



COOPERATIVE DEVELOPMENT AUTHORITY

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



REQUEST FOR QUOTATION

Date: January 02, 2023
RFQ No.: 2024-004

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 _____.


RAY R. ELEVAZO, CESE, MNSA
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	PRICE			OFFER		REMARKS
			QTY	Unit Price	Total Price	Compliance with Technical Specifications (please check)		
						Yes	No	
PURPOSE: These document scanners are intended to aid in implementing the Electronic Document Tracking and Management Information System (EDTMIS) for CDA Head Office. Chargeable against the 2024 ICTD MOOE Funds.		₱725,000.00						
1 LOT PROCUREMENT OF DOCUMENT IMAGE SCANNER FOR THE IMPLEMENTATION OF EDTMIS FOR CDA HEAD OFFICE	29 Units							
1. PROJECT TITLE								
1.1. PROCUREMENT OF DOCUMENT IMAGE SCANNER FOR THE IMPLEMENTATION OF THE EDTMIS								
2. PROJECT DESCRIPTION								
2.1. The Electronic Document Tracking and Management Information System (EDTMIS) has been in operation since the issuance of Office Order 2022-10 Series of 2022 on September 22, 2022, and the Memorandum outlining the implementation of the Digitization Program and the EDTMIS, dated November 24, 2023. As part of our continuous efforts to modernize and boost operational efficiency in the implementation of the Cooperative Development Authority's Digitization Program, this procurement is designed to support end-users of the EDTMIS in effectively implementing the project. This will be done in close coordination with the Information and Communications Technology Division (ICTD).								
3. PROJECT SOURCE OF FUND								
3.1. The Approved Budget for the Contract is Seven Hundred Twenty-five Thousand Pesos (in figure: PHP725,000.00), inclusive of VAT will be chargeable against the CDA ICTD MOOE fund.								
4. TECHNICAL REQUIREMENTS								
4.1. SCAN FUNCTION:								
4.1.1. Scanner Type: A4 flatbed colour image scanner								
4.1.2. Sensor Type: CIS								
4.1.3. Light Source: LED								
4.1.4. Optical Resolution: 1,200 x 1,200 dpi								
4.1.5. Output Resolution: 50 – 1,200 dpi (in 1 dpi increments)								
4.1.6. Scanner Bit Depth (Colour): 30-bit input, 24-bit output								
4.1.7. Scanner Bit Depth (Grayscale): 10-bit input, 8-bit output								
4.1.8. Scanner Bit Depth (Black & White): 10-bit input, 1-bit output								
4.1.9. Max Document Size: 216 x 297 mm								
4.1.10. Output File Formats: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG								
4.1.11. Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX								
4.2. SCAN SPEED:								
4.2.1. Flatbed (Black / Colour):								
4.2.1.1. 200 dpi: 6.0 sec / 7.0 sec								

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.