



PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	2021-11-00061
Date	22 November 2021

REQUEST FOR QUOTATION Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Procurement of Additional High-Speed Document Scanners for the Digitization Project
Description/Specifications	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP 274,000.00
Deadline of Submission of Bid	29 November 2021

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 10th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1.) Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
- 2.) Omnibus Sworn Statement (Notarized) and
- 3.) PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted*)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may email bacsec@peza.gov.ph.


ALEEM SIDDIQUI M. GUIAPAL
BAC, Chair

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Annex "A"
PRICE QUOTATION FORM
(Financial Bid)

ALEEM SIDDIQUI M. GUIAPAL
Chairperson, Bids and Awards Committee
10th Floor Double Dragon Center
West Building, Macapagal Blvd.
Pasay City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Quantity	Description	Bid Price (PHP)
4	High-Speed Document Scanners (Please refer to the attached Technical Specifications attached as "Annex B")	P
		(Inclusive of VAT)

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

<p>INSTRUCTIONS:</p> <p>(1) Accomplish this RFQ correctly and accurately. (2) Do not alter the contents of this form in any way. (3) Failure to comply with any of the mandatory requirements will disqualify your quotation. (4) Failure to follow these instructions will disqualify your entire quotation.</p>

“Annex B”
Technical Specifications

Quantity	Specification	Office	
4	High Speed Document Scanner	MISD	
	Throughput Speeds		70 ppm / 140 ipm
	Recommended Daily Volume		Up to 8000 pages per day
	Feeder Capacity		Up to 80 sheets of 80 g/m ² (20 lb.) paper
	Connectivity		USB 3.2 Gen 1x1, USB 2.0 compatible
	Maximum Document Size		216 mm x 3000 mm (8.5 in. x 118 in.)
	Minimum Document Size		52 mm x 52 mm (2.05 in. x 2.05 in.)
	Paper Thickness & Weight		27–433 g/m ² (7.2–160 lb.) paper Hard card thickness up to 1.25 mm (0.05 in.)
	Image Output Resolution Options		Up to 1200 dpi
	Maximum Optical Capture Resolution		600 dpi
	Power Requirement		100 - 240 V AC, 50/60 Hz
	ENERGY STAR Qualified		Yes
	File Format Outputs		JPEG, Single-page TIFF, Microsoft Excel, Microsoft Word, Multipage TIFF, PDF, Text searchable PDF, PNG, BMP and RTF
	Operating System Compatibility		Windows 7 Professional 64bit and Windows 10 Professional 64bit
	Warranty		1 Year Parts and Service
	Delivery Period	45 Days	

(Annex C)

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the **sealed envelope**:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Delivery Period: 45 Calendar Days.
- Terms of payment: Through Cheque/15 working days upon receipt of SOA/Service Invoice and Accomplishment Report for the covered period.
- Winning bidder must deliver the items/services to the following address:
10th Floor Double Dragon Center, West Building, DD Meridian
ParkMacapagal Avenue, Pasay City