



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Procurement of Scanners**" for CY 2021 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Nine Hundred Thousand Pesos (P 900,000.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than May 10, 2021 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2021 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement²** (GPPB-prescribed forms), **Income/Business Tax Return³** (for ABC's above Php 500k) will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **mdavid@dbm.gov.ph**.

JOYCE D. LABAO
OIC-Chief Administrative Officer, AS-PMD

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³ Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

<u>TECHNICAL SPECIFICATION</u>					
1. Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.					
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification					
Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
I	Procurement of Scanners <i>Please refer to "Annex A" for the Technical Specifications</i>	1 lot			
TOTAL COST:					

**The above quoted prices are inclusive of all costs and applicable taxes.*

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery
I	Procurement of Scanners <i>Please refer to "Annex A" for the Schedule of Requirements</i>	1 lot	The supply, delivery, installation, configuration, testing, and commissioning of Scanners shall be thirty (30) calendar days from the receipt of the Notice to Proceed (NTP)

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

<u>FINANCIAL OFFER:</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Nine Hundred Thousand Pesos (PhP 900,000.00)	In words:
	In figures:

<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

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 *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM 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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TECHNICAL SPECIFICATION

I. PROJECT TITLE

Procurement of Scanners

II. OBJECTIVE

To convert paper documents to digital formats by turning the images on paper into data.

III. DURATION OF THE CONTRACT

The supply, delivery, installation, configuration, testing, and commissioning of Scanners shall be thirty (30) calendar days from the receipt of the Notice to Proceed (NTP).

IV. SPECIFICATIONS

- 4.1 The CONTRACTOR should deliver the following items within thirty (30) calendar days from the receipt of NTP.
 - 4.1.1 Seven (7) units of Sheet-fed Scanner with the following minimum features and specifications:
 - 4.1.1.1 Minimum 2,000 pages per day daily volume
 - 4.1.1.2 At least 40 ppm / 80 ipm
 - 4.1.1.3 OCR-enabled detection and scanning
 - 4.1.1.4 Automatic document feeder with multi-feed detection, and duplex scanning
 - 4.1.1.5 Minimum 20 sheets of paper feeder capacity
 - 4.1.1.6 Included drivers and bundled scanner software with lifetime license, with the following software features:
 - 4.1.1.6.1 Black and white background selection
 - 4.1.1.6.2 Optional support for electronic image watermark
 - 4.1.1.7 File Format Outputs and Destination
 - 4.1.1.7.1 Single and Multi-page TIFF, PDF, PDF-Archive, with optional output to Microsoft Word (DOC, DOCX) and Excel formats (XLS, XLSX);
 - 4.1.1.7.2 Image files JPG, BMP, PNG
 - 4.1.1.7.3 Drive destinations, optional for email, printer, and/or network folders
 - 4.1.1.8 At least Dual CIS scanning technology
 - 4.1.1.9 DPI selection with a minimum of 100dpi to a maximum of 1200dpi
 - 4.1.1.10 Minimum acceptable paper types
 - 4.1.1.10.1 Bond papers minimum of 56 GSM (Substance 16)
 - 4.1.1.10.2 Continuous-form / computer paper for dot matrix printers
 - 4.1.1.10.3 Oslo and construction paper (100 GSM)
 - 4.1.1.11 Maximum/Minimum Document Size
 - 4.1.1.11.1 216 mm x 356 mm (8.5 x 14 in.) / 76.2 mm x 76.2 mm (3 in. x 3 in.)
 - 4.1.1.11.1 Long Document Mode: 216 mm x 3,000 mm (8.5 in. x 118 in.)
 - 4.1.1.12 USB 2.0 or 3.0 connectivity
 - 4.1.1.13 TWAIN, ISIS, and WIA drivers compliant interface support
 - 4.1.1.14 Compression (Optional)
 - 4.1.1.14.1 CCITT Group 4
 - 4.1.1.14.2 JPEG
 - 4.1.1.15 Electrical requirements: 100-240V EPEAT Registered, Energy Star Certified
 - 4.1.1.16 One (1) Year Warranty

