



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

Purchase Request Number: **21-05-0776**  
 Name of the Project: **Purchase of 2 unit Scanner with ADF**  
 Location of the Project: **PASSO**  
 Account Code: **1-07-05-030**

Date: **May 18, 2021**  
 Quotation No.: **SV-0711-21**  
 CAFOA No.: **100210504932**  
 Appropriation No.: **202105005479**

## 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 **MONDAY** **MAY 31, 2021** 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. 074-422-0259 or thru e-mail at [pgobagoods@benguet.gov.ph](mailto:pgobagoods@benguet.gov.ph)

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.

*Florita T. Hay-on*  
 FLORITA T. HAY-ON  
 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 RFO:**
  - a. Mayor's/ Business Permit (proof of renewal if expired)
  - b. BIR Certificate of Registration
  - c. PhilGEPS Registration No. \_\_\_\_\_ (kindly indicate)
  - d. Latest 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 50, 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	2	unit	SCANNER with ADF				110,000.00
			<b>Technical Specifications:</b>				
			Scanner Type: Sheetfed Scanner				
			Optical Resolution: 600 DPI x 600 DPI				
			ADF Minimum Document size: 50.8mm x 50.8mm				
			ADF Miximum Document size: 215.9mm x6,096mm				
			Paper Formats: A4, A5, A6, B6, B5, B4, Letter, Legal, Postcard, Business cards, Plastic cards, A3 with stitching function				
			Scanning color depth: Input: 30bits color/10bits monochrome				
			Output: 24bits color/8bits monochrome				
			Ultra sensor: Yes				
			Category: High capacity, General Office				
			<b>Scanner:</b>				
			Light source: Ready scan LED technology				
			Output resolution: 1200 DPI				
			<b>Scan speed:</b>				
			Resolution (colour/grey scale/mono):				
			200dpi: 65ppm/130ipm (simplex/duplex)				
			300dpi: 65ppm/130ipm (simplex/duplex)				
			600dpi: 16ppm/32ipm (simplex/duplex)				
			<b>Interface:</b> USB 3.0				
			<b>Paper/Media handling:</b>				
			Paper setting capacity: 100 sheets				
			Automatic document feeder type: Single pass dual scanning				
			Reliability daily duty cycle: 7,000 pages				
			Automatic document feed: 100 pages				
			Duplex scan: Yes				
			<b>Scanning Features:</b>				
			Output formats: BMP, JPEG, TIFF, multi-TIFF, PDF, searchable PDF/ PDF/ A, PNG				





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	File compression features: Hardware JPEG compression, TIFF Compression (JPEG (7) CITT G4, LZW), PDF compression			
	Advance document integration: Scan to Email, Scan to Microsoft SharePoint, Scan to Web folders, Scan to network folders			
	Scanning Volume: 7,000 pages /day			
	<b>General Specifications:</b>			
	Supply Voltage: AC 100V - 240V, 50Hz - 60Hz			
	Product dimensions: 296 x 169 x 167mm (W x Depth x H)			
	Compatible Operations System: Mac OS 10.6+m Windows 10, 7, windows 8, 8.1, windows server 2003, 2008, 2012, R2, windows vista, windows XP SP3			
	Warranty: 1 year on parts and services (on site)			
	Accessory: Roller Assembly Kit			
	*at least with Service Center in La Trinidad or Baguio City for quick service support*			
	<b>PASSO</b>			

**PURPOSE:** For office use **110,000.00**

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

Brand and Model: \_\_\_\_\_ Warranty period for supplies & materials: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_ 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)

**MYLYN C. BESTED**

\_\_\_\_\_  
 PRINTED NAME & SIGNATURE OF AUTHORIZED CANVASSER

\_\_\_\_\_  
 Date



Republic of the Philippines  
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**BIDS AND AWARDS COMMITTEE**  
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Bid Solicitation No.: SV-0709-21 May 18, 2021  
 Purchase Request No.: 21-05-0732 Date

**MEMORANDUM TO:**

Mr./Ms.: EUGENIO TOMAS/ MARCELO V. TOMAS  
 (Canvasser)

Kindly provide appropriate dealers/ establishments copy of the attached request for quotation and/or solicitation to Bid for the Purchase OF 4 pcs Tires, 265/60,18 ream, MT/AT with an ABC of 60,000.00 to be used by PPDO Their quotation /Bids shall be opened on May 31,2021

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

*Florita T. Bay-on*  
**FLORITA T. BAY-ON**  
 Chairperson

<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>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.</p> <p>CANVASSER/S:</p> <p style="text-align: center;"><u>EUGENIO TOMAS/ MARCELO V. TOMAS</u>  <i>Signature over printed name/s</i></p>	<p style="text-align: center;"><b>CERTIFICATION</b></p> <p>This is to certify that the RFQ received is a download copy and submitted through email / courier.</p> <p style="text-align: center;"><u>NOLI U. GUIAD</u>  <i>Administrative Officer V</i></p>
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