



Request for Quotation(P.R No.): 25-05-0098

Date P.R. No.

May 20, 2025

Office/End User: DPWH SDN 2ND DEO

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Address: _____

TIN. No. _____

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **JUNE 18, 2025** at Twelve Noon (12:00) to the BAC Secretariat for Goods, DPWH-Surigao del Norte 2nd Engineering District, Surigao City

1. All entries must be typewritten/legibly written.
2. Delivery period within TWENTY FIVE(25) C.D. upon receipt of the approved funded Purchase Order(P.O) Administrative Penalties pursuant to Section 69 of the Revised IRR RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of three(3)months for Supplies and Materials, one year for equipment 3 years IT Equipment,from date of acceptance by end user.
4. Price validity shall be for a period of sixty (60) Calendar days
5. G-EPS Registration Certificate/Mayor's Permit/DTI shall be attached upon submission of the
6. Bidders shall submit Original brochures of the product,
7. Please indicate the brand for each items being offered.
8. Omnibus Sworn Statement
9. The approved budget ceiling for this procurement is **Php 118,760.32**

ROMMEL A. PIAPE
BAC - Chairman

[illegible]

PURPOSE: TO BE USE IN THE OFFICE OF THE ASSISTANT DISTRICT ENGINEER AND I.C.T UNIT, FOR SCANNING DOCUMENTS, DPWH	
SDN 2ND DISTRICT ENGINEERING OFFICE, SURIGAO CITY	

Warranty:

Price Validity:

After having successfully read and accepted your General conditions, I/We quote on the item(s) at the prices noted above.

Printed Name/Signature

Tel. No./Cell No.



Name of Equipment: DOCUMENT SCANNER (Sheetfed, A4)

Description: For daily document scanning

<i>Main Equipment Components</i>	<i>Specification</i>
General	
<i>Scan Technology</i>	Sheetfed Scanner
<i>Sensors</i>	Contact Image Sensor (CIS); Multi-feed detection sensor
<i>Scan Speed</i>	40 ppm
<i>Color Depth</i>	24-bit
<i>Scan Resolution</i>	600 dpi
<i>Document Processing Function</i>	Optical Character Recognition (OCR)
<i>Duty Cycle (daily)</i>	6,500 pages
<i>File Format</i>	PDF, searchable PDF, JPG, BMP, TIFF
<i>File Destination</i>	USB, Network Folder, Scan to Email, Scan to Management Software
<i>Duplex Scanning</i>	Automatic two-sided scanning
<i>Network Interface</i>	Gigabit Ethernet
<i>IO Ports</i>	USB 2.0; Ethernet (RJ-45)
Paper Handling	
<i>Maximum Media Size</i>	Legal (8.5 x 14 in)
<i>ADF capacity</i>	80 sheets
<i>Media Type</i>	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures
Software	
<i>Supported OS</i>	Windows 11, 10
<i>Management Software</i>	Pre-installed scanning applications software
<i>Drivers</i>	Original CD/DVD copy or in any electronic media storage.
Accessories	
<i>Cables and Connectors</i>	All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange)

Other Requirements:

Brand and Model: Must be globally recognized brand of scanners and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Scanner that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.

Documentation and Media: The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.



**Standard Technical Specifications for
Document Scanner**

Name of Equipment: DOCUMENT SCANNER (Sheetfed, A4)

Description: For daily document scanning

Warranty and Maintenance: The Supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

Technical Support: The local technical support through telephone and email, 8 hours per day (8:00 am - 5:00 pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

Additional Notes: This technical specification shall be issued along with the Certification issued by IMS.

Prepared by:

Checked by:

MARY JANE N. PANTOJA
Chief, Business Innovation Division

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RHALF B. CAWALING
Director, Information Management Service

Approved by:

ADOR G. CANLAS, CESO IV
Undersecretary, Technical Services
and Information Management Service

Approved Date: **010725**