



REQUEST FOR QUOTATION

RFQ No:23-08-042
Date:8/9/23

Name of Supplier/Dealer: _____
Address: _____
Contact Number: _____
Philgeps No. _____
TIN _____

Mode of Procurement : SMALL VALUE
 PROCUREMENT (SEC. 53.9)
 APP Reference: APP No.1 Amended APP

Sir/Madam:

If available in your stock, please quote your lowest price, all taxes included, for the following article/services enumerated below and submit your quotation as soon as possible to this office to the undersigned stating the shortest time which delivery could be made by yourself.

Very truly yours,

Aurora B. Mantilla
AURORA B. MANTILLA
 BAC -Chairperson

Terms and Conditions :

1. Price Validity shall be for a period of 30 calendar days from submission of the RFQ.
2. Delivery period within (30 CDs) from receipt of Contract/Purchase Order (PO) or **As indicated schedule below.**
3. Warranty shall be for a period of six (6) months for supplies and materials ; at least 1 year for equipment or as indicated in the product warranty whichever is longer.
4. Bidders must submit the following documentary requirements:
 - 4.1 Mayor's/Business Permit (to be submitted upon submission of offer)
 - 4.2 PhilGEPS Registration Number (to be submitted upon submission of offer)
 - 4.3 Income/Business Tax Return (for ABCs above PHP 500,000.00) (to be submitted upon submission of offer)
 - 4.4 Omnibus Sworn Statement (for ABCs above PHP 50,000.00) (to be submitted before issuance of Notice of Award)
5. Mode of delivery [] Pick-up; [] Door-to-door delivery at the Civil Service Commission (CSC) Caraga Regional Office, Butuan City.
6. Liquidated Damages : One-tenth (1/10) of one (1) percent of the cost of the undelivered item/s for every day of delay.
7. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
8. The CSC Caraga Regional Office reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.
9. Deadline for submission of quotation shall be on **August 14, 2023 at 1:00pm.**
10. Award shall be made on : Per Item Basis Lot/ Package Total Quoted
11. Please put check (/) mark if your product/service is compliant with the technical specifications/terms and

Your Quotation Must be Sealed

**ABC Two Hundred Seventy- Five Thousand Pesos
 Only(P275,000.00)**

Item no.	QTY	Unit	Article Description	Pls. Check Here	Unit Cost	Total
1	5	unit	DOCUMENT SCANNER			
			Specifications Scanner:			
			Scanner Type:Sheet-fed, one-pass duplex color scanner			
			Photoelectric Device:Color Contact Image Sensor (CIS)			
			Optical Resolution:600 dpi			
			Color Bit Depth:30-bit input			
			Grayscale Bit Depth:24-bit output			
			Scanning Speed:35 or more ppm/70			
			Automatic Document Feeder:			
			Capacity:20 or more			
			Paper size Minimum: 2" x 2"			
			Paper size Maximum: 8.5" x 240			
			Paper Weight:27 – 413 g/m2			
			Connectivity:			
			Minimum System Requirements:			
			Windows® 7, 8/8.1, 10			
			Mac OS® X 10.6.8 – 10.11.x			
			Software requires Internet connection for download and installation.			
			Standard Connectivity:			
			SuperSpeed USB 3.0			
			Optional Network Interface Unit (RJ-45, 10BaseT/100Base TX)			
			For use of All FOs , PALD / MSD			
			xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			

 Printed Name & Signature of Dealer/

ACKNOWLEDGMENT RECEIPT OF
REQUEST FOR QUOTATION (RFQ) NO. 23-08-042

I hereby acknowledge receipt from the **Civil Service Commission (CSC) Caraga Regional Office** of the documents pertaining to the above RFQ:

COMPANY NAME : _____
CONTACT PERSON : _____
ADDRESS : _____
CONTACT NUMBER : _____
E-MAIL ADDRESS : _____

Printed Name & Signature of Dealer/
Authorized Representative

Date

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Date