

Name of Company: __ Address: ___

4.2.1.1. 200 dpi: 6.0 sec / 7.0 sec

COOPERATIVE DEVELOPMENT AUTHORITY



REQUEST FOR QUOTATION

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

Business Permit No.:											
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											
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 Compliance with Technical Specifications (please check)		REMARKS		
implementing Information S	hese document scanners are intended to aid in the Electronic Document Tracking and Management ystem (EDTMIS) for CDA Head Office. Chargeable 024 ICTD MOOE Funds.		₱725,000.00	QTY	Unit Price	Total Price	Yes	No			
	CUREMENT OF DOCUMENT IMAGE SCANNER MPLEMENTATION OF EDTMIS FOR CDA HEAD	29 Units									
THE IMPLE	TITLE REMENT OF DOCUMENT IMAGE SCANNER FOR RENTATION OF THE EDTMIS 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 endusers of the EDTMIS in effectively implementing the project. This will be done in close coordination with the Information and Communications Technology Division (ICTD).											
	SOURCE OF FUND						especial control of the control of t				
five Thousan	roved Budget for the Contract is Seven Hundred Twenty- d Pesos (in figure: PHP725,000.00), inclusive of VAT able against the CDA ICTD MOOE fund.										
4. TECHNIC	AL REQUIREMENTS		Page International Control of Con								
4.1. SCAN F											
l .	er Type: A4 flatbed colour image scanner		en contraction de la contracti								
4.1.2. Senso											
4.1.3. Light S											
	Resolution: 1,200 x 1,200 dpi										
	Resolution: 50 – 1,200 dpi (in 1 dpi increments)										
	er Bit Depth (Colour): 30-bit input, 24-bit output						Victoria de la compania del la compania de la compania del la compania de la compania del la compania de la com				
	er Bit Depth (Grayscale): 10-bit input, 8-bit output er Bit Depth (Black & White): 10-bit input, 1-bit output										
	ocument Size: 216 x 297 mm										
	tt File Formats: JPEG, TIFF, Multi-TIFF, PDF,										
Searchable F	DF, BMP, PNG										
PDF, TIFF, N	nent Capture Pro (Win): JPEG, BMP, PDF, Searchable ulti-TIFF, PNG, DOCX, XLSX, PPTX				Consultation of the Consul						
4.2. SCAN SPEED:											
4.2.1. Flatber	(Black / Colour):				1 1						

300 dpi: 6.0 sec / 7.0 sec		1	1					
600 dpi: 14 sec / 26 sec								
4.2.2. ADF Monochrome (Simplex / Duplex):								
4.2.2.1. 200 dpi: 25ppm / 10ipm								
300 dpi: 25ppm / 10ipm								
600 dpi: 10ppm / 6.0ipm								
4.3. ADF SPECIFICATIONS:								
4.3.1. Scanner Type: A4 sheet-fed , 3-pass duplex scanner								
4.3.2. Optical Sensor: CIS								
4.3.3. Light Source: RGB LED								
4.3.4. Optical Resolution: 600 dpi x 600 dpi								
4.3.5. Output Resolution: 50 – 1,200 dpi (in 1 dpi increments) 4.3.6. Min Document Size: 89 x 127 mm (Simplex), 89 x 170 mm								
(Duplex)								
4.3.7. Max Document Size: 215.9 x 3,048 mm								
4.3.8. Support Paper Thickness: 50 gsm 120 gsm								
4.3.9. ADF Capacity: 50 sheets								
4.3.10. Automatic Duplex Scanning: Yes (3-pass)								
4.3.11. Daily Duty Cycle: up to 1,500 pages / day 4.4. CONNECTIVITY:								
4.4.1. Standard: USB 3.0								
4.5. SUPPORTED OS AND APPLICATIONS:								
4.5.1. Supported OS:								
4.5.1.1. Windows XP / Vista / 7 / 8 / 8.1 / 10								
Windows Server 2003 / 2008 / 2012								
Mac OS X 10.6.8 or later								
4.5.2. Scanner Driver Compatibility: TWAIN, ISIS, SANE, WIA, ICA					·			
4.5.3. Bundled Applications:								
4.5.3.1. Scanner Software, ISIS Driver (Web Download), Scan OCR Component, Scan PDF Extensions, Document Capture Pro (Win), Document Capture (Mac), Presto! BizCard								
4.6. DIMENSIONS AND WEIGHT:								
4.6.1. Dimensions (W x D x H): 451 x 318 x 121 mm								
4.6.2. Weight: 4.1kg								
SCOPE OF WORK AND SERVICES The CONTRACTOR shall provide 29 units document image								
5.1. The CONTRACTOR shall provide 29 and 3 document image scanners and support services; 5.2. The CONTRACTOR shall provide/render technical support services twenty-four hours a day, seven days a week (24x7). Technical support can be delivered in the								
form of telephone calls, electronic mail, online, and/or on-site support;								
5.3. The CONTRACTOR shall provide service and support coverage within one (1) year from the successful delivery and acceptance;								
5.4. The CONTRACTOR shall provide FREE Software Features, Updates & Upgrades; 6. ELIGIBILITY OF THE BIDDERS								
6.1. PhilGEPS registered;								
6.2. The Bidder should be in the IT business for 3 years;								
6.3. At least 3 years minimum experience dealing with government projects;								
7. DELIVERY PERIOD								
7.1. Delivery must be completed within 15 - 30 Working Days upon								
the receipt of the Notice to Proceed and/or the Purchase Order.								
*****NOTHING FOLLOWS*****								
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:					Signature ov	er Printed N	ame
Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership								

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
- 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 technically therein and award to any firm whose proposal is deemed most advantageous to the government.