



REQUEST FOR QUOTATION

Supply and Delivery of Heavy Duty Document Scanner

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-24-00290
Date of Posting/Canvass : 10/15/2024
Deadline of Submission : 10/18/2024 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱530,000.00

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.

Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead);
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Annual Income Tax Return (ITR) – BIR Form 1702-RT (CY 2023) (For ABC's above P500K);
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page); and
- Samples/Brochure/Data Sheet, as necessary and/or other documents as specified in the TOR / SOW / TS.

For submission of proposal and any inquiry, you may contact the following personnel:

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____

Authorized Signatory: _____

Signature over Printed Name

Date: _____

Development Bank of the Philippines (DBP)

TERMS OF REFERENCE



Supply and Delivery of One (1) Unit Heavy Duty Document Scanner

I. **Approved Budget for the Contract: ₱530,000.00** (Inclusive of VAT/applicable taxes and other charges)

II. **Technical Specifications:**

PARTICULAR	MINIMUM SPECIFICATIONS
Type	Production Document Scanner
Document Feeding	Automatic or Manual
Document Size	Width: 2 – 12 inches Length: 2.8 - 17 inches Long Document mode: Up to 220.1 inches
Document Weight	Automatic Feeding: 14 - 56 lb. Bond Manual Feeding: 14 - 56 lb. Bond
Feeding Capacity	Up to 500 Sheets
Scanning Element	Three-Line Contact Image Sensor (CIS)
Light Source	RGB LED
Scanning Side	Simplex / Duplex
Scanning Modes	Color, Grayscale, Black and White
Scanning Resolution	150/200/240/300/400/600 dpi
Scanning Speed	(Simplex/Duplex):* BW/Grayscale/Color: Up to 140 ppm/Up to 280 ipm (A4)
Interface	Hi-Speed USB 3.1, 10Base-T/100Base-TX/1000Base-T Ethernet
Scanner Driver	ISIS/Twain/Compatible Driver
Power Requirements	66.5 W or less (Energy Saving Mode: 3.5 W)

III. **Delivery Period**

The supplier shall deliver the item within Fifteen (15) calendar days after receipt of Notice to Proceed (NTP).

IV. **Delivery Site**

DBP Head Office Building, Basement, Receiving Section of the Inventory Management Unit - Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines.

V. **Warranty and Retention**

1. The Supplier warrants that the item supplied under the contract is free from defects, new, unused and based on the approved DBP Technical Specifications.
2. Warranty: One (1) year warranty on parts and services upon receipt of unit by DBP.
3. The obligation of the warranty shall be covered by a retention money equivalent to 5% of the total contract price. The retention money will be released one (1) year after issuance of Certificate of Acceptance. Provided, however, that the unit delivered is free from patent and latent defects and all conditions imposed under the contract have been fully met.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

Terms of Reference

Supply and Delivery of One (1) Unit Heavy Duty Document Scanner



4. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective Goods or parts thereof, without cost to the Bank.

VI. Other Requirements:

1. The Supplier shall ensure that the item delivered is in accordance with the specification as required by the DBP. DBP has the right to reject delivery if item delivered is found to be defective and not according to the required specifications.
2. The DBP may terminate /cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.

VII. Payment

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g Billing Statement/Statement of Account, as applicable) and issuance of Certificate of Acceptance, as applicable.
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the item/s on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

VIII. Interested Supplier/s must submit the following:

1. Proposal/Quotation with brochure/data sheet for the brand/item being offered to prove compliance to the required technical specifications
2. Proof of PhilGEPS Registration
3. 2024 Mayor's/Business Permit
4. Signed Request for Quotation (RFQ)
5. Omnibus Sworn Statement
6. Secretary's Certificate (for supplier under partnership/corporation)
7. Latest Income/Business Tax Return

Recommended by:

SIGNED

AM Angelito V. Mortiz Jr.

Head, Technical Support Unit

Approved by:

SIGNED

SAVP Anabelle M. Estrella

Head, Technical Support Services Department

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____