



Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

**REQUEST FOR QUOTATION**

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of High Speed Scanner to be used by the different divisions of the City General Services Office in the City of San Fernando Pampanga**  
Location of the Project : **City General Services Office**

Company Name \_\_\_\_\_ Date : **Oct 9, 2024**  
PR No. : **2024-10-01912**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 16, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Jannelle D.A. Tungcab \_\_\_\_\_ Engr. Michael N. Quizon, Jr.  
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	11	unit(s)	High Speed Scanner -Scanner Type: Sheetfed Scanner -Optical Resolution: 600 DPI x 600 DPI (Horizontal x Vertical) -Scanning color depth: Input: 30 Bits Color, Output: 24 Bits Color -Paper Formats: A4 (21.0x29.7 cm). A5 (14.8x21.0 cm), A6 (10.5x14.8 cm), B5 (17.6x25.7 cm), B6 (12.5x17.6cm), Letter, Legal, Postcards, Business cards, Plastic Cards -Optical Sensor: CIS (Contact Image Sensor) -Light Source: ReadyScan LED technology -Output Resolution: 75, 100, 150, 200, 240, 300, 600, 1200 DPI -Output Formats: BMP, JPEG, TIFF, multi-TIFF, PDF, searchable PDF PDF/A, PNG -Advanced document Integration: Scan to Email, Scan to FTP, Scan to Microsoft SharePoint, Scan to Web folders Scan to Network folder, Scan to USB -Paper Capacity: 100 Sheets -Paper Weight: Auto loading: 27-4713 g/m2 Automatic Document Feeder Type: Single pass dual scanning -Supply Voltage: AC 100 V - 240 V, 50 Hz - 60 Hz - Product dimensions: 296 x 169 x 167 mm (Width x Depth x Height) -Product weight: 3.7kg -Included Software: ScanSmart -Connectivity: USB 3.0 / 3.1 / 3.2 Wireless and Wi-Fi 4 (802.11n) -Compatible Operating Systems: Windows 11			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

\_\_\_\_\_  
Printed Name/ Signature  
  
\_\_\_\_\_  
Tel No./ Cellphone No.  
  
\_\_\_\_\_  
Date

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF HIGH SPEED SCANNER TO BE USED BY THE DIFFERENT DIVISIONS OF THE CITY GENERAL SERVICES OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Pursuant to RA No. 7160 otherwise known as the Local Government Code of 1991, particularly Section 444 provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services and activities of the local government. As stated in the Section 2 of the Presidential Decree No. 1445 otherwise known as the State Auditing of the Philippines, that "all resources of the government shall be managed, expended or utilized in accordance with laws, rules, regulations and safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring the economy, efficiency and effectiveness in the operation of the government".

In the City Government of San Fernando, Pampanga, the City General Services Office-Property and Supply Management Division is mandated by law to carry out functions relative to property and supply management that aims to address the requirements of the different departments/offices of the city government. That being the case, this office is proposing for the provision of High Speed Scanner, which is necessary for a convenient and comfortable working environment that shall improve the overall work productivity and efficiency of the employees that leads to the provision quality service.

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of High Speed Scanner to be used by the different divisions of the City General Services Office in the City of San Fernando Pampanga is THOUSAND SEVEN HUNDRED PESOS ONLY (700,700.00).

#### III. OBJECTIVES

- To ensure uninterrupted flow of operational procedures through availability of Office Equipment for a convenient and comfortable working environment.
- To improve the overall work productivity and efficiency of the employees.
- To provide quality service.

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
11	Units	High Speed Scanner -Scanner Type: Sheetfed Scanner -Optical Resolution: 600 DPI x 600 DPI (Horizontal x Vertical) -Scanning color depth: Input: 30 Bits Color, Output: 24 Bits Color -Paper Formats: A4 (21.0x29.7 cm). A5 (14.8x21.0 cm), A6 (10.5x14.8 cm), B5 (17.6x25.7 cm), B6 (12.5x17.6cm), Letter, Legal, Postcards, Business cards, Plastic Cards -Optical Sensor: CIS (Contact	Upon approval of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

	<p>Image Sensor) -Light Source: ReadyScan LED technology -Output Resolution: 75, 100, 150, 200, 240, 300, 600, 1200 DPI -Output Formats: BMP, JPEG, TIFF, multi-TIFF, PDF, searchable PDF PDF/A, PNG -Advanced document Integration: Scan to Email, Scan to FTP, Scan to Microsoft SharePoint, Scan to Web folders Scan to Network folder, Scan to USB -Paper Capacity: 100 Sheets - Paper Weight: Auto loading: 27-4713 g/m2 Automatic Document Feeder Type: Single pass dual scanning -Supply Voltage: AC 100 V - 240 V, 50 Hz - 60 Hz - Product dimensions: 296 x 169 x 167 mm (Width x Depth x Height) -Product weight: 3.7kg -Included Software: ScanSmart - Connectivity: USB 3.0 / 3.1 / 3.2 Wireless and Wi-Fi 4 (802.11n) -Compatible Operating Systems: Windows 11</p>		
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**b. Procurement Process**

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction is only up to what is stipulated in the contract.
4. For the End- user, present clearly this TOR during the Pre- Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
5. Ensure to supply the requirements upon issuance of PO.
6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.

**c. Delivery/ Implementation period**

1. Strictly observe the "No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

**d. Inspection and Acceptance**

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

**V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the Office Equipment being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as during the conduct of post-audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:

*FYS*  
**KRISSELLE JOY V. SICAT**  
Procurement Officer

Noted by:

*[Signature]*  
**JANET L. SANCHEZ**  
Supervising Administrative Officer

Approved by:

*[Signature]*  
**ENGR. MICHAEL N. QUIZON JR.**  
City General Services Officer

<p>CONFORME:</p> <hr/> <p>Signature over Printed Name</p> <hr/> <p>Date</p>
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*Note: The TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project/ program might be affected as well as the performance of the supplier/ contractor.*