



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

	Mode of Proc: NP-SVP		
*Company Name:			
*Company Address:	*REQUIRED. To avoid bid disqualification, please		
*Contact Person:	fill out all the items accordingly. Indicate "N/A"		
*Contact No.:	if not applicable. Thank you!		
*Email Address:			
*PhilGeps Reg. No.:			

RFQ No.

DD Na

2023-09-091

2022 00 440

*Title of the Project: <u>PURCHASE OF HEAVY-DUTY DOCUMENT AND IMAGE SCANNER FOR THE USE OF</u> RECORDS AND ARCHIVES MANAGEMENT SECTION (RAMS).

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures**, **catalogues**, **literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders MUST submit the following requirements along with their bid.

NP-Small Value Procurement

- Philgeps Registration Number:
- Valid Mayor's Permit;

For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Updated Certificate of Philgeps Platinum Membership may be submitted in lieu of the said document

Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized **Omnibus Sworn Statement** within 2 days upon receipt of the Notice of Award.

- Latest Income/Business Tax Return (for ABCs 500k and above);
- Evidence of the offered item/s shall be submitted in the form of manufacturer's sales literature
 or photos with readable brand, and specifications (i.e brochure, websites, clear pictures
 showing the brand, model, and description), unconditional statements of specification and
 compliance issued by the manufacturer, samples, independent test data etc., as appropriate.
 (This is not applicable for Catering Services)
 - For Advocacy Materials, bidders must submit EVIDENCE such as but not limited to the following, in order to support its quotation: Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;



VINCENT A. PANLILIO

(Signature over Printed Name)
Supplier

- Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
- c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

Please accomplish and <u>submit this form together with Annex A</u> and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

ELECTRONIC SUBMISSION	in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – "BID SUBMISSION"
IN PERSON SUBMISSION	Procurement Section, 2ff, New Building, DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	10:00 AM September 29, 2023

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Bids submitted must be in pdf format ONLY clearly scanned in a SINGLE FILE including supporting documents

Very truly yours,

OIC Admin Division Chief 17 9 Concurrent Procurement Section Chief Terms and Conditions: 1. Award shall be made on per: Item Basis Lot Basis 2. No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof. 3. Quotation validity shall be: Thirty (30) Calendar Day 4. Items should be delivered within: Thirty (30) Calendar Day 5. Place of Delivery: DSWD FO III, Maimpis, City of San Fernando, Pampanga 6. Terms of Payment: Thirty (30) Calendar Days Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account). Account Name: Account Number: Bank Name: Branch: *Note; Non-Land Bank of the Philippines accounts shall be charged a service fee. 7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances. 8. For goods, please indicate brand, model and country or origin. 9. In case of discrepancy between unit cost and total cost, unit cost shall prevail. 10. Please indicate Warranty (If applicable): 11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s). 12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.

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Supplier

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*Conta	any Nam any Addr ct Persor ct No.: EPS Reg.	ess: _						
ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST		
	_							
	2	UNITS	DOCUMENT AND IMAGE SCANNER, Heavy Duty					
		-	Scanner Type: Sheetfed, Automatic Document Feeder (ADF)					
			Scanning Side: Simplex, Duplex					
-		-	ADF Capacity: 100 Sheets					
			Scanning Speed (A4): Simplex: 50ppm (200dpi / 300dpi)					
			Optical Resolution: 600 dpi					
-		-	Light Source: RGB					
		-	Interface: USB 3.0 and LAN					
			Daily Scan Volume: 8,000 pages Paper Dimension and Ability: Allows scanning documents, photos or clippings larger than A4 size. The Scanner must have a blank page detection.					
			File Format: JPEG, TIFF, PDF, PNG					
			Compatible OS: Windows 10 / 11, Mac OS, Linux					
			Compatible Driver: ISIS, TWAIN Driver					
		1	Bundled Application: OCR Component					
			Energy Star Qualified: Yes					
		1	Voltage: AC 220-240 V			1		
			Warranty and SLA: Atleast one (1) year					
			* NOTHING FOLLOWS *					
						-		
		-				1		
		-	Annual Budgetforth - Control Dt D 405 000 00					
			Approved Budget for the Contract: PhP 125,000.00					
		Please do	not leave any blank items.					
			TOTAL OFFERED QUOTATION / BID					
Į.		In WORDS		In FIGURES:				
				PHP				
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PURPO:	SE:	2023-09-14	SE OF HEAVY DUTY DOCUMENT AND IMAGE SCANNER FOR THE US 40	E OF RECORDS AND ARCHIVES	MANAGEMENT SECTI	ON (RAMS).		
IMPORT								
	FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSW							
		biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"						
		γ	DOC					
		RAYMUN	DIVINCENT A. PANLILIQ					