



4. Quotations must be delivered at the address below not later than 8:30 AM on December 22, 2020.

Bids and Awards Committee  
c/o BAC Secretariat  
Department of Environment and Natural Resources  
Regional Office No.5, Rawis, Legaspi City

5. Your prices must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
6. All quotations may be typewritten and may be placed in sealed envelope marked "SUPPLY AND DELIVERY OF VARIOUS SERVICES" (RFQ No. 323-2020-PMD)

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Signature over printed name of Canvasser

7. Quotations shall be valid for sixty (60) calendar days from the deadline of submission.
8. The delivery period for items/services shall be within thirty (30) calendar days from receipt of the **Job Order (JO)** or in the case of catering services, on the date/s specified in the Request for Quotation (RFQ). The supplier/service provider shall inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery shall be made only during working days and hours, in case of supplies/materials/equipment.

9. DELIVERY SITE for Supplies/Materials/Equipment:

Procurement  
Administrative Division  
Department of Environment and Natural Resources  
Regional Office No. 5, Rawis, Legaspi City

10. The Department of Environment and Natural Resources reserves the right to accept or reject any quotation, and to annul the Shopping/Small Value Procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/service provider. The purchaser (DENR) reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.
11. The prospective bidder shall submit the following:
- a) Quotation Form
  - b) Technical Specification/Terms of Reference
  - c) Proof of PhilGEPS Registration
  - d) Proof of valid Mayor's Permit
  - e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
  - f) Updated BIR Tax Clearance

ATTY. RONNEL C. SOPSOP  
BAC Chairperson  
DCV//ROS/lyn

Republic of the Philippines  
Department of Environment and Natural Resources  
Regional Office No. 5, Rawis, Legaspi City  
**TECHNICAL SPECIFICATIONS**

All items listed under the purchasers' specifications must be complied on a pass-fail basis. Failure to meet any one of the requirements may result to rejection.

Item/s	Purchaser's Specifications	Bidder's Specifications
	<b>Office Supplies for official use of Planning and Management Division</b>	
	<b>HEAVY DUTY SCANNER</b>	
	<i>Type:</i> Heavy duty, high speed scanner (ADF, A4, Legal) with built in flatbed	
	<i>Flatbed:</i> Integrated book edge; <i>Daily Volume/Capacity:</i> 20,000 pages per day	
	<i>Scanning Path:</i> C-path and Straight path (Rear exit); <i>Scanning Speed (A4,</i>	
	<i>Legal letter, Landscape, black and white, grayscale, color):</i> 85 ppm/170 ipm;	
	<i>- 85 ppm/170ipm at 200 dpi and 300 dpi; Supported File Types:</i> - Single and	
	Multi-page PDF-Archive; - Searchable PDF; - Single and Multi-page TIF and	
	PDF; - JPG, JPG2000, RTF, BMP, Lossless TIF, Lossless JPG; -	
	Encrypted/Protected PDF; - Send to email, file, network, Printers; - Scan to MS	
	Word, MS Excel; <i>Scanning Technology:</i> - Duplex, Dual CCD Charged Couple	
	Device); <i>Mix / Max Documents Width:</i> - 2.0 inches; - 8.5 inches; <i>Min / Max</i>	
	<i>Documents Length:</i> - 2.5 inches; - 34 inches; - Long document mode 160	
	Inches; <i>Feeder / Elevator Capacity:</i> - Up to 300 sheets; <i>Document Imprinting:</i>	
	- Post scan Imprinting up to 40 alphanumeric characters; <i>Illumination:</i> - Dual	
	Led; <i>Bundled Software (Lifetime License):</i> - TWAIN, ISIS, Windows Image	
	Acquisition (WIA), Capture Professional Software, One Touch Button	
	Scanning; <i>Bundled Software Capabilities:</i> - Single and Multi-document	
	Scanning, - Batch Manager (template/job creation, sub-folding up to 3 levels,	
	in one built-in-process), - Batch explorer viewer, - Image merge, Insert, re-	
	scan, re-order blank, - High speed, Multi-page, - Separate by count / blank	
	page / barcode; <i>Output Resolution:</i> 100/150/200/240/300/400/600/1200 dpi;	
	<i>Document Sensing:</i> - Ultrasonic multi-feed detection; intelligent document	
	Protection; <i>Security:</i> - Built-in TLS Encryption for data privacy and integrity	
	when scanning over network; <i>Media Types:</i> - Paper (plain Inkjet), Envelopes,	
	Labels, Business Cards, Insurance Cards, Embossed, Plastic ID, ATM Cards	
	<i>Connectivity:</i> - High speed USB 2.0; USB 3.0 Compatible; <i>Document</i>	
	<i>Thickness and Weight:</i> - 34-413 g/m2 (9-110lb.) paper; <i>Electrical</i>	
	<i>Requirement:</i> - Off mode: <0.5 watts; running <49 watts; Sleep mode: <2.8	
	Watts; <i>Other Requirements:</i> - Bidder must present a certificate that is an	
	Authorized distributor/reseller of the manufacturer and that all units to be	
	supplied are brand new and intended for Philippine Market, - Certificate must	
	issued using manufacturer's stationery and signed by the manufacturer's	
	authorized representative, - Technical Support - CVs of service engineer and,	
	related training certificates, - Standby service unit, - Web training and Remote	
	Installation Support, - Delivery at Regional Office only; - One (1) year Warranty	
	carry-in to Regional Office only.	

