



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 One (1) Unit Heavy-duty Document Scanner to be used at the Bureau of Protection in the City of San Fernando, Pampanga**
Location of the Project : **Bureau of Fire Protection**

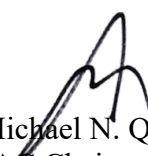
Company Name
Date : **Oct 1, 2025**
PR No. : **2025-08-01371**

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 8, 2025 10:00 AM** at **Levi Panlilio, Conference Room, City Hall, Sto. Rosario, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by:

Joan D. Gutierrez


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	1	unit(s)	<p>HEAVY DUTY DOCUMENT SCANNER Maximum Scan Width: 36 inches (914mm)</p> <ul style="list-style-type: none"> • Maximum Media Width: 38 inches (965mm) • Maximum Media Thickness: 0.08 inches (2mm) • Imaging Technology: SingleSensor (full-width, straight-line contact image sensor with bi-directional LED illumination) • Scan Speed: 13 ips (inches per second) for black and white, 12 ips for color (at 200dpi) • Interface: SuperSpeed USB 3.0 • Operating System: Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP (32-bit and 64-bit architectures) • Power Requirements: External power supply (100~240 VAC auto-sensing +/-10%, 50-60Hz) • Power Consumption: 19.4 W (scanning), 0.3 W (standby), 0.05 W (soft OFF) • Operating Conditions: 10-35°C, 35-90% relative humidity (non-condensing) • Weight: 15.4 lbs (7 kg) unpacked, 30.9 lbs (14 kg) packed • Dimensions (Scanner only): 46.3 x 6.3 x 5 inches (1175 x 160 x 126 mm) • Software: SmartWorks EZ Touch (scan, copy, and e-mail), supports TIFF, JPEG, PDF, PCX, BMP, ISIS, and TWAIN drivers • Environmental Compliance: ENERGY STAR qualified, CB, CE, CCC, FCC, UL, RoHS compliant <p>Additional Features:</p> <ul style="list-style-type: none"> • Front entry, rear exit or rewind to front paper path options • Optional floor stand and PC mounting kit • Scan-to-USB stick or networked computer capabilities • Intuitive and complete scan & copy software • Low total cost of ownership (TCO) due to long-life LEDs 			



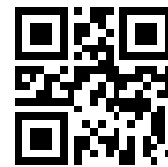
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Location of the Project : **Bureau of Fire Protection**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Total Amount:						

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 HEAVY-DUTY DOCUMENT SCANNER TO BE USED
AT THE BUREAU OF FIRE PROTECTION

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City of San Fernando Fire Station through its three (3) divisions namely Administrative Section, Operations Section, and Fire Safety Enforcement Section, is mandated by law to carry out functions relative to the management of procurement, properties, supply, records, security, resource conservation, maintenance of facilities and assets, and other support services.

Meanwhile, the CGSO- Resource Management and Administrative Division, shall carry out functions as mandated by law such as to establish and execute internal controls over the department's operational procedures, ensure compliance on standards and procedures prescribed by governing laws, COA Resolutions, DBM Circulars and other policies, prepare administrative related reports and documents in compliance with or as required by other departments/ offices, among others, hence, is proposing for the Supply and Delivery of Heavy Duty Document Scanner subject to Ordering Agreement for the reproduction of office documents being used for its daily operation.

II. BUDGETARY REQUIREMENT

The Supply and Delivery of **Heavy-Duty Document Scanner** to be used at the Bureau of Fire Protection amounting to **TWO HUNDRED FIFTY THOUSAND (Php 250,000.00)** is included in the **2025 20% LGU SHARE FIRE PROTECTION PLANS AND BUDGET (FPPB) FY'S 2014, 2015-2022** as implementing office/department.

III. OBJECTIVES

The objectives of the Supply and Delivery of **Heavy-Duty Document Scanner** to be used at the Bureau of Fire Protection in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure prompt reproduction of documents of the division; and
2. To ensure uninterrupted flow of operation through availability of reproduction material

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
HEAVY DUTY DOCUMENT SCANNER				
1	Unit	<p>Heavy Duty Document Scanner</p> <ul style="list-style-type: none"> • Maximum Scan Width: 36 inches (914mm) • Maximum Media Width: 38 inches (965mm) • Maximum Media Thickness: 0.08 inches (2mm) • Imaging Technology: Single Sensor (full-width, straight-line contact image sensor with bi-directional LED illumination) • Scan Speed: 13 ips (inches per second) for black and white, 12 ips for color (at 200dpi) • Interface: SuperSpeed USB 3.0 • Operating System: Windows 10, Windows 8, Windows 7, Windows Vista, Windows XP (32-bit and 64-bit architectures) • Power Requirements: External power supply (100~240 VAC auto-sensing +/-10%, 50-60Hz) • Power Consumption: 19.4 	20 days upon issuance of NTP and PO	CGSO Central Storage, Pampanga

		<p>W (scanning), 0.3 W (standby), 0.05 W (soft OFF)</p> <ul style="list-style-type: none"> • Operating Conditions: 10-35°C, 35-90% relative humidity (non-condensing) • Weight: 15.4 lbs (7 kg) unpacked, 30.9 lbs (14 kg) packed • Dimensions (Scanner only): 46.3 x 6.3 x 5 inches (1175 x 160 x 126 mm) • Software: SmartWorks EZ Touch (scan, copy, and e-mail), supports TIFF, JPEG, PDF, PCX, BMP, ISIS, and TWAIN drivers • Environmental Compliance: ENERGY STAR qualified, CB, CE, CCC, FCC, UL, RoHS compliant • Front entry, rear exit or rewind to front paper path options • Optional floor stand and PC mounting kit • Scan-to-USB stick or networked computer capabilities • Intuitive and complete scan & copy software • Low total cost of ownership (TCO) due to long-life LEDs 		
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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 delivery 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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be on 20 days upon issuance of NTP and PO.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. 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.
5. 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.

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

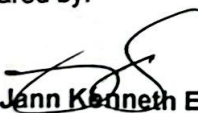
A. The deliverables of the supplier/ contractor shall be as follows:

1. Provide the quantity of **Heavy-duty document scanner** _____ 4
being required by the project/ program; and
2. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

B. The deliverables of the City Government shall be as follows:

1. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
2. End- user shall monitor the delivery of requirements.
3. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
4. Provide necessary and readily- available documents such as during the conduct of post- audit.
5. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


FO3 Jann Kenneth E Sabino
BFP-Purchasing Officer

Approved by:


FCINSP SHEILA MARIE C FLORENDO
City Fire Marshal

CONFORME:

Signature over Printed Name

Date

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.