



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8682890  
**Procuring Entity** PROVINCE OF BENGUET  
**Title** PURCHASE OF ONE (1) UNIT DOCUMENT SCANNER BY PGO-BAC INFRASTRUCTURE  
**Area of Delivery** Benguet

|  |  |                              |                     |
|--|--|------------------------------|---------------------|
| <b>Solicitation Number:</b>              | SV-0899-22   | <b>Status</b>                | Active              |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 1                   |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                   |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 1                   |
| <b>Category:</b>                         | Office Equipment   | <b>Date Published</b>        | 20/05/2022          |
| <b>Approved Budget for the Contract:</b> | PHP 60,000.00  | <b>Last Updated / Time</b>   | 20/05/2022 00:00 AM |
| <b>Delivery Period:</b>                  | 30 Day/s   | <b>Closing Date / Time</b>   | 31/05/2022 08:30 AM |
| <b>Client Agency:</b>                    |  |                              |                     |
| <b>Contact Person:</b>                   | JULIE P. TABCAO<br>BAC -GOODS SEC<br>CHAIRPERSON<br>Benguet Province,<br>La Trinidad<br>Benguet<br>Philippines 2601<br>63-74-4222609 Ext.135<br><br>pgobacgoods@benguet.gov.ph |                              |                     |

#### Description

PURCHASE OF ONE (1) UNIT DOCUMENT SCANNER

Please refer to attached Request for Quotation

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#### Other Information

Download the attached RFQ and Memorandum to Canvassers by clicking the figure opposite the Associated Components on this page then submit both documents at BAC Office, 2nd floor, Capitol Building, La Trinidad or through e-mail at pgobacgoods@benguet.gov.ph

**Created by** Marie Claire Salbino Baldos

**Date Created** 19/05/2022

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Republic of the Philippines  
**PROVINCE OF BENGUET**  
 La Trinidad  
**BIDS AND AWARDS COMMITTEE**  
**(GOODS AND SERVICES)**

Quotation No.: SV-0899-22  
 Purchase Request No.: 22-04-0734

May 17, 2022  
 Date

**MEMORANDUM TO:**

Mr./Ms.: CHARITY BACBAC / RHEA KEFA / ROSHIELA DE CASTRO  
 (Canvasser)

Kindly provide appropriate dealers/ establishments copy of the attached request for quotation and/or solicitation to Bid for the Purchase of 1 unit document scanner with an ABC of 60,000.00 to be used by PGO-BAC Infrastructure Their quotation /Bids shall be opened on May 31, 2022

| NAME OF ESTABLISHMENT | ADDRESS | RECEIVED |           |      |
|-----------------------|---------|----------|-----------|------|
|                       |         | Name     | Signature | Date |
| 1.                    |         |          |           |      |
| 2.                    |         |          |           |      |
| 3.                    |         |          |           |      |
| 4.                    |         |          |           |      |
| 5.                    |         |          |           |      |
| 6.                    |         |          |           |      |
| 7.                    |         |          |           |      |
| 8.                    |         |          |           |      |
| 9.                    |         |          |           |      |
| 10.                   |         |          |           |      |

MIRIAM V. TIONGAN, DVM  
 Chairperson

**CERTIFICATION**

I/We the undersigned, hereby jointly and severally certify to have given each of the above dealers/establishments a copy of the solicitation bid papers and submit their quotations before the time of opening of the same.

CANVASSER/S:

CHARITY BACBAC / RHEA KEFA / ROSHIELA DE CASTRO  
*Signature over printed name/s*

/kryll

**CERTIFICATION**

This is to certify that the RFQ received is a download copy and submitted through email / courier.

NOLI U. GUIAD  
 Administrative Officer V



Republic of the Philippines  
**PROVINCE OF BENGUET**  
 La Trinidad  
**BIDS AND AWARDS COMMITTEE**  
**(GOODS AND SERVICES)**

Purchase Request Number: **22-04-0734**  
 Name of the Project: **Purchase of 1 unit document scanner**  
 Location of the Project: **PGO-BAC Infrastructure**  
 Account Code: **1-07-05-030**

Date: **May 17, 2022**  
 Quotation No.: **SV-0899-22**  
 CAFOA No.: **100220100522**  
 Appropriation No.: **22-01-0641**

## REQUEST FOR QUOTATION

Sir/Madam:

