



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC- Goods and Services
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : JUNE 21, 2022
PR No. : CGSD-22-OE-829

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **PROCUREMENT OF DOCUMENT MANAGEMENT SYSTEM AND SCANNER**
Approved budget of the Contract : **P 384,675.00**
End-User / Implementing Office : **CITY GENERAL SERVICES 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 **JUNE 24, 2022; 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 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 DOCUMENT MANAGEMENT SYSTEM 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. 8506/8709.

(Sgd.) 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	<p>DMS APPLIANCE (DOCUMENT MANAGEMENT SYSTEM)</p> <p>CPU: Intel Core i5 or equivalent benchmark processor Memory: 8GB DDR3 16MHz Storage capacity: 2TB SSHD Customizable modular functions with built in Document Management system, up to 10 DMS users + 1 administrator, document archive for 1 library, multiple folders, and 8 index fields</p> <p>Administration Module Library, folders, and Users creation Users' permissions Document restore and purge functions Password reset Back up module Audit trail/ logs</p> <p>Dashboard Module Quick link Recently uploaded/ scanned documents Resource center Charts and graphs</p> <p>Uploading Document indexing and using DocuKit web Automatic indexing using Forms OCR</p> <p>Searching Metadata search Content search Metadata pick list Document viewer Document download and print</p> <p>File management Check in and out of documents Document version Auditing Edit metadata Document deletion</p> <p>Reports Report generation in the form of CSV/ XLS Filtered reports using tags 1 year product support</p> <p>Back up: full</p>	unit	1		

	Open API Additional users are available Set-up and configuration of doculink Administrator and end-user training on doculink 1 year after sales support Local source code available				
2	SCANNER Scanning face: duplex Scanning speed: Simplex – up to 65ppm, duplex – up to 130ipm Image compression: MH, MMR, JPEG Other functions: Length control, pathcode detection (type 2, 3, T), control sheet detection, long paper, double feed skip documents: width; 48mm – 216mm, length: automatic feeding: 54mm – 356mm, manual feeding: 54mm – unlimited, thickness: 0.04mm – 0.5mm, weight: 20/m ² - 413g/m ² , feed tray capacity: up to 100 sheets 80g/m ² , dimensions: 300mm x 272xx x 238mm, weight: 4.0kg, supported OS: Windows VP/Vista/7/8/9.1/10/MAC OSX 10.8-10.11/ MAC OS 10.12-10.14	unit	1		
Total Quoted Amount					

Amount in Words: _____

OTHER INSTRUCTIONS/SPECIFICATIONS:	
1. Statement of Warranty: Minimum of One (1) Year.	

Delivery Period : **THIRTY (30) CALENDAR DAYS**
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address