- 4.1.2 Three (3) units Flatbed-type/Overhead Scanner with the following minimum features and specifications:
 - 4.1.2.1 Document feeding mode via flatbed/overhead
 - 4.1.2.2 Supports operating systems: Windows Vista, Windows 7, Windows, 8, Windows 10, Windows Server 2008-2016, in 32-bit and 64-bit systems
 - 4.1.2.3 Color CCD image sensor type
 - 4.1.2.4 Minimum optical resolution of 300dpi
 - 4.1.2.5 Output resolution adjustable from 50 to 1200dpi, available in 24-bit color, 8-bit grayscale, or 1-bit monochrome color choices
 - 4.1.2.6 File Format Outputs and Destination
 - 4.1.2.6.1 Single and Multi-page TIFF, PDF, PDF-Archive, with optional output to Microsoft Excel, Microsoft Word file formats
 - 4.1.2.6.2 Searchable PDF
 - 4.1.2.6.3 JPG, BMP Drive destinations, optional for email, printer, and/or network folders
 - 4.1.2.7 Maximum/Minimum Document Size
 - 4.1.2.7.1 A3 size 297x420 mm (11.75 x 16.5 in.) / 76.2 mm x 76.2 mm (3 in. x 3 in.)
 - 4.1.2.8 USB 2.0 or 3.0 connectivity
 - 4.1.2.9 WIA driver compliant interface support, with optional TWAIN and/or ISIS driver support
 - 4.1.2.10 Included drivers and bundled scanner software with lifetime license, with the following software features:
 - 4.1.2.10.1 Merge and split of scanned images
 - 4.1.2.10.2 Crop, resize and rotate function
 - 4.1.2.11 Electrical requirements
 - 4.1.2.11.1 100-240V EPEAT Registered, Energy Star Certified
 - 4.1.2.12 One (1) Year Warranty

V. SCOPE OF WORK

- 5.1 The CONTRACTOR shall conduct pre-implementation meeting with DBM representatives so that all the necessary preparations, ideal set-up, and other implementation matters are clearly discussed and finalized.
- 5.2 The CONTRACTOR shall supply, deliver, install, configure, test and commission the Scanner within thirty (30) calendar days from the receipt of NTP.
- 5.3 The CONTRACTOR shall provide/render on-call technical support service during the warranty period, as specified in Section 7.9 of this technical specification. Technical support can be delivered in the form of a telephone call, electronic mail, and/or on-site support.

The CONTRACTOR shall resolve every problem on hardware components within twenty four (24) hours after it was reported during the warranty period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. Problem and resolution shall be logged in the DBM Help Desk Facility.
- 5.4 The CONTRACTOR shall replace the defective parts/accessories of the same or better brand, the model features, quality and functionalities if not repaired within the allowable resolution time of twenty four (24) hours during the warranty period at no additional cost to the DBM.
- 5.5 The CONTRACTOR shall provide a service unit of at least the same brand, model, features and functionalities or its equivalent in case of equipment breakdown at no additional cost to the DBM. The service

unit shall be made available and operational within twenty four (24) hours from the time the problem has been reported by the DBM for the equipment undergoing repair during the warranty period.

However, mandatory replacement of defective unit with a brand new unit of the same or better brand or model shall be made, if not repaired beyond one (1) month from the time the service unit was provided, at no additional cost to the DBM.

- 5.6 The CONTRACTOR shall resolve all reported issues encountered/unresolved under section 5.3 to 5.5 even the warranty ends.
- 5.7 The CONTRACTOR shall provide technology transfer in the operation of the Scanner.
- 5.8 The CONTRACTOR shall provide manuals in both hard and soft copies including, system requirements of the software and compatibility of the scanner to the existing computers as well as procedures for installation, configuration, integration, usage, backup, and restoration within thirty (30) calendar days from the receipt of NTP.
- 5.9 A Certificate of Acceptance shall be issued by the Director of Information and Communication Technology Systems Service (ICTSS) once all the requirements are fully met by the CONTRACTOR.

