



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

CIAP-F-PrM-03
Rev. No.: 01

**Small Value Procurement (Section 34)
RFQ No.: 2026-02-013
9 February 2026**

The Construction Industry Authority of the Philippines (CIAP) invites all eligible suppliers, contractors and consultants to submit quotations and/or proposals for the item(s) described below, subject to the attached Terms of Reference/Technical Specifications and within the Approved Budget for the Contract.

Name of the Requirement	Procurement of Office Heavy Duty Scanner for Official Use of PCAB
Total Approved Budget for the Contract (ABC)	PhP596,000.00 The ABC is inclusive of all applicable taxes and other charges. Quotations/Proposals exceed the ABC shall be disqualified.
Mode of Procurement	Small Value Procurement (Section 34)

Item No.	QTY	ABC	Reference P.R. No.	Technical Specifications	Brand/Model	Unit Price	Total Amount
					(To be filled-out by the supplier) The supplier hereby submits the following quotation(s)		
1	2 Unit(s)	₱ 596,000.00	26-01012	Heavy Duty Scanner **See the attached Technical Specifications for complete details**			
Total ABC		₱ 596,000.00					

Delivery Period : Within 15 Calendar days upon receipt of Purchase Order.

Other Instructions : Submit necessary brochures/documents to support the bid offer, and be used for evaluation the bid(s) vis-a-vis the requirements of the project and for immediate delivery.

The ABC is inclusive of all applicable taxes and other charges. Quotations/Proposals exceeding the ABC shall be disqualified.

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

- 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 shall be 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/johnvincentpeduche@construction.gov.ph on or before 16 February 2026, 08:00 AM, together with any additional requirements indicated in the attached Terms of Reference / Technical Specifications, and subject to the following Terms and Conditions:

1. The CIAP assumes no responsibility to compensate or indemnify any supplier for expenses incurred in the preparation of this Quotation.
2. Fill up the quotation form. Sign the quotation form - digitally, electronically or manually. Scanned actual signature of the authorized representative of the prospective bidders shall be transmitted during the contract execution. Unsigned quotation forms, text-typing the name of the authorized representative and/or the words "SGD." or "Original Signed" and the like without distinctive features shall not be accepted.
3. All entries shall be typed or written in a clear legible manner.
4. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
5. CIAP-BAC Technical Working Group may require the bidder to submit documents that will prove your legal, financial and technical capability to undertake the contract.
6. Salient provisions of Section 97 of the IRR of RA 12009 on the imposition of Liquidated Damages shall be observed during contract implementation.
7. CIAP reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the IRR of RA 12009.
8. For bidders with Landbank of the Philippines Bank Account Number, please write Account Number: _____.

Very truly yours,

John Vincent B. Peduche

Secretariat, Bids and Awards Committee

CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

3rd Floor, NAPOLCOM Building, No. 371 Sen. Gil J. Puyat Avenue, Makati City

Telephone: 0917-855-7198 | e-mail: bac_ciap@construction.gov.ph

(Please provide complete information below)

1. We understand that Quotations/Proposals not addressing or providing all the required items in the Technical Specifications or Terms of Reference, including, where applicable, specifications that would allow the Technical Working Group to properly evaluate the bids, shall be considered non-responsive and, thus, automatically disqualified. However, when no price or a "0" (zero) or "-" (dash) is indicated for a required item in the bid form, the same shall be construed as free to the government, except those required by law or regulations to be provided for [Sec. 61.2.1(a) IRR, RA 12009]. It is further understood that to ensure completeness of the quotation/proposal, suppliers must ensure that ALL items, columns, or matrices in the prescribed forms are appropriately filled-up and no item, column or matrix is left blank.
2. We undertake that if our Quotation is accepted, we shall devier the good(s)/service(s) in accordance with the delivery schedule specified in the Technical Specifications/Terms of Reference.
3. We agree to abide by this Quotation for the Price Validity Period of sixty (60) calendar days from date of schedule deadline for submission and date of opening thereof. The CIAP may request for extension of the validity period of our price Quotation in case the award cannot be made within the 60-day validity period;
4. Until a format Purchase/Job Order is prepared and executed, this Quotation together with your written acceptance thereof shall be binding upon us;
5. We understand that the CIAP BAC is mandated to evaluate the compliance of our product offer with the technical specifications and other requirements under the IRR of RA No. 12009 and only those whose/which product are found complying with the specifications can be considered for award;
6. The undersigned representative is granted full power and authority to do, execute, and perform any and all acts necessary to participate, submit the Quotation, and to sign and execute the Contract in case of award. Further, we confirm that the person that signs this Quotation/Proposal Form shall be the authorized signatory in ALL the submitted documents of supplier;
7. We acknowledge that failure to sign each and every page of the Quotation Form, shall be a ground for the rejection of our Quotation;
8. We understand that the email address provided below shall be our designated e-mail address and any communication sent by the CIAP BAC or its Secretariat to that e-mail address shall be deemed to have been duly received by our office on the date and time the said e-mail was sent. Any change in contact details shall be duly communicated to the CIAP BAC Secretariat by sending an email to BAC_CIAP@construction.gov.ph.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address : _____

Company Tax Identification Number : _____

TECHNICAL SPECIFICATIONS

Procurement of Office Heavy-Duty Scanners				
Qty	Unit	Description / Minimum Specification	Est. Cost / Unit	Amount
2		<p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Desktop sheet-fed scanner • Automatic or Manual sheet feeding • Simplex/Duplex • 300 sheets of 80g/m² • Double-Feed Detection, Folio Scanning, 2D/Barcode 	₱ 298,000.00	₱ 596,000.00

Requested by:


 Charlotte C. De Vera
 ADC/Supervising TIDS, PCAB

Reviewed and Approved by:


 Charlie A. Barinque
 ICT Task Force Member / IT, CIAP



CONFORME:

This is to certify that the undersigned, as an authorized representative of the Contractor, confirms and complies with all the requirements and deliverables needed for the Procurement of Office Heavy-Duty Scanners

Name and Signature of Authorized Representative of the Contractor

PhilGEPS Registration Number

Tax Identification Number

Date