



Republic of the Philippines
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION

Shopping 52.1b

Date: March 02, 2021
PR No: GF-20-10-01865D

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF OVERHEAD SCANNER AND SCANNER**
Approved Budget for the Contract : **Php 232,653.00**
End-User / Implementing Office : **HUMAN RESOURCE MANAGEMENT DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **March 05, 2021, 10:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI / SEC);
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance;
- 5 Income/Business Tax Return (for FY 2019) (For ABC P500,000.00 above);
- 6 Omnibus Sworn Statement prescribed by the Government Procurement Policy Board (GPPB).
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **PROCUREMENT OF OVERHEAD SCANNER AND SCANNER**

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8505/8709.


ATTY. DOMINIC B. GARCIA
Officer-In-Charge/Head, BAC Secretariat

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	SCANNER Fast scan speeds, up to 35 ppm/70 ipm 1: one- pass duplex scanning Seamless compatibility with document management systems - includes TWAIN and ISIS drivers for easy integration with existing software Scan directly to online storage accounts 2 – intuitively scan to DropBox, SharePoint, Evernote®, FileBound, Google Drive™ and more World-class performance and reliability- three sets of rollers for Dynamic Skew Correction, Ultrasonic Double Feed Detection to prevent missing page Easily scan stacks of documents – robust design with 50-page Auto Document Feeder (ADF) Designed for dependability- enhanced features Include Double Feed Defection Skip, Slow Speed Mode and programmable jobs Generate searchable and editable files - scan to editable Word and Excel® files or searchable PDF files; OCR software included Intelligent color and image adjustments - auto crop, blank page and background removal with Image Processing Technology Versatile paper handling – scan stacks of business and ID cards, single sheets, extra-long pages and more Send scans 1o any computer on network - optional Network Interface Unit available for workgroup sharing Eco Features RoHS compliant Recyclable product, Dimensions:6.6 inches x 11.6 inches x 6.9 inches (W x D x H) Weight: 8.1lbs Scanner Type: Sheet-fed, one-pass duplex color scanner Photoelectric Device: Color Contact Image Sensor (CIS)Optical Resofution:300 dpiColor Bit Depth:30-bit input Grayscale Bit Depth:24-bit output Light Source:3-color RGB LEDScanning Speed:35ppm/70ipm: 300 dpi black & white, color, gray, Automatic Document feeder: Capacity:50 sheets Document Sizes: Paper size Minimum: 2 inches x 2 inches Paper size Maximum: 8.5 inches x 240 Daily Duty Cycle: 4,000 sheets Paper weight: 27 – 413 g/m Consumables: roller assembly kit: 200,000 cycles	UNIT	3		
2	OVERHEAD SCANNER Over Head system, simplex scanning, color, grayscale, monochrome, automatic (color, grayscale, monochrome detection). Lens reduction optics/color CCD x 1, white LED + lens illumination) x 2, Horizontal scanning: 285 to 218 dpi, Vertical scanning: 283 to 152 dpi	UNIT	2		
Total Quoted Amount					

Amount in Words:_____

_____.

OTHER INSTRUCTIONS/SPECIFICATIONS:

1. Statement of Warranty: Minimum of One (1) Year for items 1 & 2

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

g