



ASTI-FM 03-10
REV 3/13 January 2020

**DOST-ASTI Bids and Awards Committee
REQUEST FOR QUOTATION**

Kind of Procurement Activity:	Negotiated Procurement: Small-value Procurement		
Deadline of Submission of Bids:	Aug-23-2021, 2:00 PM		
RFQ No.:	21-08-3528	Date:	August-18-2021
PR No.:	GAA-21-07-11785	Date:	July-28-2021

The Department of Science and Technology (DOST) - Advanced Science and Technology Institute (ASTI), through its Bids and Awards Committee (BAC), intends to procure the item/s listed below. As such, suppliers, contractors, or distributors are invited to submit their quotation/s duly signed by authorized representative. Prospective bidder/s who will submit a proposal with the single/lowest calculated and responsive quotation shall be selected. Guidelines on the format and eligibility documents are listed at the box below the item/s to be procured.

Quotations may be sent via **a)** electronic mail at bac-sec@asti.dost.gov.ph, **b)** fax message, or **c)** delivering documents to the BAC Secretariat. For further inquiries, you may contact +63 2 249-8500 local 1206/1212 or +63 2 426-7423.

Thank you.

Respectfully,

GERWIN P. GUBA
BAC Chairman

NO.	TECHNICAL SPECIFICATIONS	QTY	UNIT	UNIT PRICE(Php)	TOTAL PRICE(Php)
1	<p>High Speed Automatic Document Scanner</p> <p>SPECIFICATIONS:</p> <ol style="list-style-type: none"> Recommended Daily Volume: at least 10,000 pages per day Throughout Speed (Landscape, A4 Size, Black and White, and Grayscale Color): ADF at least 70 ppm/140 ipm at 200 dpi and 300 dpi Scanning Technology: Dual CIS; Grayscale output bit depth is at least 256 levels (8-bit); color capture bit depth is at least 30 bits (10 x 3); color output bit depth is at least 24 bits (8 x 3) Processor: Embedded Single Core Cortex A15 Processor (1.5GHz) with Single DSP (750MHz) Image Processors, with Multiple Cortex M4 Sub processors, equivalent or higher variant Optical Resolution: at least 600 dpi Output Resolution: 75/100/150/200/240/250/300/400/500/600/1200 dpi Illumination: at least Dual RGB LEDs Maximum and Minimum Document Size: at least 216 mm x 356 mm (8.5 x 14 in.) / 52 mm x 52 mm (2.08 in. x 2.05 in.) Long document mode: at least 216 mm x 3,000 mm (8.5 in. x 118 in.) Paper Thickness and Weight: at least 27-433 g/m² (7.2 lb. bond paper - 160 lb. cover stock) ID card thickness: up to 1.4 mm (0.55 in.) 	1	unit	99550.00	99,550.00

- 10. Feeder: At least 100 sheets of 80 g/m2 (20 lb.) paper; handles small documents such as A8, ID cards, embossed hard cards, and insurance cards.
- 11. Paper Feeding Detection: Multifeed with ultrasonic technology, Intelligent Document Protection, equivalent or higher variant.
- 12. Connectivity: USB 3.1 GEN1 (Compatible with USB 2.0 and 3.0)
- 13. Software Support: WINDOWS Bundled Software: TWAIN, ISIS, WIA; Smart Touch; Capture Pro Software; Info Input Solution (optional)
- 14. Imaging features such as, but not limited to the following: Can create automatic stamp in logo, text and lay out formats in the digitized image; Can save up to 20 job setups and destinations with onetouch scanning; Automatic creation of reports (CSV, XML, Textfile) based on scanned images & index fields; Can create minimum of 2 index fields; Unlimited automatic creation of folders /sub folders; Can automatically split each small documents (i.e. receipts) into multiple single images; Can automatically merge front and rear letter/A4 pages to create an A3 image; Reads barcode up to 10 types and 6 per side and allows barcode reading to be used as image name.
- 15. Must include but not limited to the following file format outputs: Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF, TXT, PNG, CSV, Word and Excel.
- 16. Minimum PC configuration with scanning application: Intel Core i3 processor or faster, at least 4 GB RAM (Microsoft Windows)
- 17. Operator Control Panel: at least 1.5-inch color LCD or higher variant
- 18. With Capture Pro Full License Software that can:
 - Convert multiple batches of paper into high-quality images quickly, with scanning speeds of at least 210 pages per minute.
 - Capture and index critical data and deliver it to databases, applications and people automatically.
 - Send smarter information to ECM systems and Microsoft SharePoint
 - Integrate extensively to streamline workflow and processes

NOTES:

- 1. With at least one (1) year warranty coverage for parts and labor and on-site service coverage.
- 2. Parts and incidental costs related to the unit will be shouldered by the supplier provided that the error or damage on the equipment is not a result of user damage or misuse.
- 3. Inclusive of taxes.
- 4. Delivery date: 30 days upon issuance of Notice to Proceed.

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Php 99,550.00

GUIDELINES

A. Submission of Quotations

1. Quotation/s shall include the Request for Quotation and/or the Purchase Request Number as state above;
2. Pictures or brand/model names or numbers, if applicable, should be specified in the quotation/s; and
3. Quotation/s must be signed by the company's duly authorized representative.

B. Eligibility Requirements

Pursuant to Annex "H" or Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as amended by Government Procurement Policy Board Resolution No. 21-2017 dated 30 May 2017, the following documents shall be submitted except for Repeat Order, Shopping under Section 52.1(a), and Negotiated Procurement under Sections 53.1 (Two-Failed Biddings), and 53.5 (Agency-to-Agency):

For Procurement of Goods

1. Upon submission of quotation
 - ✓ PhilGEPS Platinum Membership Certificate including Annex "A". If not available, the following alternate documents may be submitted:
 - PhilGEPS Registration Number
 - Mayor's Permit
 - For individuals/professionals engaged under Section 53.6, 53.7 and 53.9 of the 2016 IRR of RA No. 9184, only the Bureau of Internal Revenue (BIR) Certificate of Registration shall be submitted in lieu of the Mayor's Permit.
2. Upon issuance of Notice of Award (NOA)
 - ✓ Omnibus Sworn Statement
 - Applicable only for bidders who have submitted their quotation on item/s with a total Approved Budget for the Contract (ABC) of above Php50,000.00.
 - ✓ Income/Business Tax Return
 - Applicable only for: **a)** bidders who have submitted their quotation on item/s with a total ABC of above Php500,000.00; and **b)** bidders for Lease of Real Property and Venue (except for government agencies as lessors).

For Procurement of Infrastructure

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Philippine Contractors Accreditation Board License.

For Procurement of Consulting Services

1. The requirements for Goods with the same submission indicated therein; and
2. Valid Professional Regulation Commission License or Curriculum Vitae.

NOTE: For new suppliers, submit a BIR Certificate of Registration for accounting purposes.

C. Terms and Conditions

1. Additional requirements, if necessary, may be requested by the BAC depending on the item to be bid;
2. For all kinds of procurement, the bidder who passed the bid evaluation, shall submit a duly notarized Omnibus Sworn Statement upon issuance of NOA, unless otherwise provided;
3. All transactions are subject to creditable withholding tax and final Value Added Tax or percentage tax per revenue regulation/s of the BIR;
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services shall be charged as liquidated damages for every day of delay of the delivery; and
5. The DOST-ASTI reserves the right to accept or reject any proposal, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected proponent or proponents.