

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg. Visayas Avenue, Diliman, Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **SUPPLY AND DELIVERY OF TWO (2) UNITS OF HEAVY-DUTY SCANNER**

APPROVED BUDGET FOR THE CONTRACT: **Php 90,000.00**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & current Mayor's/Business permit for 2024;
  - b. Valid & current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: **30 Days**
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Teddy Leinne E. Santos at Telephone Number 8920-4338 and Mobile Number 0938-945-6834. The Quotation may be submitted through e-mail at [teddy.santos@pia.gov.ph](mailto:teddy.santos@pia.gov.ph) or delivered to the address below on or before 5:00 P.M. of 16 October 2024.

Philippine Information Agency  
2<sup>nd</sup> Floor Procurement Section Office  
PIA Bldg. Visayas Ave., Diliman, Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC- CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY	UNIT COST (Php)	TOTAL COST (Php)
1	<p><b>SUPPLY AND DELIVERY OF TWO (2) UNITS OF HEAVY-DUTY SCANNER</b></p> <p><b>Specifications:</b></p> <p><b>Scanner Type:</b> Sheet-feed, one-pass duplex scanning</p> <p><b>Scan Resolution:</b> Up to 600 dpi (optical)</p> <p><b>Scan Speed:</b></p> <ul style="list-style-type: none"> <li>Up to 50 ppm (pages per minute)/ 100 ipm (images per minute)</li> <li>Duplex scan speed (two-sided scanning): 100 ipm</li> </ul> <p><b>Automatic Document Feeder (ADF):</b> 80 sheets</p> <p><b>Media Size (ADF)</b></p> <ul style="list-style-type: none"> <li><b>Minimum:</b> 2 x 2.9 in (50.8 x 74 mm)</li> <li><b>Maximum:</b> 8.5 x 122 in (216 x 3100 mm)</li> </ul> <p><b>Supported Paper Sizes:</b> Letter, Legal, Executive, A4, A5, A6, B5, Business cards, and more</p> <p><b>File Formats:</b> PDF, JPEG, PNG, TIFF, RTF, TXT, BMP, XLSX, DOCX</p> <p><b>Connectivity:</b> USB 3.0</p> <p><b>Output Resolution Settings:</b> 75, 150, 200, 240, 300, 400, 500, and 600 dpi</p>	2		

	<p><b>Features:</b></p> <ul style="list-style-type: none"> <li>• Duplex scanning</li> <li>• Multi-feed detection with ultrasonic technology</li> <li>• Auto-cropping, auto-orientation, and edge removal</li> <li>• OCR (Optical Character Recognition) capacities</li> <li>• Scan and Capture, Scan software</li> </ul> <p>“Nothing Follows”</p> <p><i>Delivery Period: 30 Days</i></p> <p><i>Price Validity: 90 Days</i></p> <p><b>ABC: PHP 90,000.00</b></p>			
	<b>TOTAL</b>			

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
*Printed Name and Signature*

\_\_\_\_\_  
*Business Name and Address*

\_\_\_\_\_  
*Telephone/Mobile No. and E-mail address*

\_\_\_\_\_  
*Date*

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
1	<p><b>SUPPLY AND DELIVERY OF TWO (2) UNITS OF HEAVY-DUTY SCANNER</b></p> <p><b>Specifications:</b></p> <p><b>Scanner Type:</b> Sheet-feed, one-pass duplex scanning</p> <p><b>Scan Resolution:</b> Up to 600 dpi (optical)</p> <p><b>Scan Speed:</b></p> <ul style="list-style-type: none"><li>• Up to 50 ppm (pages per minute)/ 100 ipm (images per minute)</li><li>• Duplex scan speed (two-sided scanning): 100 ipm</li></ul> <p><b>Automatic Document Feeder (ADF):</b> 80 sheets</p> <p><b>Media Size (ADF)</b></p> <ul style="list-style-type: none"><li>• <b>Minimum:</b> 2 x 2.9 in (50.8 x 74 mm)</li><li>• <b>Maximum:</b> 8.5 x 122 in (216 x 3100 mm)</li></ul> <p><b>Supported Paper Sizes:</b> Letter, Legal, Executive, A4, A5, A6, B5, Business cards, and more</p> <p><b>File Formats:</b> PDF, JPEG, PNG, TIFF, RTF, TXT, BMP, XLSX, DOCX</p> <p><b>Connectivity:</b> USB 3.0</p> <p><b>Output Resolution Settings:</b> 75, 150, 200, 240, 300, 400, 500, and 600 dpi</p>	

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I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
Of Authorized Representative

\_\_\_\_\_  
Date



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11349336  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** SUPPLY AND DELIVERY OF TWO (2) UNITS OF HEAVY-DUTY SCANNER  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 24-10-090 <b>Trade Agreement:</b> Implementing Rules and Regulations <b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9) <b>Classification:</b> Goods <b>Category:</b> Office Equipment <b>Approved Budget for the Contract:</b> PHP 90,000.00 <b>Delivery Period:</b> 30 Day/s <b>Client Agency:</b>  <b>Contact Person:</b> Teddy Leinne Escudro Santos Procurement Staff Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 teddy.santos@pia.gov.ph	<b>Status</b>	<b>Active</b>
	<b>Associated Components</b>	1
	<b>Bid Supplements</b>	0
	<b>Document Request List</b>	4
	<b>Date Published</b>	11/10/2024
	<b>Last Updated / Time</b>	11/10/2024 00:00 AM
	<b>Closing Date / Time</b>	16/10/2024 17:00 PM

#### Description

PHILIPPINE INFORMATION AGENCY  
PIA Bldg. Visayas Avenue, Diliman, Quezon City

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ATTY. ALLAN VINCENT B. LORENZO  
BAC- CHAIRPERSON

ANNEX A

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY	UNIT	COST
	(Php) TOTAL COST			
	(Php)			

1

SUPPLY AND DELIVERY OF TWO (2) UNITS OF HEAVY-DUTY SCANNER

Specifications:

Scanner Type: Sheet-feed, one-pass duplex scanning

Scan Resolution: Up to 600 dpi (optical)

Scan Speed:

- Up to 50 ppm (pages per minute)/ 100 ipm (images per minute)

- Duplex scan speed (two-sided scanning): 100 ipm

Automatic Document Feeder (ADF): 80 sheets

Media Size (ADF)

- Minimum: 2 x 2.9 in (50.8 x 74 mm)

- Maximum: 8.5 x 122 in (216 x 3100 mm)

Supported Paper Sizes: Letter, Legal, Executive, A4, A5, A6, B5, Business cards, and more

File Formats: PDF, JPEG, PNG, TIFF, RTF, TXT, BMP, XLSX, DOCX

Connectivity: USB 3.0

Output Resolution Settings: 75, 150, 200, 240, 300, 400, 500, and 600 dpi

Features:

- Duplex scanning
- Multi-feed detection with ultrasonic technology
- Auto-cropping, auto-orientation, and edge removal
- OCR (Optical Character Recognition) capacities
- Scan and Capture, Scan software

"Nothing Follows"

Delivery Period: 30 Days

Price Validity: 90 Days

ABC: PHP 90,000.00



TOTAL

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

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Printed Name and Signature

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Business Name and Address

\_\_\_\_\_  
Telephone/Mobile No. and E-mail address

\_\_\_\_\_  
Date

#### Technical Specifications

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#### Item Specification Statement of Compliance

1

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\_\_\_\_\_  
Name of Company/Bidder Signature Over Printed Name Date  
Of Authorized Representative



<b>Created by</b>	Ronelio N Hernandez
<b>Date Created</b>	10/10/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.