

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-2021-0082

**REQUEST FOR QUOTATION
(SHOPPING)**

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

PROCUREMENT OF DOCUMENT SCANNER

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

Approved Budget for the Contract	:	PHP 47,100.00 PER UNIT OR A TOTAL OF PHP 188,400.00
Deadline of Submission of Eligibility Documents and Financial Bid	:	September 13, 2021, 05:00PM
Opening of Bids	:	September 14, 2021, 02:00PM

Conduct of Opening of Bids shall be held virtually thru Microsoft Teams or Zoom and shall be open to all prospective bidders. Link of the Opening of Bids may be requested through the BAC Secretariat at citembac@citem.com.ph.

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. Bids must be valid for 120 calendar days from the date of opening of bids.**

To encourage the sanctity of the bids, we highly encourage bidders submit these documents separately, on the above stated date and time, either on the following:

- Physical Submission at the CITEM Office, Golden Shell Pavilion, Roxas Blvd. cor. Gil Puyat Ave., Pasay City, or
- As highly encouraged, online submission to the BAC Secretariat through email at citembac@citem.com.ph. A password protection maybe inflicted in the compressed folders to ensure security of the documents. The password 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
Golden Shell Pavilion, Roxas Blvd. Cor. Sen. Gil Puyat Avenue, Pasay City
Tel.: (632) 8-831-2201 local 309/294 E-mail: citembac@citem.com.ph

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: _____

Date: 03 September 2021
RFQ No.: 2021-0082

Company Name: _____
Address: _____
Contact No.: _____

Gentlemen:

Please quote hereunder your lowest possible price(s) for the following article(s)/work(s) which are urgently needed by this office. It is requested that the quotation be sealed, signed, and stamped in an envelope and submitted to CITEM BAC.

Deadline of Submission of Eligibility Documents and Financial Bid: <u>13 September 2021</u>	Time: <u>05:00PM</u>	
Schedule of Opening of Bids: <u>14 September 2021</u>	Time: <u>02:00PM</u>	Venue: <u>ZOOM</u>

QTY	UNIT	ARTICLE / WORK / DESCRIPTION / SPECIFICATION	UNIT PRICE	AMOUNT
4	Unit	<p>PROCUREMENT OF DOCUMENT SCANNER</p> <p>APPROVED BUDGET FOR THE CONTRACT: <u>PHP 47,100.00 PER UNIT OR A TOTAL OF PHP 188,400.00</u></p> <p>Specification:</p> <p><i>Technology:</i></p> <ul style="list-style-type: none"> - Scanner type: Sheetfed Scanner - Scanning Resolution: 600 DPI x 600 DPI (Horizontal x Vertical) - ADF Minimum Document Size: 50.8 x 50.8 mm (Horizontal x Vertical) - ADF Maximum Document Size: 215.9 x 6,096 mm (Horizontal x Vertical) - Paper Formats: A3 with stitching function, A4, A6, B5, B6, Letter, Postcard, legal, plastic card <p>Color Depth: Input: 48 Bits Color / 16 Bits Monochrome, Output: 24 Bits Color / 8 Bits Monochrome</p> <p>Ultrasonic Sensor: Yes</p> <p><i>Scanner</i></p> <p>Light Source: ReadyScan LED technology</p> <p>Output Resolution: 50 - 1,200 dpi (1 dpi increments)</p> <p><i>Scan Speed</i></p> <p>ADF Monochrome (Simplex / Duplex): 200 dpi: 35 ppm / 70 ipm 300 dpi: 35 ppm / 70 ipm, 600 dpi: 8.0 ppm / 16 ipm</p> <p>ADF Colour (Simplex / Duplex): 200 dpi: 35 ppm / 70 ipm 300 dpi: 35 ppm / 70 ipm</p> <p><i>Paper/ Media Handling</i></p> <ul style="list-style-type: none"> - ADF Paper Setting Capacity: 50 Sheets Multi-feed Detection: Ultrasonic Sensor and Length Detection - Automatic Document Feeder Type: Single pass dual scanning - Reliability Daily Duty Cycle: up to 4,000 sheets / day - Duplex Scan: YES - Support Paper Thickness: 27 - 413 gsm <p><i>Connectivity:</i></p> <p>USB 3.0, Wi-Fi, Wi-Fi (Access Point Mode), NFC</p>		

	<i>Supported OS:</i> Windows XP / Vista / 7 / 8 / 8.1 / 10, Mac OS X 10.6.8 or later Delivery date: 30-45 Days upon receipts of approved purchased order		
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Terms and Conditions:

- 1) Delivery period: _____ working days upon acceptance of Purchase/Job Order.
- 2) Bid price must be **Inclusive of Value Added Tax**.
- 3) Payment will be processed after receipt of invoice. Other terms of payment will be based on the Contract agreed by the Purchaser and Supplier.
- 4) Any alterations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her authorized representative.
- 5) Required documents, if any, must be submitted within 3 Days after receipt of notice.

The CITEM-BAC reserves the right to reject any or all bids offer and waive any defects therein and accept bid/s it may consider advantageous to the government.



ATTY. ANNA GRACE I. MARPURI
BAC Chairman

TO: CITEM Bids and Awards 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.

Date Submitted

Signature over printed name of the Authorized Company Representative

Designation: _____

Telephone No(s): _____

Email: _____