Kindly indicate your price quotation/s for the item/s listed below taking into consideration the specifications; submit this document duly signed by you or your authorized representative, to this office not later than **8:30 am** on **TUESDAY** **May 31, 2022** at the **BAC Goods and Services Office, 2nd Floor, Capitol Building, La Trinidad, Benguet.**

Indicate also the shortest delivery period should you opt to. You may fax your quotations through Telefax No. 074-422-2004 or thru e-mail at [pgobacgoods@benguet.gov.ph](mailto:pgobacgoods@benguet.gov.ph) or [bacgoodsbenguet@gmail.com](mailto:bacgoodsbenguet@gmail.com)

Should your quotation/s be found reasonable, procurement shall ensue. The Provincial Government however, reserves the right to accept or reject your offer or quotation/s if found not in order.

Thank you very much.

*Miriam V. Troncal*  
**MIRIAM V. TRONCAL, DVM**  
 Chairperson

**REQUIREMENTS:**

1. This Request Form must be duly accomplished; all entries must be Typewritten or handwritten legibly and in pen.
2. Delivery period shall be within 30 calendar days.
3. Warranty shall be for a period of **three (3) months** for supplies and materials and **one (1) year** for equipment reckoned from the date of acceptance by the provincial government, through the Provincial General Services Office.
4. Price validity shall be for a period of **120 calendar days.**
5. Documentary requirements **to be submitted with this RFQ:**
  - a. Mayor's/ Business Permit (**proof of renewal if expired**)
  - b. BIR Certificate of Registration
  - c. PhilGEPS Registration No. \_\_\_\_\_ (**kindly indicate**)
  - d. Lates Income/ Business Tax Return (**if the ABC is above Php 500,000.00**)  
*\* In lieu of a and c above, certified true copy of PhilGEPS Platinum membership may be submitted*
6. Submit original copy of complete (paragraphs 1 to 10) Omnibus Sworn Statement within three (3) days from Notice of this Body **if the aggregate total ABC of the items quoted exceeds Php 500, 000.00**
7. The procuring entity reserves the right to waive any defects in the tender or offer as well as the right to accept the bid most advantageous to the provincial government.

**NOTE:**

- a. All erasures to be countersigned.
- b. Kindly seal this document upon submission to the BAC Goods and Services Office

| Item No.   | QTY | UNIT | ITEM & DESCRIPTION (SPECIFICATIONS)   | BRAND/ OFFER/ COMPLIANCE TO SPECS. | UNIT PRICE | TOTAL | Approved Budget for the Contract (ABC) |
|--|-----|------|---|------------------------------------|------------|-------|--|
| 1  | 1   | unit | <b>DOCUMENT SCANNER</b><br><i>Specifications:</i><br>Scanner Type: A4 sheet-fed, one pass duplex colour scanner<br>Sensor Type: Contact Image Sensor (CIS)<br>Scanning Method: Fixed Carriage & moving document<br>Optical Resolution: 600 x 600 dpi<br>Min Document Size: 50.8 x 50.8 mm<br>ADF Capacity: 100 sheets (80g/m2)<br>Bit Depth: Each colour (RGB): 10 bit input / 8 bit output<br>Multi-feed Detection: Ultrasonic Sensor and Length Detection<br>Interface: USB 3.0<br>Warranty: atleast 1 year on parts and service (on-site)<br><b>PGO-BAC Infrastructure</b> |                                    |            |       | 60,000.00                              |
| <b>PURPOSE:</b> To be used in the performance of official functions at the BAC-Infrastructure office |     |      |   |                                    |            |       | 60,000.00                              |

**DEALER'S OFFER (IF APPLICABLE)**

Brand and Model: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_

Warranty period for supplies & materials: \_\_\_\_\_  
 Price Validity Period: \_\_\_\_\_

**CANVASSERS:**

**CERTIFICATION**

I hereby certify that I have personally conducted this canvass and that the price/s quoted is/are true and correct and the signature of the Representative of the establishment who submitted the quotation/s is/are genuine.

After having carefully read and accepted your terms and conditions, I hereby submit the above quotations for your appropriate action.

\_\_\_\_\_  
 (Name of Establishment per O.R. & address)

\_\_\_\_\_  
 (Signature over Printed Name of Owner/Representative)

\_\_\_\_\_  
 (Telephone/Cellphone Number or e-mail address)

**CHARITY BACBAC / RHEA KEFA / ROSHIELA DE CASTRO**  
 PRINTED NAME & SIGNATURE OF AUTHORIZED CANVASSER

\_\_\_\_\_  
 Date