

Construction Industry Authority of the Philippines REQUEST FOR QUOTATION/PROPOSAL

CIAP-F-PrM-03 Rev. No.: 00

Procruement of Office Equipment for CIAC

P.R. No./Date: 24-06056 29 May 2024	RFQ/P No. / Date:	2024-09-073 09 September 2024

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 submit the documents required to be submitted by the bidder pursuant to Annex "H"-Appendix A of Revised of The 2016 Revised IRR)

- 1 Mayor's/Business Permit
- 2 PhilGEPS Registration Number
- 3 Signed Terms of Reference or Technical Specifications, if applicable
- 4 BIR Certficate 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 bac_ciap@construction.gov.ph/allenmarantalan@construction.gov.ph on or before 16 September 2024, 10:00 AM, 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 is 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, (ORIGINAL Copy Signed)

Allen Mar P. Antalan

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)8986-4507 / 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

140.00	OTV	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount	
Item	n QTY ABC			ABC	(To be filled-out by the supplier)		
1	1 unit	₽	300,000.00	Heavy-Duty Document Scanner			
2	1 unit	₽	300,000.00	Heavy-Duty Multi-Function Photocopying Machine			
3	1 unit	₽	50,000.00	Touchscreen Tablet			
4	2 units	₽	100,000.00	Heavy-Duty Paper Shredder			
To	tal ABC	₽	750,000.00				
	Delivery ar	nd Oth	ner Instructions:	Within 30 calendar days upon receipt of the Purchase Order by the	he Supplier. Award shal	Il be made per item.	-

(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.

С

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.



	PROCURE	MENT OF SCANNER FOR OF	FICIAL USE OF CIAC	MPLOYEES	
Qty.	Unit	Specification	Unit Cost	(inclusive of all cost and applicable taxes	
1	Unit	SCANNER	₱300,000.00	₱300,000.00	
	l <u>-</u>	TECHNICAL SPE	CIFICATIONS		
TYPE		Desktop sheet-fed scanner			
DOCUM	IENT	Automatic or manual sheet fe	eeding		
FEEDIN					
DOCUN	IENT SIZE	Width: 50.8 – 305mm Length: 70-432 mm Long Document Mode: up to	3,000mm		
DOCUM THICK! WEIGH	NESS	Continuous Feeding: 20-209 Non-Separation Mode: 20-25	gsm, 0.04 – 0.25mm 55 gsm, 0.04 – 0.30 mm		
FEEDIN	1G	300 sheets of 80 gsm			
SCANN	NING	3-line CIS			
	VING SIDE	Simplex/Duplex/Double Exp	osure	1 Advance	
SCANI		This is and Maite Error Diffusion Advanced Lext Enhancement, Advance			
MODE		Text Enhancement il, Active Threshold, 256-level Grayscale, 24-bit Color, Auto Color Detection 150x150 dpi, 200x200 dpi, 240x240 dpi, 300x300 dpi, 400x400 dpi, 600x600			
	LUTIONS	dpi		91, 400x400 upi, 000x000	
SCAN		Grayscale: Portrait: 75ppm ((Simplex)		
) (A4/LTR,	Landscape: 90pp			
200dp	i)	Landscape, 90pp	(Dunley)		
		180ipm (Duplex)			
		Color: Portrait: 75ppm (Simplex)			
		150ipm	(Duplex)		
		150ipm Landscape: 90p	(Duplex) pm (Simplex)		
INTER	FACE:	150ipm Landscape: 90p 180ipm	(Duplex)		
	FACE:	150ipm Landscape: 90p 180ipm USB 3.1Gen 1	(Duplex) pm (Simplex)		
SCAN	NER	150ipm Landscape: 90p 180ipm USB 3.1Gen 1 ISIS/TWAIN	(Duplex) pm (Simplex) (Duplex)		
SCAN	NER R:	150ipm Landscape: 90pi 180ipm USB 3.1Gen 1 ISIS/TWAIN	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, St	aple Detection, Text	
SCAN DRIVE USEF	NER R:	150ipm Landscape: 90p 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, State of the control of the	uto Page Size Detection	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90p 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do Enhancement, Dropout and 3-D Color Correction, Image	(Duplex) pm (Simplex) (Duplex) buble-Feed Detection, State of Color Enhancement, A Report of Color Brank Page 19 19 19 19 19 19 19 19 19 19 19 19 19	uto Page Size Detection age, Edge Emphasis,	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90p 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do Enhancement, Dropout and 3-D Color Correction, Image Maire Removal Prevent Ble	(Duplex) pm (Simplex) (Duplex) buble-Feed Detection, State of Color Enhancement, A Red Through/Remove Barbard State of Color Enhancement Barbard State of C	uto Page Size Detection age, Edge Emphasis, ackground, Contrast	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90pi 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do Enhancement, Dropout and 3-D Color Correction, Image Moire Removal, Prevent Ble Adjustment, Shading Correction	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, State of the Color Enhancement, A seed Through/Remove Button, Brightness Adjustion, Brightness Adjustion	uto Page Size Detection age, Edge Emphasis, ackground, Contrast ment, Deskew, Border	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90pi 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do Enhancement, Dropout and 3-D Color Correction, Image Moire Removal, Prevent Ble Adjustment, Shading Correction Removal, Scanning Side Se	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, State of the Color Enhancement, A great the Color Enhancement, A great through/Remove Baction, Brightness Adjustive lection, Scan Area Sett	uto Page Size Detection age, Edge Emphasis, ackground, Contrast ment, Deskew, Border ings, Addon Settings,	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90pi 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do Enhancement, Dropout and 3-D Color Correction, Image Moire Removal, Prevent Ble Adjustment, Shading Correction Removal, Scanning Side Secondary Orientation Recognition	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, State of the Color Enhancement, A greater of the Color Enhancement, A greater of the Color, State of the Color	uto Page Size Detection age, Edge Emphasis, ackground, Contrast ment, Deskew, Border ings, Addon Settings, , Folio Scan,	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90pi 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Dot Enhancement, Dropout and 3-D Color Correction, Image Moire Removal, Prevent Ble Adjustment, Shading Correction, Image Removal, Scanning Side Set Text Orientation Recognition Unnecessary Dots Removal Character Emphasis, Coun	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, State Color Enhancement, Area Rotation, Skip Blank Prediction, Brightness Adjusticelection, Scan Area Settion, Punch Hole Removal Notch Removal, Notch Removal, Scatt Only Mode, Verify Scatt	uto Page Size Detection age, Edge Emphasis, ackground, Contrast ment, Deskew, Border ings, Addon Settings, , Folio Scan, ground Smoothing, n, Rapid Recovery	
SCAN DRIVE USEF	NER :R: UL	150ipm Landscape: 90pi 180ipm 180ipm USB 3.1Gen 1 ISIS/TWAIN Job Function, Ultrasonic Do Enhancement, Dropout and 3-D Color Correction, Image Moire Removal, Prevent Ble Adjustment, Shading Correction Removal, Scanning Side Secondary Orientation Recognition	(Duplex) pm (Simplex) (Duplex) puble-Feed Detection, State Color Enhancement, Area Rotation, Skip Blank Prediction, Brightness Adjusticelection, Scan Area Settion, Punch Hole Removal Notch Removal, Notch Removal, Scatt Only Mode, Verify Scatt	uto Page Size Detection age, Edge Emphasis, ackground, Contrast ment, Deskew, Border ings, Addon Settings, , Folio Scan, ground Smoothing, n, Rapid Recovery	





