



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7692622  
**Procuring Entity** PHILIPPINE RECLAMATION AUTHORITY  
**Title** 11 Units HIGH SPEED SCANNER  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 21-04-0377 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Information Technology <b>Approved Budget for the Contract:</b> PHP 907,500.00 <b>Delivery Period:</b> 45 Day/s <b>Client Agency:</b>	<b>Status</b>	<b>Active</b>
	<b>Associated Components</b>	2
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	8
	<b>Date Published</b>	17/05/2021
	<b>Last Updated / Time</b>	17/05/2021 00:00 AM
<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>Closing Date / Time</b>	20/05/2021 17:00 PM

#### Description

- DOCUMENTARY REQUIREMENTS:
1. Accomplished Quotation Form and Specifications Form (SEE ATTACHED)
  2. PhilGEPS Registration Number
  3. Valid Business/ Mayor's Permit 1,2
  4. Omnibus Sworn Statement 3
  5. Secretary Certificate (for corporation or partnership)
  6. Latest Income/Business Tax Returns

Please use PDF (preferred) or IMAGE file extension for email submission.

#### NO. QTY. UNIT DESCRIPTION

1. 11 units HIGH SPEED SCANNER  
 Refer to SPECIFICATIONS form (page 2)  
 Delivery period: 45 calendar days  
 Approved Budget for the Contract:  
 Php 907,500.00 ONLY

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	High Speed Scanner	Brand New, See Specifications	11	Unit	907,500.00

#### Other Information

Please contact bac@pea.gov.ph to get a copy of the official quotation form.

Inform bac@pea.gov.ph if you will submit your quotation in hard copy.

**Created by** Angela Estribor Rodrigo  
**Date Created** 14/05/2021

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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

## QUOTATION FORM

\_\_\_\_\_ Date

SUPPLIER: \_\_\_\_\_

PhilGEPS Registry No. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TIN. NO.: \_\_\_\_\_

TEL. NO.: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### 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). **ONLINE SUBMISSION IS PREFERRED.**

NO.	QTY.	UNIT	DESCRIPTION	BRAND NAME (If Applicable)	UNIT PRICE *	TOTAL AMOUNT *
1.	11	units	HIGH SPEED SCANNER			
			Refer to SPECIFICATIONS form (page 2)			
			Delivery period: 45 calendar days			
			Approved Budget for the Contract: <b>Php 907,500.00 ONLY</b>			

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

### Terms and Conditions (FILL-OUT AND COMPLY REQUIREMENTS):

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 (c.d.) upon receipt of Purchase Order (P.O.).
3. Warranty period:  Not Applicable  Applicable warranty period shall be \_\_\_\_\_.
4. Indicate if quotation is:  VAT inclusive  Non-VAT (**attach certification**).
5. Supplier/s must submit a copy of the following documents per 2016 Revised IRR of R.A. 9184:
  - Valid PhilGEPS Registration Number
  - Mayor's/Business Permit<sup>1,2</sup>
  - Latest Income/Business Tax Returns
  - Omnibus Sworn Statement (include Secretary Certificate for partnership or corporation)<sup>3</sup>
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

<sup>1</sup> Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration No.  
<sup>2</sup> Expired Business/ Mayor's Permit with Official Receipt of renewal application may be submitted, subject to submission of current and valid Business/ Mayor's Permit after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

<sup>3</sup> Unnotarized Omnibus Sworn Statement (with Secretary Certificate for Corporations or Partnership) may be submitted, subject to submission of the notarized OSS after award of contract but before payment (GPPB Resolution No. 09-2020 dated 07 May 2020).

**TECHNICAL SPECIFICATIONS**

**PROJECT: 11 units HIGH SPEED SCANNER**

**APPROVED BUDGET FOR THE CONTRACT (ABC): PHP 907,500.00 ONLY**

SPECIFICATIONS	COMPLY / NOT COMPLY	REMARKS
1. Brand New		
2. Type: Flatbed color image scanner with ADF		
3. Automatic Document Feeder (ADF)		
a. Type Sheet Fed: 1-Pass duplex scanning		
b. Max. Size: 8.5" x 40" or higher		
c. Min. Size: 4" x 6"		
d. Optical Resolution: 600 dpi		
e. Scanning Speed with ADF (letter): 300 dpi (B/W & Color) 40 ppm or higher		
4. Document Size Flatbed		
a. Size: Letter (8.5" x 11") and A4 (8.27" x 11.7")		
b. Optical Resolution: 1200 dpi		
5. Light Source LED Ready		
6. Scan Interface: Network Interface Panel & Hi-Speed USB 2.0		
7. Compatible OS: Windows 10 (32/64 bit)		
8. Software Included: Scan Software, OCR reader		
9. Warranty: One (1) Year		
10. Certification as authorized reseller/distributor of the product being offered		

**NOTE:**

- Supplier must be ready to provide proof of compliance (pictures, brochure, certification, etc.) and sample when required by the BAC for evaluation purposes.

**SIGNED:**

\_\_\_\_\_

**Signature**

**Printed Name**

**Position**