



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 6931796  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** Procurement of Thirteen (13) Units High Speed Color Document Scanner, Brand New  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	20-03-0255	<b>Status</b>	<b>In-Preparation</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	3
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Information Technology Parts & Accessories & Perip		
<b>Approved Budget for the Contract:</b>	PHP 851,500.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	45 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	16/06/2020
<b>Contact Person:</b>	Angela Estribor Rodrigo Project Management Officer B 7th Flr., Legaspi Tower 200, 107 Paseo de Roxas, Legaspi Village Makati City Metro Manila Philippines 1226 63-2-84595000 Ext.7203 bac@pea.gov.ph	<b>Last Updated / Time</b>	15/06/2020 07:50 AM
		<b>Closing Date / Time</b>	23/06/2020 17:00 PM

#### Description

##### INVITATION TO SUBMIT QUOTATION

Quotation Issue Date: June 16, 2020  
 Quotation Closing Date: June 23, 2020  
 Approved Budget for the Contract (ABC): Php 851,500.00

Description of Goods and Quantity Required: Procurement of Thirteen (13) Units High Speed Color Document Scanner, Brand New

##### Documentary Requirements:

1. PhilGEPS Certificate/Registration Number
2. Mayor's / Business Permit\*
3. Notarized Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)\*
4. Income Business Tax Return\*\*

Good day!

May we invite you to submit quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email (bac@pea.gov.ph) for the attention of BAC Secretariat.

Note: \* Valid Certificate of Platinum Membership issued by PhilGEPS may be submitted in lieu of Mayor's Permit and

PhilGEPs Registration Number.

GPPB Resolution No. 09-2020 dated 07 May 2020, expired Business or Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business or Mayor's Permit after award of contract but before payment.

\*\* Submission of the Latest Income/Business Tax Return and notarized Omnibus Sworn Statement after award of contract but before payment must be complied.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

Thank you.

#### TECHNICAL SPECIFICATIONS

Procurement of Thirteen (13) Units High Speed Color Document Scanner, Brand New

1. Type: Flatbed color image scanner with Automatic Document Feeder (ADF)
2. Flatbed:
  - a. Document size – Letter and A4
  - b. Scanning speed – 8 seconds or less using 300 dpi for Color or B/W
3. ADF:
  - a. Type sheet feed: 1-pass duplex scanning
  - b. Max size 8.5" x 40" or higher
  - c. Min size 4" x 6"
  - d. Scanning speed for letter size @ 300 dpi (Color & B/W) 40ppm or higher
4. Light source LED Ready
5. Optical resolution
  - a. Flatbed: 1200 dpi
  - b. ADF: 600 dpi
6. Scan interface: High Speed USB 2.0
7. Compatible OS: Windows 10
8. Software included: Scan Software, OCR Reader
9. Warranty: at least one (1) year

#### Other Information

Include VAT and delivery charges

**Created by** Angela Estribor Rodrigo

**Date Created** 11/03/2020

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# Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City  
Tel. No. 459-5000 loc. 7203

## INVITATION TO SUBMIT QUOTATION

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Description of Goods and Quantity Required: **Procurement of Thirteen (13) Units High Speed Color Document Scanner, Brand New**

Documentary Requirements: **1. PhilGEPS Certificate/Registration Number<sup>1</sup>**  
**2. Mayor's / Business Permit<sup>2</sup>**  
**3. Notarized Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership)<sup>3</sup>**  
**4. Latest Income/Business Tax Return**

Good day!

May we invite you to submit quotation for the above-mentioned requirements of Philippine Reclamation Authority (PRA).

Please fill up the attached quotation form and submit the same with the complete requirements indicated in the said form. You can send it to PRA Office or thru email ([bac@pea.gov.ph](mailto:bac@pea.gov.ph)) for the attention of BAC Secretariat.

Note: <sup>1</sup>**Valid Certificate of Platinum Membership** issued by PhilGEPS may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

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<sup>3</sup>It is required to submit the Omnibus Sworn Statement (with Secretary Certificate, if applicable), whether notarized or not. The submission of the notarized OSS after award of contract but before payment must be complied.

Quotation must be submitted on or before the quotation closing date as shown above. Quotation received with incomplete requirements and those received after the closing date will not be accepted.

For queries and concerns, you may e-mail [bac@pea.gov.ph](mailto:bac@pea.gov.ph) or contact 02-8459-5000 local 7201.

Thank you.

ANGELA E. RODRIGO  
BAC Secretariat  
Philippine Reclamation Authority



# Philippine Reclamation Authority (PRA)

7th. Floor, Legaspi Towers 200, 107 Paseo de Roxas, Makati City  
Tel. No. 459-5000 loc. 7203

## QUOTATION FORM

SUPPLIER:	_____	Date	_____
PhilGEPS Registry No.	_____		
ADDRESS:	_____		
	_____	WEBSITE:	_____
TEL. NO.:	_____	E-MAIL:	_____
TIN NO.:	_____		

### INSTRUCTIONS:

1. Fill in all the blanks and place checkmarks on applicable boxes.
2. Quote your lowest net government price(s), taxes included, F. O. B. destination, for the item(s)/service(s) listed hereunder, indicating the shortest time of delivery and furnishing this Office with descriptive brochures, catalogues (if available), and/or samples (if required).
3. Indicate the brand name of the offered item/s and delivery charges (if applicable).
4. In case you are the **exclusive manufacturer, distributor or agent** in the Philippines, attach appropriate documents to the said effect.
5. E-mail duly accomplished form to bac@pea.gov.ph or submit said form to PRA Office (BAC Secretariat).

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	13	pcs	<b>HIGH SPEED COLOR DOCUMENT SCANNER, BRAND NEW</b> <i>See attached Technical Specifications)</i>			
			<b>Delivery Period:</b> 45 working days			
			<b>Warranty Period:</b> At least one (1) year			
			== NOTHING FOLLOWS ==			

- Note: Amount shall be inclusive of taxes and delivery charges (if applicable).

### Terms and Conditions:

1. Payment shall be in the form of **Company Check** and price validity shall be **30 calendar days**.
2. Availability of item/s:  delivery  pick-up within \_\_\_\_ calendar days upon receipt of Purchase Order (P.O.).
3. Warranty period:  Not Applicable  Applicable warranty period shall be \_\_\_\_\_.
4. Please indicate if quotation is:  VAT inclusive  Non-VAT.
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184: valid **PhilGEPS Certificate/Registration Number, Mayor's/Business Permit, Omnibus Sworn Statement with Secretary Certificate (for Corporate and Partnership) and Income/Business Tax Return.**
6. Suppliers must download the attached document of a bid before the closing date to be included in the Document Request List (DRL). Suppliers must be registered in PhilGEPS.
7. By submitting this quotation, supplier is authorizing PRA to deduct the following from the total amount as payment for taxes:

	VAT Taxpayer	Non-VAT Taxpayer
Expanded Withholding TAX	2%	2%
Gross Money Payment	5%	3%
<b>TOTAL</b>	<b>7%</b>	<b>5%</b>

QUOTED BY:

\_\_\_\_\_  
Signature Printed Name Position

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7. Compatible OS: Windows 10
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