



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)**.

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** FEB 05 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 Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration may be submitted in lieu of the Mayor's/Business Permit.

A notarized Omnibus Sworn Statement (GPPB-prescribed forms) 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

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.

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.

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:

TECHNICAL SPECIFICATION

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)
	Procurement of Scanners				
I	Please refer to "Annex A" of the Technical Specifications	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" of the Technical Specifications</i>	1 lot	Thirty (30) calendar days from the receipt of the Notice to Proceed (NTP)

FINANCIAL OFFER:	
Approved Budget for the Contract	Your Total Offered Quotation
<p align="center">Nine Hundred Thousand Pesos (PhP900,000.00)</p>	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

TERMS OF REFERENCE

I. PROJECT TITLE

Procurement of Scanners

II. OBJECTIVE

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

III. DELIVERY DATE

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

IV. SPECIFICATIONS

4.1 The CONTRACTOR shall supply, delivery, installation, configuration, testing, and make operational the Scanners 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

4.1.1.7.2 Image files JPG, BMP, PNG

4.1.1.7.3 Microsoft Excel formats XLS, XLSX, CSV

4.1.1.7.4 Microsoft Word formats DOC, DOCX, RTF

4.1.1.7.5 Email, Printer, network folder and drive destinations

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.) / 52 mm x 52 mm (2.08 in. x 2.05 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 and 3.0 connectivity

4.1.1.13 TWAIN, ISIS, and WIA drivers compliant interface support

4.1.1.14 Compression

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
 - 4.1.2.6.2 Searchable PDF
 - 4.1.2.6.3 JPG, RTF, BMP, CSV
 - 4.1.2.6.4 Microsoft Excel, Microsoft Word
 - 4.1.2.6.5 Email, Printer, network folder and drives
- 4.1.2.7 Maximum/Minimum Document Size
 - 4.1.2.7.1 304.8 x 457.2 mm (11.7 x 16.5 in.) / 52 mm x 52 mm (2.08 in. x 2.05 in.)
- 4.1.2.8 USB 2.0 and 3.0 connectivity
- 4.1.2.9 TWAIN, ISIS, and WIA drivers compliant interface 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. SERVICE LEVEL AGREEMENT

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

Component	Description	Liquidated Damages
5.1.1 Supply, delivery, installation, configuration, testing, and make operational	The CONTRACTOR shall supply, delivery, installation, configuration, testing, and make operational the Scanners 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.

VI. WARRANTIES OF THE CONTRACTOR

- 6.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this TOR.
- 6.2 The CONTRACTOR warrants represents and undertakes reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the DBM. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound. It shall not employ DBM employees to work in any category whatsoever.

- 6.3 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 authority relating to the use or operation of the installation.
- 6.4 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.
- 6.5 The CONTRACTOR shall coordinate with the authorized and/or designated DBM personnel in the performance of their jobs.
- 6.6 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.
- 6.7 The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.
- 6.8 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.

VII. CONFIDENTIALITY OF DATA

- 7.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).
- 7.2 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.

VIII. TERMS OF PAYMENT

- 8.1 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%).
- 8.2 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:
 - 8.2.1 Sales Invoice/Billings
 - 8.2.2 Certificate of Acceptance issued by ICTSS Director
 - 8.2.3 Non-Disclosure Agreement
- 8.3 No advance payment shall be made as provided for in Section 88 of PD 1445.

IX. PRE-TERMINATION OF CONTRACT


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



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Instituto
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9.2 In case of pre-termination, the CONTRACTOR shall be liable to an additional, liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.

9.3 The DBM shall have the right to blacklist the CONTRACTOR in case of pre-termination.

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