



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception, 1111 Cubao, Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA @CDAPhils PH Cooperatives



REQUEST FOR QUOTATION

Date: February 16, 2022
RFQ No.: 2022-030

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

ATTY. ELIZABETH O. BATONAN
Vice Chairman, Bids & Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER					REMARKS
			PRICE			Compliance with Technical Specifications (please check)		
PURPOSE: For official use of CDA Head Office/COA		100,000.00	QTY	Unit Price	Total Price	Yes	No	
Procurement of 1 unit of Sheet-feed Scanner (Requested by COA Office) TECHNICAL SPECIFICATIONS: Resolution: Up to 600 dpi (color and mono, Sheet-feed) Weight: 8.4 lbs Supported operating systems: OS X El Capital 10.11, Microsoft Windows 10, 8, 7, XP Energy Star: ENERGY STAR certified What's in the box: Sheed feed Scanner; Installation guide; support flyer; warranty guide; power cord; USB cable; power adapter Warranty: One-year bench limited warranty whole unit replacement, phone and web support included Maximum Document Scan Size: 8.5 x 122 in Bit Depth: 24-bits external 48-bits internal Scannable Media Types: Cut sheer paper, printer paper (laser and ink), pre-punched paper, bank checks, business cards, freight bills, carbonless forms, plastic carrier sheets for easily damaged documents, previously stapled media with staple removed, plastic cards (up to 1.24mm) Input Type: Sheetfed Auto Document Feeder: 80 sheets of Xerox 4024 75 g/m ² paper Connectivity: USB 2.0 and USB 3.0 (Hi-speed) Dimensions (W x D x H): 12.20 x 7.79 x 7.48 in *****nothing follows***** Delivery Term: 15 days Payment Term: 30 days after complete delivery	1 unit	100,000.00						

- Note:
- Quoted price/s must be VAT inclusive.
 - Supplier must have a Land Bank of the Phil. Account.
 - Supplier must submit a sealed quotation.
 - Sealed quotation must be submitted together with the following requirements:
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

Signature over Printed Name

Canvasser

Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The items shall be delivered within _____ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technicality therein and award to any firm whose proposal is deemed most advantageous to the government.