



**Construction Industry Authority of the Philippines
REQUEST FOR QUOTATION/PROPOSAL**

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

Purchase of Heavy-Duty Scanning and Photocopying Machines

P.R. No./Date: **24-06056 | 20 June 2024**

RFQ/P No. / Date: **2024-11-121 | 28 November 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 **BIR Certificate of Registration (BIR Form No. 2303)**
- 4 **Signed Terms of Reference or Technical Specifications, if applicable**

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/russellracelis@construction.gov.ph on or before 05 December 2024, 05:00 PM, 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)

Russell N. Racelis
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

Item	QTY	ABC	Technical Specifications	Brand/Model	Unit Price	Total Amount
				(To be filled-out by the supplier)		
1	1 units	₱ 300,000.00	Heavy Duty Document Scanner (See attached Technical Specifications)			
2	1 units	₱ 300,000.00	Heavy Duty Multi-Function Xerox Machine (See attached Technical Specifications)			
3						
4						
5						
Delivery and Other Instructions:			Within 30 calendar days upon receipt of the Purchase Order by the Supplier. Award shall be 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.

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	₱300,000.00	₱300,000.00
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			
SCANNING SIDE	Simplex/Duplex/Double Exposure			
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


Prepared by:


RAYMOND G. GARCIA
Supervising TIDS, AMCD

Approved by:


DELIA B. BILLED0-PERLADA
Officer-in-Charge, CIAC

Approved by (For ICT Task Force):


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

CONFORME: <i>This is to certify that the undersigned, as an authorized representative of the Supplier, confirms and complies with all the requirements and deliverables need for the</i>

Name and Signature of Authorized Representative of the Service Provider

PhilGEPS Registration Number

Tax Identification Number

Date



TECHNICAL SPECIFICATIONS

MULTI-FUNCTION PHOTOCOPIER FOR OFFICIAL USE OF CIAC EMPLOYEES				
Qty.	Unit	Description / Specifications	Unit Cost	Total Cost / ABC (inclusive of all cost and applicable taxes)
1	Unit	<p>MAIN UNIT Type A3 Colour Laser Multifunctional</p> <p>Core Function Print, Copy, Scan, Store</p> <p>Network/WiFi Direct</p> <p>Mobile Print & Scan</p> <p>Scan to Folder, Email & USB</p> <p>10" Operational Panel</p> <p>Memory: Standard 3GB RAM Standard 4GB</p> <p>HDD Memory: Standard 320GB</p> <p>Output Speed: 26ppm (A4, letter, legal) 15ppm (A3, 11x17) Approx. 5.9/8.2 seconds or less</p> <p>Warm Up Time: 4 seconds or less</p> <p>First Copy Out Time: 5.9 seconds or less (B/W) 8.8 seconds or less (Color)</p> <p>Recommended Monthly Volumes: 16,000 copies</p> <p>ARDF Capacity: Up to 100 Sheets SPDF Capacity: Up to 200 Sheets</p> <p>Paper Source: Standard: (2) x 550 sheets paper cassette + 80-sheet Stack Bypass Optional: (2) x 550 sheets additional cassette</p> <p>Copier Resolution: 1200 x 1200 dpi</p> <p>Copier up to: 600 Multiple Copies up to 999 copies</p>	P300,000.00	P300,000.00



	<p>Zoom from 25% to 400%: Magnification 25% - 400% (1% increments)</p> <p>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</p> <p>With bundled Operating System</p> <p>Inclusive of One (1) year standard warranty on service and parts</p> <p>Inclusive of support services after warranty period</p> <p>Delivery Period within 15 to 30 days</p>		
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Approved by:


DELIA B. BILLED0-PERLADA
 Officer-in-Charge, CIAC

Approved by (For ICT Task Force):


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

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