Republic of the Philippines

Department of Trade and Industry

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

Golden Shell Pavilion, Roxas Blvd. Cor. Gil Puyat Ave., Pasay City

Solicitation No.: CITEM-2020-0138

REQUEST FOR QUOTATION (SHOPPING)

The Center for International Trade Expositions and Missions (CITEM) invites all interested parties to submit quotation for:

PURCHASE OF TWO (2) UNITS OF DOCUMENT SCANNER

Please see attached Request for Quotation (RFQ) Form for more details.

Approved Budget for the Contract	:	PHP 32,000 per unit or PHP 64,000.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	04 November 2020, Wednesday, 5:00PM
Opening of Bids	:	05 November 2020, Thursday, 2:00PM

Conduct of *Opening of Bids* shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. The BAC Secretariat may be reached through email at citembac@citem.com.ph for request of these links.

The *Notice of Award* shall only be issued to the lowest calculated bidder who has complied with the following documentary requirements below, submitted in an enclosed, sealed and properly labeled envelope or compressed folder:

Eligibility Documents (1st Envelope / Compressed Folder

1. Mayor's Permit for the current year

Expired Mayor's Permit with Official Receipt of renewal application shall be accepted as alternate documentary document during community quarantine or similar restrictions declared, in accordance with GPPB Resolution 09-2020. However, a valid Business or Mayor's Permit must be submitted after award of contract but before payment.

2. Valid PhilGEPS Registration Number (evidenced by a certificate or screen shot)

PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

Financial Bid (2nd Envelope / Compressed Folder)

• Quotation using the attached Request for Quotation (RFQ) Form duly signed by the authorized representative.

Bidders shall submit these documents, on the above stated date and time, either on the following:

- a. Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- b. As highly encouraged, submission to the BAC Secretariat through online at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password for the must be disclosed an hour before the date and time of the Opening of Bids indicated above.

CITEM-BAC reserves the right to reject any or all bids disadvantageous to, waive any formality or accept such bids as may be considered advantageous to the government. Further, CITEM-BAC assumes no obligation whatsoever to compensate or indemnify the bidders for expenses or losses that may be incurred in participating in this bidding. For inquiries, please contact the CITEM Bids and Awards Committee Secretariat, at telephone no. (02) 8-831-2201 local 309/294 or e-mail at citembac@citem.com.ph.

ATTY. ANNA GRACE I. MARPURI
Chairman, Bids and Awards Committee



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS Coden Shell Paylion, Roxas Blyd Cor esen Gil Puyat Avenue, Pasay City Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph

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TRADE	OND	IND	UST

REQUEST FOR QUOTATION										
Shopping with ABC of Php 50,001 and above ☐ Small Value Procurement with ABC of Php 50,001 and above ☐ Lease of Real Property and Venue ☐ Others:										
<u> </u>	odi i iop	orty and volido	<u></u>			Date:	23-Oct-2020			
Company Name: Address: Contact No.:		-				RFQ No:	2020-0138			
Gentlemen:	•									
	uotatior	r your lowest possible price(s) for the be sealed, signed and stamped in a								
Schedule of Pre-Bi Schedule of Openi			ime:	n/a 2:00PM	_ Venue: _ Venue:	Microsoft T	n/a eams / Zoom			
QUANTITY	UNIT	ARTICLE / WORK / DE	SCRIPTIC	N / SPECIFICATION	N	UNIT PRICE	AMOUNT			
2	unit	DOCUMENT SCANNER		PHP 32,000.0	00 per unit					
		Specifications: Technology								
		- Scanner type: Sheetfed Scanner								
		 Scanning Resolution: 600 DPI x 600 D ADF Minimum Document Size: 50.8 x 								
		- ADF Maximum Document Size: 215.9	x 6,096 mm	(Horizontal Vertical)						
		 Paper Formats: A3 with stitching functing 	tion, A4, A6,	B5, Letter, Postcard, Leg	gal, Plastic					
		- Color Depth: Input: 48 Bits Color / 16 E	Bits Monochr	ome, Output: 24 Bits Co	lor / 8 Bits					
		Monochrome Ultrasonic Sensor: YES								
		Caaman								
		Scanner Light Source: Ready Scan LED Technol	ology							
		Ouput Resolution: 50 -1,200 dpi (increm	nents)							
		Scan Speed								
		ADF Monochrome (Simplex / Duplex) : 2 300 dpi: 35 ppm / 70 ipm, 600 dpi: 8.								
		ADF Colour (Simplex / Duplex): 200 dpi:								
		300 dpi: 35 ppm / 70 ipm								
		Paper / Media Handling	-4-							
		 ADF Paper Setting Capacity: 50 Shee Multi-feed Defection: Ultrasonic Sensor 		Detection						
		 Automatic Document Feeder Type: Sir Reliability Daily Duty Cycle: Up to 4,00 								
		- Duplex Scan : YES		<i>2y</i>						
		- Support Paper Thickness: 27 - 413 gsr	i m							
		Connectivity: USB 3.0, Wi-Fi (Access Po								
		Supported OS: Windows XP / VIsta / 7 /	/8/8.1/10,	Mac OS X 10.6.8 or late	er					
		TOTAL APPROVED BUDGET FOR	R THE COL	NTRACT · PHP 64 00	0.00					
		DEADLINE FOR SUBMISSION OF		·	<u></u>					
		AND FINANCIAL BID		·						
		: <u>04 November 2020, W</u>	lednesday,	05:00PM						
Terms and Cond	ition:									
1.) Delivery period:		working days upon accepta ive of Value Added Tax.	ance of Pur	chase/Job Order.						
, ,		after receipt of invoice. Other terms of page	ayment will be	based on the Contract a	agreed by the	Purchaser and Su	pplier.			
, ,		overwritings shall be valid only if they are any, must be submitted within 3 Days	-	•	is/her authori	zed representative.				
, ,	,	the right to reject any or all bids offe		•	and accept	hid/s it may cons	idor			
advantageous to the			and waive	e arry defects therein a	and accept	bid/s it fliay cons	iuei			
					AT	TY. ANNA GRAC	E I. MARPURI			
						BAC Chai <mark>r</mark> ma	ın			
TO: CITEM Bids and	d Award	s Committee:								
Per your request, I/we have indicated the prices of the above mentioned article(s)/work(s) on the unit price/amount column above. I/We also certify that we have read, understood and shall conform with the terms and conditions of this requirement.										
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Date Submitted Signature over printed name of the Authorized Company Representative							esentative			
		-	nation: hone no.(s)							
		E-mail	. ,							