



**REPUBLIC OF THE PHILIPPINES**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
**NATIONAL CAPITAL REGION**  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**REQUEST FOR PRICE QUOTATION NO. 2025-05-0007**

The Department of Budget and Management-National Capital Region (DBM-NCR), through its Bids and Awards Committee (BAC), will undertake Section 53.9 Small Value Procurement for the **"Supply and Delivery of Office Appliances"**, in accordance with Annex "H" of the Republic Act No. 9184 and its Implementing Rules and Regulations.

**Name of Project:** Supply and Delivery of One (1) Unit Heavy-duty Scanner

**Approved Budget for the Contract:** Three Hundred Thirty Thousand Pesos Only (PhP330,000.00)

**Specifications:** See the attached Annexes "A and B" for particulars.

**Location:** Department of Budget and Management-National Capital Region  
2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets  
San Miguel, Manila

**Delivery Term:** 60-90 calendar days upon receipt of the Purchase Order and Notice to Proceed.

Interested suppliers are required to submit their valid and current Business/Mayor's Permit, PhilGEPS Registration Number, Income/Business Tax Number, Notarized Omnibus Sworn Statement, accomplished Price Quotation Form (Annex "A") and Technical Specification (Annex "B") during submission of offer/quotation.

Award shall be made to the identified bidder based on the market study, which complied with the minimum description as stated above and other terms and conditions stated in the price quotation form. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the supplier or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 02:00 p.m. of June 2, 2025 at 2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets San Miguel, Manila. Open submission may be submitted, manually or through email at [fambiong@dbm.gov.ph](mailto:fambiong@dbm.gov.ph). For inquiry, you may contact us at telephone number 8657-3300 local 8003 and/or email [fambiong@dbm.gov.ph](mailto:fambiong@dbm.gov.ph).

Very truly yours,

  
**JOSEPH CICERO M. SY**  
Chairperson, DBM-NCR BAC

PRICE QUOTATION FORM

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

THE CHAIRPERSON

Bids and Award Committee  
Department of Budget and Management-National Capital Region (DBM-NCR)  
2<sup>nd</sup> Floor Arcache Building General Solano corner Nepomuceno Streets  
San Miguel, Manila

Dear Sir:

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

Qty	Unit	Specification	Unit Price	Total Price
1	Unit	Supply and Delivery of One (1) Unit Heavy-duty Scanner		
Note: Please see attached Annex "B" for the detailed specifications. The delivery of the unit shall be 60-90 calendar days upon receipt of the Purchase Order and Notice to Proceed.				
VAT				
TOTAL (inclusive of VAT)				
Amount in Words				

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

Very truly yours.

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Contact Number

**Annex "B"**

**TECHNICAL SPECIFICATIONS**

The bidder must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification.

<b>Supply and Delivery of One (1) Unit Heavy-duty Scanner</b>			
<b>Specifications</b>		<b>Bidder's Statement of Compliance</b>	
Recommended Daily Volume	Up to 45,000 pages per day		
Throughput Speeds (landscape, A4 size, black and white/grayscale/color)	ADF: Up to 100 ppm/200 ipm  All sizes, Black-and-white/grayscale/color. Feed a wide array of paper sizes and weights in any batch.		
Scanning Technology	Industry-leading Image Enhancement Technology		
Illumination	Light-Emitting Diode (LED)		
Optical Resolution	600 dpi		
Output resolution	500 / 600 / 1200 dpi		
Max. / Min. Document Width	370.84mm (14.6 in) with the input tray in the upright position		
Max. / Min. Document Length	12 in. 160 in.		
Paper Thickness and Weight	34-433 g/m <sup>2</sup> (9-160 lb.) paper rear exit for paper > 200 g/m <sup>2</sup> (110 lb.)		
Document Sensing	Advanced Intelligent Document Protection (IDP) and Multi-Feed Detectors		
Software Support	ISIS, SANE, TWAIN, WIA Drivers, Kodak Smart Touch or Kodak Capture Pro Limited Edition  Note: Supported Operating Systems - WINDOWS, LINUX, Citrix Certified		

Imaging Features	Perfect Page Technology and Dual Light Illumination		
File Format Outputs	BMP, JPEG, PNG, TIFF, PDF, Multi-TIFF, RTF, DOC, XLS		
Environmental Factors	EPEAT Gold Registered Energy Star qualified scanner		
Operator Control Panel	Smart Touch Technology Interactive Operator Control Panel		
Warranty and Service Coverage	On-site service coverage. Includes installation assistance as well as basic operation user training. Response Time Commitment within 4 hours upon report of incident.		
Delivery Leadtime	The delivery of the unit shall be 60-90 calendar days upon receipt of the Purchase Order and Notice to Proceed.		
<b>Total Cost in Words:</b>			
<b>Total Cost in Figures:</b>			

<b>PAYMENT DETAILS</b>	
<u><i>Payment Terms:</i></u>	Payment shall be made using Land Banks' LDDAP-ADA/Bank Transfer service following the submission of an accurate invoice or billing statement and the completion of any additional PO (contract)-mandated requirements in addition to the Property Officer's assessment of conformity, examination, and acceptance of the items.
Bank Name:	
Account Number:	
Account Name:	
Branch/Address:	

**\*\*\* Nothing Follows \*\*\***