



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Office Equipment**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>2020 Census of Population and Housing</b>
<b>Solicitation No.</b>	<b>PR-NCS04-19-09-00005</b>
<b>Location</b>	<b>Metro Manila</b>
<b>Brief Description</b>	<b>Procurement of Document Scanner for the use of 2020 CPH</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 495,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to [gsd.staff@psa.gov.ph](mailto:gsd.staff@psa.gov.ph) not later than 11:00 AM on **OCT 23 2019**. Kindly address your quotation to the Bids and Awards Committee.

  
**CANDIDO J. ASTROLOGO, Jr.**  
BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form and/or proposal.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

**PHILIPPINE STATISTICS AUTHORITY  
REQUEST FOR QUOTATION**  
Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<b>Document Scanner</b> - Speed: 25 pages per minute at 200 and 300 dpi resolution - Scanning Technology: Dual CIS (CMOS), Grayscale and Color output - Paper Size: 2.08 in. x 2.05 inches up to 8.5 in x 118 inches - Feeder: 80 sheets of 20 lb. paper and can also handle ID cards, embossed hard cards - Output Resolution: 75 to 1200 dpi - Output Format: single & multi-page: TIFF, PDF, JPEG, RTF, BMP, TXT, PNG, CSV, Searchable PDF, Word Document and Excel  <b>Imaging Features:</b> 1. Can save up to 9 job setups and destinations with one-touch scanning 2. Automatic creation of reports (CSV, XML, Textfile) based on scanned images & index fields 3. Can create minimum of 2 index fields 4. Unlimited automatic creation of folders / sub folders 5. Read barcode and allows barcode reading to be used as image name 6. Can do dual stream scanning 7. Can do image merge up to A3 size  <b>Connectivity: USB 2.0 and USB 3.0 compatible</b> <b>Warranty: ONE YEAR on Parts and Services, On-site Warranty within Metro Manila, Metro Cebu and Metro Davao</b> <b>Software: On-line Support in Metro Cebu and Metro Davao</b>  <i>NOTE: Please Attach (Mayor's Permit, BIR Tax Cert., DTI or SEC, Omnibus Sworn Statement and PhilGEPS Registration Number)</i>	pcs	22	P _____	P _____	( )	( )
				Total amount in words: _____ _____ _____ _____		

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_