Concessionaire's representative signature over printed name  
Designation  
Name of Company  
Address  
Tel & Fax No.

**QUOTATION FORM**

RFQ No. 323-2020

PR NO. 2020-12-323-PMD

**The Chairperson**

Bids and Awards Committee

Department of Environment and Natural Resources

Regional Office No. 5

Rawis, Legaspi City

- 1) Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we, the undersigned offer to supply and deliver the following items (with our unit price and total price)

Item No.	Description	Number of Units	Unit Price	Total Price
	<b>HEAVY DUTY SCANNER</b>	4 units		
	<i>Type:</i> Heavy duty, high speed scanner (ADF, A4, Legal) with built in flatbed			
	<i>Flatbed:</i> Integrated book edge; <i>Daily Volume/Capacity:</i> 20,000 pages per day			
	<i>Scanning Path:</i> C-path and Straight path (Rear exit); <i>Scanning Speed (A4, Legal letter, Landscape, black and white, grayscale, color):</i> 85 ppm/170 ipm;			
	- 85 ppm/170ipm at 200 dpi and 300 dpi; <i>Supported File Types:</i> - Single and Multi-page PDF-Archive; - Searchable PDF; - Single and Multi-page TIF and PDF; - JPG, JPG2000, RTF, BMP, Lossless TIF, Lossless JPG; -			
	Encrypted/Protected PDF; - Send to email, file, network, Printers; - Scan to MS Word, MS Excel; <i>Scanning Technology:</i> - Duplex, Dual CCD Charged Couple Device); <i>Mix / Max Documents Width:</i> - 2.0 inches; - 8.5 inches; <i>Min / Max Documents Length:</i> - 2.5 inches; - 34 inches; - Long document mode 160			
	Inches; <i>Feeder / Elevator Capacity:</i> - Up to 300 sheets; <i>Document Imprinting:</i> - Post scan Imprinting up to 40 alphanumeric characters; <i>Illumination:</i> - Dual Led; <i>Bundled Software (Lifetime License):</i> - TWAIN, ISIS, Windows Image Acquisition (WIA), Capture Professional Software, One Touch Button			
	Scanning; <i>Bundled Software Capabilities:</i> - Single and Multi-document Scanning, - Batch Manager (template/job creation, sub-foldering up to 3 levels, in one built-in-process), - Batch explorer viewer, - Image merge, Insert, re-scan, re-order blank, - High speed, Multi-page, - Separate by count / blank page / barcode; <i>Output Resolution:</i> 100/150/200/240/300/400/600/1200 dpi;			
	<i>Document Sensing:</i> - Ultrasonic multi-feed detection; intelligent document Protection; <i>Security:</i> - Built-in TLS Encryption for data privacy and integrity when scanning over network; <i>Media Types:</i> - Paper (plain Inkjet), Envelopes, Labels, Business Cards, Insurance Cards, Embossed, Plastic ID, ATM Cards			
	<i>Connectivity:</i> - High speed USB 2.0; USB 3.0 Compatible; <i>Document Thickness and Weight:</i> - 34-413 g/m2 (9-110lb.) paper; <i>Electrical Requirement:</i> - Off mode: <0.5 watts; running <49 watts; Sleep mode: <2.8			
	Watts; <i>Other Requirements:</i> - Bidder must present a certificate that is an Authorized distributor/reseller of the manufacturer and that all units to be supplied are brand new and intended for Philippine Market, - Certificate must issued using manufacturer's stationery and signed by the manufacturer's			
	authorized representative, - Technical Support - CVs of service engineer and, related training certificates, - Standby service unit, - Web training and Remote Installation Support, - Delivery at Regional Office only; - One (1) year Warranty			
	carry-in to Regional Office only.			

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Signature of Supplier over printed name

Designation

Name of Company

Address

Tel & Fax No.

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Signature over printed name of Canvasser