receipt of the Purchase Order.

VIII. PAYMENT TERMS

The DOF shall pay the service provider on a one-time basis upon completion of delivery.

I hereby certify to comply and deliver all the above requirements

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Phone No.: _____