



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGIONAL OFFICE VIII  
VILLA RUIZ, BARANGAY 77, MARASBARAS, TACLOBAN CITY

**REQUEST FOR QUOTATION (RFQ)**  
**Procurement of Document Scanner**

July 16, 2024

The Manager

Dear Sir/Madam:

Please quote your price for the item specified below, taking into consideration the following:

**PROCUREMENT TERMS & CONDITIONS**

1. The Total Approved Budget for the Contract (ABC) is **One Hundred Seventy-One Thousand Four Hundred Pesos only (₱171,400.00)**.
2. Price quotation should be inclusive of tax obligations.
3. **Evaluation of bids will be conducted on a "per lot" basis.**
4. Delivery period is **seven (7) days** upon receipt of the Notice of Award (NOA) and Purchase Order (PO) at the DBM Regional Office VIII, Marasbaras, Tacloban City.
5. If awarded the contract, processing and payment shall be made within **three (3) working days** upon receipt of invoice.
6. Refusal to accept an award maybe ground for imposition of administrative sanctions under Rule XXIII of the 2016 Revised IRR of RA 9184.
7. Failure of the supplier to deliver goods and render services under the contract within the specified delivery schedule shall be liable for damages for the delay pursuant to Sec. 3 Annex D of the 2016 Revised IRR of RA 9184.
8. The BAC upon consultation with the end-user unit, may cancel or terminate the conduct of procurement activities pursuant to Sec. 35.6 of the 2016 Revised IRR of RA 9184. Moreover, the Head of the Agency reserves the right to reject any and all bids, declare a failure of bidding or not award the contract per Sec. 41 of the same IRR.
9. **This RFQ must be duly filled out supported with the following documents, and the same must be sealed and submitted manually/on-site, through courier, or through email (subject to the submission of the hardcopy prior award) not later than July 22, 2024 @ 9:30 AM, DBM Bundy Clock Time:**
  - a. 2024 Mayor's/Business Permit; and
  - b. Notarized Omnibus Sworn Statement (OSS) using the attached prescribed format.
10. **The supplier's PhilGEPS Registration Number must likewise be indicated at the 4<sup>th</sup> page of this RFQ.**

**Address of bid submission:**

**FLORITA M. LACDO-O, BAC Chairperson**  
DBM-Regional Office No. VIII  
Villa Ruiz, Marasbaras, Tacloban City

  
**ENERIZA A. REALINO**  
Canvasser

  
**FLORITA M. LACDO-O**  
BAC Chairperson



I have read and understood the Procurement Terms & Conditions. By signing this quote, I hereby agree and bind myself to the Terms & Conditions indicated in this RFQ.

**Procurement of Document Scanner**

Lot	Qty	Unit	Particulars	ABC	BID PRICE	
					U/P	Total Amount
1	2	unit	<p><b>Procurement of Document Scanner</b></p> <p><b>Specifications:</b></p> <p><b>Recommended Daily Volume:</b> Up to 10,000 pages per day</p> <p><b>Throughput Speeds*:</b> Black-and-white/grayscale/color: up to 70 ppm / 140 ipm at 200 and 300 dpi</p> <p><b>Scanning Technology:</b> Dual CIS (CMOS); Grayscale output bit depth is 256 levels (8-bit); color output bit depth is 24 bits (8 x 3)</p> <p><b>Operator Control Panel:</b> 1.5-inch 7 segment LED</p> <p><b>Optical Resolution:</b> 600 dpi</p> <p><b>Illumination:</b> Single RGB LEDs</p> <p><b>Output Resolution:</b> 75 / 100 / 150 / 200 / 240 / 250 / 260 / 300 / 400 / 500 / 600 / 1200 dpi</p> <p><b>Max./Min. Document Size**:</b> 216 mm x 356 mm (8.5 x 14 in.) / 52 mm x 52 mm (2.08 in. x 2.05 in.) Long document mode: 216 mm x 3,000 mm (8.5 in. x 118 in.)</p> <p><b>Paper Thickness &amp; Weight:</b> 27-200 g/m<sup>2</sup> (7.2 - 110 lb.) paper; ID card thickness: up to 1.4mm (0.05 in.)</p> <p><b>Feeder:</b> Up to 80 sheets of 80 g/m<sup>2</sup> (20 lb.) paper</p> <p><b>Paper Feeding Detection:</b> Multifeed with ultrasonic technology, Intelligent Document Protection</p> <p><b>Connectivity:</b> USB 2.0 High Speed (cable included) - USB 3.0 compatible</p> <p><b>Software Support:</b> Standard Software and Drivers;</p> <p><b>Imaging Features:</b> Barcode reading; Perfect Page Scanning; iThresholding; adaptive threshold processing; deskew; autocrop; relative cropping; fixed crop; add/ remove border; electronic color dropout; dual stream scanning; enhanced color management; enhanced color adjustment; brightness and contrast adjustment; automatic orientation; automatic color detection; background color smoothing; intelligent image edge fill; image merge; content-based blank page detection; streak filtering; round/rectangular hole fill; sharpness filter; auto brightness; auto white balance; all-color dropout; multi-color dropout; long document scanning (up to 3000 mm/118 in.)</p> <p><b>File Format Outputs:</b> Single and multi-page TIFF, JPEG,</p>	171,400		



