

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Request for Quotation (RFQ)

Date: **March 8, 2021**
Quotation No. **DepEd-21-SDO-048**
PR No.: **2021-02-035 DO**
SVP

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on all/each items below for the **"Supply and Delivery of Scanner, Printer and Copier for SDO Marikina City BAC Office Use."** This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00 A.M. of March 15, 2021.** The opening of quotation shall be on the same date, 9:15 A.M. at the Division Office and/or video teleconference, Schools Division Office, Sta. Elena, Marikina City. For more information, please call the BAC Secretariat at Telephone No. (02) 682-39-89.


ELISA Q. CERVEZA
BAC Chairperson

II. TOTAL APPROVED BUDGET: Php173,306.25

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<u>Supply and Delivery of Scanner, Printer and Copier for SDO Marikina City BAC Office Use</u> <i>*Please see attached Detailed Estimate</i>	1 lot		
	TOTAL			

This is to submit our price quotations indicated above subject to the terms and conditions of this RFQ.

Bidder's Company Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:		Date:	

IV. Terms and Conditions

A. Submission of Requirements

1. Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the bids and Awards Committee (BAC) through the BAC Secretariat Office, 2nd floor at DepEd Division Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: leilani.villanueva@deped.gov.ph

2. The sealed envelope should be properly marked and contain the following information:
 - a. Name of the project to be bid in CAPITAL LETTERS
 - b. Name and address of the bidder in CAPITAL LETTERS
 - c. Address of the Procuring Entity's BAC
 - d. Signature of the bidder on the flap side of the sealed envelope.
3. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ) with Filled up detailed estimate of appraisal, (Prices shall be quoted in Philippine Pesos)
 - b. G-EPS/PhilGeps Registration Certificate/Number
 - c. Valid Mayor's permit
 - d. DTI Registration or SEC Registration or CDA Registration
 - e. Income Tax Return/Business Tax Return
 - f. Omnibus Sworn Statement

V. Instructions

1. This quotation and the bidder's written acceptance will constitute a binding contract between procuring entity and bidder. The Procuring Entity is not bound to accept the lowest or any quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline date specified for submission.
3. Quotation must be equal or lower than the approved budget of the contract of the Implementing Unit. The price quoted by the supplier/ bidder shall be fixed for the duration of the bid validity and the contract.
4. Supplier/ Bidder shall pick up the contract issued in its favour within three calendar days from date of receipt to that effect. A telephone call or fax transmission shall constitute an official notice to the bidder.

VI. Award

1. The Procuring Entity will award the contract to the supplier/bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s)/Bidder(s) or any obligation to inform the affected Supplier(s)/Bidder(s) of the grounds for the Procuring Entity's decision.
3. The Supplier/Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

VII. Delivery, Inspection and Acceptance

1. Service/goods for the program shall be delivered on the time and place specified in the contract/ PO.

VIII. Terms of Payment:

Payments shall only be processed after completion of the Delivery of all services listed in the Purchase Order/ Contract.

***DETAILED ESTIMATE**

PROJECT : "Supply and Delivery of Scanner, Printer and Copier for SDO Marikina City BAC Office Use" (RFQ-048)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1	<p>SCANNER (Heavy duty, Manual): 25ppm/50ipm, 2-sided colour scan speed, 20 sheets Automatic Document Feeder (ADF), Portable with micro-B USB3.0 Bus power, Dedicated plastic ID card slot, Scan to PC and USB host</p>	1	unit		
2	<p>SCANNER (Flatbed) SCAN RESOLUTION, OPTICAL (Up to 600 dpi (color and mono, ADF); Up to 1200 dpi (color and mono, flatbed), DUTY CYCLE (DAILY) Recommended daily duty cycle: 3000 pages (ADF), BIT DEPTH-24-bits external 48-bits internal, LEVELS OF GRAYSCALE- 256, MULTIFEED DETECTION- Yes, SCAN SIZE, MAXIMUM 216 x 297 mm MEDIA TYPES- Paper (banner, inkjet, photo, plain), envelopes, labels, cards, MEDIA WEIGHTS, SUPPORTED ADF- 45 to 120 g/m², SCAN FILE FORMAT - For text & images: PDF, JPEG, PNG, BMP, TIFF, TXT (text), RTF (rich text) and searchable PDF. SCAN INPUT MODES - Scan front-panel function for Save as PDF, Save as JPEG, E-mail as PDF, E-mail as JPEG, Send to Cloud, Everyday Scan and Save as Editable Text (OCR). DIMENSIONS (W X D X H)- 460 x 387 x 145 mm, WEIGHT- 5.58 kg WARRANTY - 1 Year Limited Warranty (Return to HP/Dealer - Unit Exchange)</p>	1	unit		
3	<p>All-in-one Printer: Compact integrated tank design Print speeds up to 15ipm for black and 8.0ipm for colour Auto-duplex printing ADF capability Ethernet & Wi-Fi Direct Borderless Printing up to A4 size Spill-free ink refilling Warranty of 2 years or 50,000 pages</p>	3	Unit		

4	<p>Digital Copier with Network Printing and Color Scanning</p> <ul style="list-style-type: none"> • Copy and Print speed of 45 copies per minute, A4 • Zoom range of 25 to 400% • Print Resolution of 1,200 X 1,200 dpi • Warm-up time 16 seconds or less • Time to first copy : 7 seconds or less • Time to first print : 5.9 seconds or less • Original Size, Copy size and Print size is from A5R up to Legal • Standard Memory Capacity is 1GB and is upgradeable to a maximum of 3GB • Input paper capacity of 500-sheets universal paper cassette and 100-sheets multi-purpose tray • Built in Duplex Unit • Built in Reversing Document Processor with a minimum capacity of 75 sheets • Printer Processor ARM Cortex-A9 Dual core 1.2 GHZ plus ARM Cortex-M3 100MHZ • Compatible with Windows, Macintosh, Linux, Unix • Built in Gigabit-Network, USB 2.0 and two USB Host Connection • USB flash drive Memory Printing and Scanning • Scan to SMB/E-mail/FTP/USB Host, WSD Scan, Network and USB TWAIN Scan • Scanning Mode: Color, Grayscale, and B&W • Power consumption copying: 683watts or less • Drum life yield of 280,000 pages or more • Copier pedestal • Ten years warranty on Service 	2	Unit		
	*** <i>nothing follows</i> ***				
	TOTAL				

Signature of Authorized Representative over Printed Name