WARRANTY AND	SUPPORT		
	 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	 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		
Prepared by:	Approved by:		
1111	Des D. C. L		
6///	MATHUR DEDICATE		
Supervising TIDS	ARCIA DELLA B. BILLEDO-PERLADA AMCD Officer-in-Charge, CIAC		
Ouper tioning Tibe	, , , , , , , , , , , , , , , , , , , ,		
	Approved by (For ICT Task Force):		
	CHARLIE A. BARINQUE ICT Task Force Member Officer-in-Charge, PPCMD		
	CONFORME: certify that the undersigned, as an authorized representative of the firms and complies with all the requirements and deliverables need for the		
Name :	and Signature of Authorized Representative of the Service Provider		
	PhilGEPS Registration Number		
	Tax Identification Number		
	Date		



		CTION PHOTOCOPIER FOR OFFICIAL	USE OF CIAC	Total Cost / ABC
Qty.	Unit	Description / Specifications	Unit Cost	(inclusive of all cost and applicable taxes)
1	Unit	MAIN UNIT	₱300,000.00	₱300,000.00
,	J	Type A3 Colour Laser Multifunctional		
		Core Function Print, Copy, Scan, Store		
	,	Network/WiFi Direct		
		Mobile Print & Scan		
		Scan to Folder, Email & USB		
		10" Operational Panel		
		Memory: Standard 3GB RAM Standard 4GB		
		HDD Memory: Standard 320GB		
		Output Speed: 26ppm (A4, letter, legal) 15ppm (A3, 11x17) Approx. 5.9/8.2 seconds		
		or less		
		Warm Up Time: 4 seconds or less		
		First Copy Out Time:		
		5.9 seconds or less (B/W)		
		8.8 seconds or less (Color)		
		Recommended Monthly Volumme: 16,000 copies		3
		ARDF Capacity: Up to 100 Sheets SPDF Capacity: Up to 200 Sheets		
		Paper Source: Standard: (2) x 550 sheets paper cassette + 80-sheet Stack Bypass Optional: (2) x 550 sheets additional cassette		
		Copier Resolution: 1200 x 1200 dpi		
		Copier up to: 600 Multiple Copies up to 999 copies		