			<p>RTF, BMP, PDF, searchable PDF, TXT, PNG, CSV, Word and Excel LINUX (TWAIN and SANE) drivers (through web download) KOFAX certified</p> <p><b>Electrical Requirements:</b> 100-240 V (International); 50-60 Hz</p> <p><b>Power Consumption:</b> Off: &lt; 0.5 watts; Sleep mode: &lt; 3.0 watts; Running: &lt;36 watts</p> <p><b>Environmental Factors:</b> EPEAT Registered ENERGY STAR Qualified Operating Temperature: 10-35° C (50-95° F) Operating Humidity: 15% to 80% RH</p> <p><b>Recommended PC Configuration:</b> Minimum PC configuration with Smart Touch: Intel Core i3 processor or faster, at least 4 GB RAM (Microsoft Windows) Minimum Terminal PC / Citrix Receiver configuration for scanning only: Any 1 GHz processor or faster, at least 2 GB RAM</p> <p><b>Consumables Available:</b> Feed Roller Kit, roller cleaning pads, STATICIDE Wipes, transport cleaning sheets, Brilliantize Detailer Wipes</p> <p><b>Dimensions:</b> Width: 312 mm (12.3 in.) Height: 182.5 mm (7.2 in.), not including input tray; Weight: 3.3 kg (7.2 lbs.) Depth: 204 mm (8.0 in.), not including input tray and output tray; Depth with Input Tray: 269 mm (10.6 in.); Height with Input Tray: 231.6 mm (9.1 in.);</p> <p><b>Warranty Service Coverage:</b></p> <ul style="list-style-type: none"> <li>▪ 1 Year warranty coverage for parts and labor.</li> <li>▪ On-site Service Coverage</li> <li>▪ On-site service support, as needed</li> <li>▪ Response Commitment is within 4 business hours from incident report</li> <li>▪ Service Work Schedule is Monday to Friday, 9am to 5pm, excluding holidays</li> <li>▪ Two (2) Times pre-scheduled (within the 1 year warranty coverage), on-site Preventive Maintenance Service during the warranty period.</li> <li>▪ Installation assistance as well as basic operation user training , as necessary.</li> <li>▪ On-Site emergency calls during business hours</li> <li>▪ Parts, and incidental costs related to it, will be shouldered by service provider provided that the damage or error on equipment is not a result of user damage or misuse. External Parts (exposed parts) which are subject to wear and tear, such as feed tray, output tray, buttons, etc., are not included in this warranty coverage, but will be subject to "best effort service repair" if needed. Scratched glass or camera damaged by scratches caused by debris from scanned documents are not included in this warranty service coverage. This will be subject to "best effort service repair" upon request from customer.</li> <li>▪ Other Accessories, External Parts (Input and Output Tray, buttons), and Consumable items (Feed Module, Separation Module, Separation Pads, Transport rollers, Shaft rollers) are not included in this agreement. This can be purchased separately --- these are subject to Customer's use and "wear and tear".</li> </ul>		
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			<b>Terms and Conditions:</b> <ul style="list-style-type: none"> <li>▪ Unit shall be brand new</li> <li>▪ Price is already VAT (12%) and Delivery Charge inclusive.</li> <li>▪ Delivery Period: Seven (7) working days upon receipt of Purchase Order (PO) and Notice of Award (NOA).</li> <li>▪ Payment Terms: Three (3) Working days upon receipt of Delivery and Charge Invoice.</li> <li>▪ Conduct Installation Assistance and Basic Operation User Training through on-site or online platform within two (2) working days upon delivery and acceptance.</li> <li>▪ Availability of focal/contact person for inquiries and assistance, as needed</li> <li>▪ On-site service support, as needed</li> </ul>			
				171,400		

Please fill-out this portion **LEGIBLY** and **COMPLETELY**:

Signature over Printed Name of  
Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_



**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR SOLE PROPRIETORSHIP)****Omnibus Sworn Statement (Revised)***[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_,  
*[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_,  
 after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. As the owner and sole proprietor, or authorized representative of *[Name of Bidder]* \_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* \_\_\_\_\_ of the DBM-Regional Office No. VIII, as shown in the attached duly notarized Special Power of Attorney;
3. *[Name of Bidder]* \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;

- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and  
 d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project] \_\_\_\_\_.

9. [Name of Bidder] \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
 NAME OF BIDDER OR ITS AUTHORIZED  
 REPRESENTATIVE

[Insert signatory's legal capacity]  
 Affiant

**[Jurat]**

[Format shall be based on the latest Rules on Notarial Practice]



**FORMAT OF THE OMNIBUS SWORN STATEMENT (FOR PARTNERSHIP/CORPORATION OR JOINT VENTURE)**

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]* \_\_\_\_\_, of legal age, *[Civil Status]* \_\_\_\_\_, *[Nationality]* \_\_\_\_\_, and residing at *[Address of Affiant]* \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of *[Name of Bidder]* \_\_\_\_\_ with office address at *[address of Bidder]* \_\_\_\_\_;
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* \_\_\_\_\_ of the DBM Regional Office No. VIII, as shown in the attached \_\_\_\_\_ *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;
3. *[Name of Bidder]* \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;  
  
*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* \_\_\_\_\_ is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;



7. *[Name of Bidder]* \_\_\_\_\_ complies with existing labor laws and standards; and
8. *[Name of Bidder]* \_\_\_\_\_ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]* \_\_\_\_\_.
9. *[Name of Bidder]* \_\_\_\_\_ did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*