



REQUEST FOR QUOTATION / PROPOSAL

CIAP-F-PRO-003 || Rev. 1 || 24/02/2022

Procurement of (1) unit SCANNER FOR OFFICIAL USE OF CIAC EMPLOYEES

P.R. No./Date Received: **2022-03-019 / 07 Mar 2022**

RFQ/P No. / Date: **2022-03-0013 / 10 March 2022**

The Construction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to quote the best offer for the described item/s in the attached *Terms of Reference/Technical Specifications* subject to the Terms and Conditions and within the **Approved Budget for the Contract (ABC)**.

The following are the required document/s to be submitted as attachment/s to the quotation/proposal:

(Please check the appropriate documents needed to be submitted by the bidder. Please refer to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Professional License/Curriculum Vitae for consulting services
- PCAB Licence
- Net Financial Contracting Capacity Computation
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference or Technical Specifications, if applicable
- BIR Certificate of Registration (BIR Form No. 2303)

This pro-forma quotation maybe submitted through *registered* or *electronic mail* to the CIAP Bids and Awards Committee Secretariat at address indicated below or email to ciapbac@construction.gov.ph on or before **March 17, 2022, 10:00AM**, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for **sixty (60)** calendar days upon receipt of the bid. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. CIAP-BAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed *Terms of Reference/Technical Specifications*.
10. Payment shall be made through **check payment (Landbank)**.
11. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

ANGEL ZYRENE D. CACHO

Secretariat, Bids and Awards Committee
CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES
4th Floor Room 410, Executive Building Center, 369 Sen. Gil Puyat Ave., cor. Makati Ave., Makati City
Telephone: (+632)8896-4507 | e-mail: ciapbac@construction.gov.ph

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
1	1	₱ 220,000.00	Scanner			
			*Please refer to the attached TECHNICAL SPECIFICATIONS			
Total ABC		₱ 220,000.00				
						TOTAL Amount
Delivery and Other Instructions:						

(Please provide **complete** information below)

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that CIAP is not bound to accept the lowest or any proposal that CIAP may receive.

Signature over Printed Name : _____
 Designation/Position : _____
 Name of Company : _____
 Address : _____
 Telephone / Fax : _____
 E-mail Address : _____
 Company Tax Identification Number : _____



TECHNICAL SPECIFICATIONS

PROCUREMENT OF SCANNER FOR OFFICIAL USE OF CIAC EMPLOYEES				
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
1	Unit	SCANNER		₱220,000.00
TECHNICAL SPECIFICATIONS				
TYPE		Desktop sheet-fed scanner		
DOCUMENT FEEDING		Automatic or manual sheet feeding		
DOCUMENT SIZE		Width: 50.8 – 305mm Length: 70-432 mm Long Document Mode: up to 3,000mm		
DOCUMENT THICKNESS WEIGHT		Continuous Feeding: 20-209 gsm, 0.04 – 0.25mm Non-Separation Mode: 20-255 gsm, 0.04 – 0.30 mm		
FEEDING CAPACITY		300 sheets of 80 gsm		
SCANNING ELEMENT		3-line CIS		
LIGHT SOURCE:		LED (Red, Green and Blue)		
SCANNING SIDE		Simplex/Duplex		
SCANNING MODES		Black and White, Error Diffusion, Advanced Text Enhancement, Advance Text Enhancement II, Active Threshold, 256-level Grayscale, 24-bit Color, Auto Color Detection		
SCANNING RESOLUTIONS		150x150 dpi, 200x200 dpi, 240x240 dpi, 300x300 dpi, 400x400 dpi, 600x600 dpi		
SCANNING SPEED (A4/LTR, 200dpi)		Grayscale: Portrait: 75ppm (Simplex) 150ipm (Duplex) Landscape: 90ppm (Simplex) 180ipm (Duplex) Color: Portrait: 75ppm (Simplex) 150ipm (Duplex) Landscape: 90ppm (Simplex) 180ipm (Duplex)		
INTERFACE:		USB 3.1Gen 1		
SCANNER DRIVER:		ISIS/TWAIN		
USEFUL FUNCTIONS		Job Function, Ultrasonic Double-Feed Detection, Staple Detection, Text Enhancement, Dropout and Color Enhancement, Auto Page Size Detection, 3-D Color Correction, Image Rotation, Skip Blank Page, Edge Emphasis, Moire Removal, Prevent Bleed Through/Remove Background, Contrast Adjustment, Shading Correction, Brightness Adjustment, Deskew, Border Removal, Scanning Side Selection, Scan Area Settings, Addon Settings, Text Orientation Recognition, Punch Hole Removal, Folio Scan, Unnecessary Dots Removal, Notch Removal, Background		



	Smoothing, Character Emphasis, Count Only Mode, Verify Scan, Rapid Recovery System, MultiStream, Long Document, Manual Feeding, Separation High, Separation Low, Non Separation
WARRANTY AND SUPPORT	
	<ul style="list-style-type: none">• Two (2) years on parts and labor• For the duration of warranty period, the call back response (may be through email, phone or onsite support) time shall be guaranteed within one (1) hour upon notification.• On-site support shall be provided for the delivered items within next business day from verbal/written notification.
Provision of Service Units	<ul style="list-style-type: none">• Within the warranty period, scanner that cannot be repaired within five (5) days shall be immediately replaced with a service unit of similar specifications.
TERMS OF TURN OVER OF EQUIPMENT	
Delivery	Thirty (30) Calendar Days upon Receipt of Notice of Award

Requested by:

DELIA B. PERLADA
Office-in-Charge, AMCD

Prepared by:

ERIC VERGEL F. CRUZ
Information Technology Officer

Approved by:

Digitally signed by
Laurequez Lorina
Silapan
Date: 2022.03.02
LORINA S. LAUREQUEZ
Officer-in-Charge, PPCMD

CONFORME:

Name and Signature of Authorized Representative of the Service Provider

PhilGEPS Registration Number

Tax Identification Number

Date