VI. SERVICE LEVEL AGREEMENT

- 6.1 DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
6.1.1 Supply, Delivery, Installation, Configuration, Testing, and Commissioning	The CONTRACTOR shall deliver the following items within thirty (30) calendar days from the receipt of NTP.	One percent (1%) of the total contract price shall be deducted for everyday of delay.
6.1.2 Technical Support	The CONTRACTOR shall provide/render on-call technical support service during the warranty period, as specified in Section 7.8 of this technical specification. Technical support can be delivered in the form of a telephone call, electronic mail, and/or on-site support.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
6.1.4 Replacement of Parts	The CONTRACTOR shall replace the defective parts/accessories of the same or better brand, the model features, quality and functionalities if not repaired within the allowable resolution time of twenty four (24) hours during the warranty period at no additional cost to the DBM.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
6.1.4 Service Unit	The CONTRACTOR shall provide a service unit of at least the same brand, model, features and functionalities or its equivalent in case of equipment breakdown at no additional cost to the DBM. The service unit shall be made available and operational within twenty four (24) hours from the time the problem has been reported by the DBM for the equipment undergoing repair during the warranty period.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.

6.1.4 Technical Training	The CONTRACTOR shall provide Technical Training as specified in Section 5.7 of this Technical Specification.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.
6.1.5 Documentation	The CONTRACTOR shall provide manuals in both hard and soft copies including, system resource/overhead requirements of the software/IT equipment employed in the project as well as procedures for installation, configuration, integration, usage, backup, and restoration within thirty (30) calendar days from the receipt of NTP.	1/10th of 1% of the total contract price shall be imposed for every hour of delay.

VII. WARRANTIES OF THE CONTRACTOR

- 7.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this Technical Specifications.
- 7.2 The CONTRACTOR warrants the reliability of the services and their manpower complement. The CONTRACTOR further warrants that the technical staff assigned are qualified to provide the service required to the satisfaction of the DBM.
- 7.3 The CONTRACTOR in the performance of its services shall secure, maintain at its own expense all registration, licenses, or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions. The CONTRACTOR undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authorities relating to the use or operation of the installation.
- 7.4 The CONTRACTOR's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 7.5 The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs.
- 7.6 The CONTRACTOR shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be specifically released from any and all liabilities arising therefrom.
- 7.7 The CONTRACTOR shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bidded out.
- 7.8 The CONTRACTOR shall provide One (1) Year Warranty period for the Document Scanner.

The warranty period shall commence on the day the DBM issues the Certificate of Acceptance.

VIII. CONFIDENTIALITY OF DATA

- 8.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).
- 8.2 The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. The CONTRACTOR furthermore agrees not to reproduce, translate or disclose the Proprietary Information to 3rd parties without prior written approval of the DBM.


IX. TERMS OF PAYMENT

- 9.1 The CONTRACTOR shall be paid one-time payment upon provision of Scanner subject to the required Final Withholding VAT (Services) of five percent (5%) and Expanded Withholding Tax of two percent (2%).
- 9.2 Payment shall be made within a reasonable time from the submission of the documentary requirements such as, but not limited to the following, based on existing accounting and auditing laws, rules and regulations:
 - 9.2.1 Sales Invoice/Billings
 - 9.2.2 Certificate of Acceptance issued by ICTSS Director
 - 9.2.3 Non-Disclosure Agreement

No advance payment shall be made as provided for in Section 88 of Presidential Decree (PD) No. 1445 (Government Auditing Code of the Philippines).

X. PRE-TERMINATION OF CONTRACT

The contract for the Procurement of Scanner may be pre-terminated by the DBM for any violation of the terms thereof. In case of pre-termination, the CONTRACTOR shall be notified by the DBM thirty (30) days prior to actual pre-termination.

 Digitally signed by
Luis S. Indefenso