



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO


Date: November 5, 2024

RFQ No.: DSC-24-11-215

Mode of Procurement NP-SVP

Request for Quotation (RFQ)

I. Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Sealed quotations with documentary requirements must be submitted not later than **10:00 a.m** of _____ at Bids and Awards Committee Office (BAC), DepEd-Schools Division of South Cotabato, Alunan Avenue, Koronadal City. Quotation that exceeds the approved budget for the contract (ABC) (per item/per lot) shall be rejected. Evaluation and award shall be done on a (per item/per lot) basis. For more information please call us at Telephone Nos.: (083) 228-9224, c/o **Mr. Leomel B. Ledda**, BAC-Secretariat Head. Prospective supplier shall be responsible to verify herein items from DepEd.- So. Cot. Division, Property and Supply Unit c/o **Mr. Ray O. Lorena**, Administrative Officer IV - Supply Officer at Telephone No. (083) 228-5269.


LEVI B. BUTIHEN
BAC Chairperson

Instructions:

1. Accomplish this RFQ correctly and accurately. Entries must be written legibly.
2. Do not alter the contents of this form in any way.
3. All bids and attached documents shall be in a sealed envelope.
4. Failure to follow these instructions will disqualify your entire quotation.

II. Particulars

Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Qty.	Unit of Issue	Unit price	Brand/ Model	TOTAL PRICE in Pesos (Qty x Unit)
1	Supply and Delivery of Document Scanner	49,000.00	1	lot			
	Specifications:						
	Scanner Type: Desktop Sheet-Fed Scanner		1	unit			
	Document Feeding: Automatic or Manual						
	Document Size width: 2.0" - 8.5"						
	Document Length: 2.1" - 14"						
	Document Size Mode: up to 219						
	Document Weight: 7.5lbs. Bond						
	Fedder Capacity: 60 sheets						
	Grayscale: 8-bit						
	Color: 24-bit						
	Scanning Element: Contact Image Sensor (CIS)						
	Light Source: RGB LED						
	Operating Modes: Color, Grayscale, Black & White						
	Optical Resolution: 600dpi						

Output Resolution: 100/150/200/240/300/400/600/dpi/1200 dpi						
Scanning Speed: 50ppm/100ipm						
Interface: Hi-Speed USB 3.2 10 base-T Ethernet						
Scanning Drivers: ISIS/TWAIN/Capture on Touch						
Dimensions: H9.5"x11.5"xd9.8"						
Weight: 2.5kg-3.4 kg						
Power Consumption: 22.w or less						
Suggested Daily Cycle: 6000-9000 Scans a day						
Scanner Features: Double-feed Detection, Folio Scanning, Morie Reduction, MultiStream, 2D/Barcode						
Scanning Mode: Black & White, Grayscale Text Enhanced						
<i>x-x-x-x-x nothing follows x-x-x-x-x-x</i>						
<i>For the use of ALS Micro-Certification</i>						
TOTAL AMOUNT IN FIGURES:						
TOTAL AMOUNT IN WORDS:						

Terms and Conditions:

1. Delivery Period: **Seven (7) Calendar days from Supplier's receipt of Notice to Proceed**
2. Delivery Site: **Supply Office, DepEd-Schools Division of South Cotabato, Alunan Ave., Koronadal City**
3. Price Validity: **120 days from submission of quotation**
4. Warranty: **6 months for supplies & materials; 1 year for equipment, from the date of acceptance by the procuring entity.**
5. Payment Term: **15 Days**
6. Price is inclusive of all costs and applicable taxes.

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ

Supplier's Business Name: _____ **PhilGEPS Reg. no.** _____

Address: _____ **TIN** _____

Tel. No.: _____ **Fax No.:** _____ **E-Mail** _____ **Vat** _____ **Non-Vat** _____

Supplier's signature over printed name: _____ **Date** _____

Canvasser: _____

NOTE: Please attach the following eligibility requirements upon submission of quotation.

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| ___ 1 PhilGeps Registration No.: _____ | ___ 6 Certificate of Tax Exemption (for Cooperatives) |
| ___ 2 Mayor's Permit/ Business Permit | ___ 7 Certificate of Compliance/ Good Standing (for Cooperatives) |
| ___ 3 DTI (if sole proprietorship)/ SEC (Corporations) Income & Business Tax Returns (for ABCs above 500K) | ___ 8 Omnibus Sworn Statement (for lowest bidder for NP- with ABCs above 50k and Emergency Cases with ABCs above 500K) |
| ___ 5 BIR Certificate of Registration (BIR Form 2303) | |

1 ___ 2 ___ 3 ___ 4 ___ 5 ___