



Republic of the Philippines  
 Province of Pampanga  
**Bids and Awards Committee**  
 Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

RFQ No. **241083**  
 P.R. No. / Date / End User / Purpose:  
**(24-5226 10/9/2024 PROVINCIAL ENGINEER'S OFFICE For the Provincial Engineer's Office)**

**REQUEST FOR QUOTATION**  
 Small Value Procurement

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. NOV 12 2024**

APPROVED BUDGET FOR  
 THE CONTRACT (ABC):  
**PHP 66,000.00**

**FRANCIS V. MASLOG**  
 CHAIRPERSON  
 Bids and Awards Committee

**TERMS AND CONDITIONS**

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
1	2	unit	Duplex Document Scanner Specifications: Type : ADF, Sheet -fed, one-pass duplex color scanner Color Contact Image Sensor (CIS) Optical Resolution : at least 300 dpi Scanning Speed : at least 35 ppm ADF Document Sizes : at least A4, Letter, Legal ADF Daily Duty Cycle : at least 3000 sheets		

NOV 08 2024

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			<p>TERMS OF REFERENCE:</p> <ol style="list-style-type: none"> <li>1. Printed Document/Material with the brand, model or specifications of the items being offered must be attached together with the quotation.</li> <li>2. The procuring entity reserves the right to conduct product testing/inspection to determine the fitness of the items being offered by prospective supplier/s.</li> </ol> <p>AFTER SALES SERVICES:</p> <ol style="list-style-type: none"> <li>1. With one (1) year warranty on parts and service</li> <li>2. Defective item/s discovered within seven (7) days from date of delivery must be replaced within 24 hours upon notification of the end user.</li> </ol> <p>SCHEDULE OF REQUIREMENTS:</p> <p>Delivery within Ten (10) days upon receipt of NOA/PO.</p>		
<b>Total Lot Price</b>					

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

\_\_\_\_\_  
 Supplier's authorized representative signature over printed name  
 Designation: \_\_\_\_\_  
 Contact No.: \_\_\_\_\_  
 Email Address.: \_\_\_\_\_

\_\_\_\_\_  
BAC CANVASSER

May