



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

**BIDS AND AWARDS COMMITTEE
NOTICE OF AWARD**

June 13, 2025

MR. MARTIN JEREMY U. CASTRO
Authorized Representative
Mircoimaging Sales and Services Inc.
Unit 308, 405/406 La Fuerza Plaza
2241 Chino Roces Avenue, Barangay, Makati City

Dear Sir:

We are pleased to inform you that the contract for the Project, **"Supply and Delivery of One (1) Unit Heavy-duty Scanner"** is hereby awarded to **Microimaging Sales and Services Inc.** in the total amount of **THREE HUNDRED EIGHTEEN THOUSAND AND FOUR HUNDRED PESOS ONLY (PhP318,400.00)**, inclusive of all applicable taxes, as follows:

Unit	Item Description
1	<p><u>KODAK S3100 Document Scanner</u></p> <ul style="list-style-type: none">• Recommended Daily Volume: Up to 45,000 pages per day• Throughput Speeds: 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/m² (9–160 lb.) paper rear exit for paper > 200 g/m² (110 lb.)• Document Sensing: Advanced Intelligent Document Protection (IDP) and Multi-Feed Detectors• Software Support: Windows Based Kodak Capture Software• 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

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	<ul style="list-style-type: none">• 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, with service unit <p>*** Nothing Follows ***</p>
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Very truly yours,

RUBY P. MURO
Director IV

Conforme:
MARTIN JEREMY U. CASTRO
Date: June 18, 2025

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

**BIDS AND AWARDS COMMITTEE
NOTICE TO PROCEED**

June 13, 2025

MR. MARTIN JEREMY U. CASTRO

Authorized Representative
Mircoimaging Sales and Services Inc.
Unit 308, 405/406 La Fuerza Plaza
2241 Chino Roces Avenue, Barangay, Makati City

Dear Sir:

The attached Contract Agreement having been approved, notice is hereby given to **Mircoimaging Sales and Services Inc.** that work may commence upon receipt of this Notice for **"Supply and Delivery of One (1) Unit Heavy-duty Scanner"** with the contract price amounting to **THREE HUNDRED EIGHTEEN THOUSAND AND FOUR HUNDRED PESOS ONLY (Php318,400.00)**, inclusive of all applicable taxes, as follows:

Unit	Item Description
1	<p><u>KODAK S3100 Document Scanner</u></p> <ul style="list-style-type: none">• Recommended Daily Volume: Up to 45,000 pages per day• Throughput Speeds: 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/m² (9-160 lb.) paper rear exit for paper > 200 g/m² (110 lb.)• Document Sensing: Advanced Intelligent Document Protection (IDP) and Multi-Feed Detectors• Software Support: Windows Based Kodak Capture Software• 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

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	<ul style="list-style-type: none">• 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, with service unit <p>*** Nothing Follows ***</p>
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Very truly yours,

RUBY P. MURO
Director IV

Conforme:
MARTIN JEREMY U. CASTRO
Date: June 18, 2025

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PURCHASE ORDER

Department of Budget and Management-National Capital Region

Supplier : MICROIMAGING SALES AND SERVICES INC.		P.O. No.: NCR-PO-2025-06-0004			
Address : Unit 308, 405/406 La Fuerza Plaza, 2241 Chino Roces Avenue, Barangay, Makati City		Date : June 13, 2025			
TIN : 005-339-584-000		Mode of Procurement : Small Value Procurement (Sec. 53.9)			
Gentlemen:					
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: 2nd flr., Arcache Bldg., Nepomuceno St., San Miguel, Mia		Delivery Term: Delivery to DBM-NCR			
Date of Delivery: Within 60 calendar days from the receipt of Purchase Order (P.O.) and Notice to Proceed (N.T.P)		Payment Term: Government Term			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total
	unit	Supply and Delivery of One (1) Unit Heavy-duty Scanner - KODAK S3100 Document Scanner Specifications: Please refer to the attached Notice of Award and Notice to Proceed for the detailed specifications, which are an integral part of this document. 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; - Replacement of a similar model if the unit is found with defects or physical issues, even during the maintenance; - With a one (1)-year warranty; and - Provision of four (4) quarters of preventive maintenance free of charge. *** Nothing Follows ***	1	318,400.00	318,400.00
TOTAL					318,400.00
(Total Amount in Words)		THREE HUNDRED EIGHTEEN THOUSAND AND FOUR HUNDRED PESOS ONLY			
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.					
Conforme:		Very truly yours,			
MARTIN JEREMY U. CASTRO		RUBY P. MURO			
Signature over Printed Name of Supplier		Director IV			
Date: June 18, 2025					
Fund Cluster: 01 Regular Fund		ORS:/BURS No.: 2025-06-00206			
Funds Available:		Date of the ORS/BURS: JUNE 17, 2025			
MARIE GRACE A. TIMBREZA Accountant III		Amount: 318,400.-			

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