



REQUEST FOR QUOTATION

RFQ-CO-20-006

The Human Settlements Adjudication Commission (HSAC), through its Bids and Awards Committee, will undertake a Small Value Procurement for the **Supply and Delivery of Office Equipment** pursuant to Section 53.9 of the Revised Implementing Rules and Regulations of Republic Act No. 9184. The details of the project/activity/program are as follows:

Name of Project: *Supply and Delivery of Office Equipment*

Area of Delivery: HSAC Central Office, Quezon City

Approved Budget for the Contract: **Nine Hundred Twenty-Nine Thousand Pesos (Php929,000.00), inclusive of tax**

<i>Lot</i>	<i>Description</i>	<i>Quantity</i>	<i>Approved Budget for the Contract (ABC) per Unit</i>	<i>Approved Budget for the Contract (ABC) per Lot</i>
1	Heavy Duty Scanner	1	Two Hundred Thirty-Nine Thousand Pesos (Php239,000.00)	Two Hundred Thirty-Nine Thousand Pesos (Php239,000.00)
2	Scanner	8	Twenty Five Thousand Pesos (Php25,000.00)	Two Hundred Thousand Pesos (Php200,000.00)
3	All-in-One Ink Tank Printer	20	Fifteen Thousand Pesos (Php15,000.00)	Three Hundred Thousand Pesos (Php300,000.00)
4	Heavy Duty Shredder	10	Nineteen Thousand Pesos (Php19,000.00)	One Hundred Ninety Thousand Pesos (Php190,000.00)

*Please refer to Technical Specifications attached as **"Annex A"**

Delivery Period: Seven (7) days from receipt of Purchase Order (PO)

Interested suppliers are requested to provide their PhilGEPS Registration Number and to attach together with their duly signed (1) Price Quotation, copy of their (2) Mayor's/Business Permit, (3) Income/Business Tax Return, (4) Omnibus Sworn Statement and (5) copy of product brochures.



The deadline for the submission of open quotation and eligibility documents is on or before **09:00AM** of **21 December 2020** at the Procurement Section, General Services Division - Administrative Service, 6/F HLURB Building, Kalayaan Avenue corner Mayaman Street, Diliman, Quezon City, or through E-mail address at procurement@hsac.gov.ph or gsd@hsac.gov.ph

The HSAC assumes no responsibility whatsoever to compensate or indemnify supplier/s for any expenses incurred in the preparation and submission of proposals. The HSAC, likewise, reserves the right to reject any or all proposals found to be disadvantageous to the government.

For inquiries, you may contact **Mr. Wilfredo D. Rosella** at Mobile No. 0932-1368188.

IMELDA E. LARIOSA
OIC, General Services Division
- Administrative Service



Supply and Delivery of Office Printers

Technical Specifications

Lot 1: One (1) unit Heavy Duty Scanner @Php239,000.00/unit		Total Amount: Php239,000.00
Specifications		
General		
Bundled Software:	CapturePerfect, VRS	
Dimensions (W x D x H):	Trays closed: 398.4 x 312 x 191.4 mm Trays open: 398.4 x 668 x 194 mm	
Interface:	Hi-speed USB 2.0	
Operating Environment:	Temperature: 10 - 32.5°C Humidity: 20 - 80% RH	
Supported Operating System:	Windows	
Options / Consumables:	Barcode Module, Exchange Roller Kit, Flatbed Scanner Unit 102	
Power:	AC 220 – 240 V	
Power Consumption:	Scanning: 38.1 W, Sleep Mode: 2.5 W Power Turned OFF: 0.4W	
Weight:	Approx. 10.2 kg	
Scanning Document		
Feeding Method:	Automatic or manual	
Document thickness - Plain Paper:	U-turn path, feeding with separate mode Weight: 52 – 128 g/m ² Thickness: 0.06 – 0.15 mm	
	Straight path, feeding with separate mode Weight: 42 – 157 g/m ² Thickness: 0.05 – 0.2 mm	
	U-turn path, feeding with bypass mode Weight: 52 – 128 g/m ² Thickness: 0.06 – 0.2 mm	
	Straight path, feeding with bypass mode Weight: 42 – 546 g/m ² Thickness: 0.05 – 0.66 mm	
Document thickness - Card (ISO/IEC compliant):	0.76 mm or less	
Feeding Capacity:	100 sheets	



Document size - Plain Paper (A4/LTR):	Width: 53 –300 mm, Length: 70 – 432 mm
Document size - Long Document Mode:	Up to 3,000 mm
Document size - Postcard	Width: 89-108 mm, Length: 127 – 152 mm
Document size - Business card	Width: 53 – 55 mm, Length: 70 – 91 mm (Vertical feeding only)
Document size - Card (ISO/IEC compliant):	54 x 86 mm (Straight path, non-separate feeding only)
Scan	
Light source:	LED (red, green, and blue)
Maximum Resolution:	600 dpi
Scan Resolution:	100 x 100dpi, 150 x 150dpi, 200 x 200dpi, 240 x 240dpi, 300 x 300dpi, 400 x 400dpi, 600 x 600dpi
Scanner Element:	3-line CIS
Scanner Type:	Desktop sheetfed scanner
Scanning Modes:	Black and white, Error diffusion, Advanced Text Enhancement, Advanced Text Enhancement II, 256-level gray, 24-bit color
Scanning Side:	Simplex / Duplex
Scanning Speed:	A4 / LTR, Portrait, 200dpi: Black and White: 60ppm (simplex) / 120ipm (duplex) Grayscale: 60ppm (simplex) / 120ipm (duplex) Colour: 60ppm (simplex) / 120ipm (duplex) A4 / LTR, Landscape, 200dpi: Black and White: 80ppm (simplex) / 160ipm (duplex) Grayscale: 80ppm (simplex) / 160ipm (duplex) Colour: 80ppm (simplex) / 160ipm (duplex)
Suggested Daily Volume (Scans):	10000