	Zoom from 25% to 400%: Magnification 25% - 400% (1% increments)		
	STARTER KIT: Toner BK Yield: 36,000 pages		
	Toner C Yield: 19,000 pages		
	Toner M Yield: 19,000 pages Toner Y Yield: 19,000 pages		
	With bundled Operating System		
	Inclusive of One (1) year standard warranty on service and parts		
	Inclusive of support services after warranty period		
	Delivery Period within 15 to 30 days		
Prepared by:	Approved by		
101	6 AND 1	20	
RACHMOND G	GARCIA DELIA B. BI	LLEDO-PERLA	DA
Supervising TI			
	Approved by	(For ICT Task I	Force):
		\sim	
	A Comment of the Comm		
	CHARLIE A ICT Task Fo	. BARINQUE	
		arge, PPCMD	
	CONFORME		
This is	CONFORME: to certify that the undersigned, as an author	rized represen	tative of the
	onfirms and complies with all the requirem	_	
	the		
Nar	me and Signature of Authorized Representative	e of the Service	Provider
	PhilGEPS Registration Num	ber	
	Tax Identification Number	· · · · · · · · · · · · · · · · · · ·	
	Date		· · · · · · · · · · · · · · · · · · ·





PROCL	IREMENT C	F TOUCHSCREEN TABLET FOR	OFFICIAL USE OF	CIAC EMPLOYEES		
Qty.	Unit	Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes		
1	Unit	TOUCHSCREEN TABLET	* 50,000.00	₱ 50,000.00		
	l .	TECHNICAL SPECIFIC	ATIONS			
TYPE		Touchscreen tablet	V			
CAMERA		At least 12MP (Front and Back)				
SIZE		11 to 12 inches				
STORAGE		64GB to 512GB				
RESOLU1	TION	1600 X 2560				
BATTERY	7	Up to 10 hours				
OTHER F	EATURES	Wi-Fi, Bluetooth, USB-C charger				
WARRANTY		One-year warranty on parts				
DELIVERY		Fifteen (15) Calendar Days upon Order	Receipt of Notice of	of Award or Purchase		

repared by:	Approved by:
ae 11.	Ala la d
AYMOND G. GARCIA	DELIA B. BILLEDO-PERLADA
upervising TIDS, AMCD	Officer-in-Charge, CIAC
	Approved by (For ICT Task Force):
	CHARLIE A. BARINQUE
	ICT Task Force Member
	Officer in Charge DOCMD
	Officer-in-Charge, PPCMD CONFORME: Indersigned, as an authorized representative of the lies with all the requirements and deliverables need for
	CONFORME: Indersigned, as an authorized representative of the
Supplier, confirms and compl	CONFORME: Indersigned, as an authorized representative of the lies with all the requirements and deliverables need for
Supplier, confirms and complete and Signature of	CONFORME: Indersigned, as an authorized representative of the lies with all the requirements and deliverables need for the
Name and Signature of	CONFORME: Indersigned, as an authorized representative of the lies with all the requirements and deliverables need for the Authorized Representative of the Service Provider





PROCL	PREMENT C	F HEAVY-DUTY SHREDDER FO	R OFFICIAL USE O	F CIAC EMPLOYEES	
Qty. Unit		Specification	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes	
2	Unit	HEAVY-DUTY PAPER SHREDDER	₱50,000.00	₱100,000.00	
		TECHNICAL SPECIF	ICATIONS		
TYPE		Heavy-duty cross-cut paper shre	edder		
DOCUME SHREDDI CAPACIT	NG	60 sheets of paper (80 gsm)			
POWER F	RATINGS	660 watts, 220V	·· 		
PAPER BIN CAPACITY		20 liters, removable			
OTHER F	EATURES	 No need to remove staples of Auto start/stop Anti-jam: reverse function With movable wheels 	or paper clips		
WARRAN	TY	One-year warranty on parts 6 months on service			
PROVISION SERVICE		Within the warranty period, s (5) days shall be immediately specifications.	hredder that cannot y replaced with a se	be repaired within five vice unit of similar	
DELIVER	• Fifteen (15) Calendar Days upon Receipt of Notice of Award or Purchas Order			ce of Award or Purchase	

Prepared by:

MONU G. GARCIA

Supervising TIDS, AMCD

Approved by:

DELIA B. BILLEDO-PERLADA

Officer-in-Charge, CIAC

Approved by (For ICT Task Force):

CHARLIE A. BARINQUE ICT Task Force Member Officer-in-Charge, PPCMD



CONFORME:	
This is to certify that the undersigned, as an authorized representative of the	
upplier, confirms and complies with all the requirements and deliverables need fo the	
Name and Signature of Authorized Representative of the Service Provider	
PhilGEPS Registration Number	
Tax Identification Number	
Date	