

PROJECT TITLE/NAME: Supply and Delivery of Various Office Equipment					DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC)	UNIT COST	TOTAL
					Unit Price (VAT Inclusive)	
	Supply and Delivery of Various Office Equipment, as follows:					
1	Heavy-Duty Document Scanner	1	Unit	Php 45,000.00		
				per unit		
2	Heavy-Duty Paper Shredder	1	Unit	Php 45,000.00		
				per unit		
	(Please see attached Technical Specifications)					
	Note: Indicate model/ brand on your bid proposal					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's/ Business Permit					
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr.procurement@gmail.com					
XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXX						

**GENERAL CONDITIONS**

1. Entries must be typewritten / if handwritten, it must be clear and legible;
2. Bidders must submit certificate of PHILGEPS Registration;
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. All quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE.  
Label the envelope with the following:

Bidder's Company Name  
PHILGEPS Reference No.  
Project Title/Name  
PR No.

5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Quoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);
7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
9. Price quoted/submitted on the deadline shall be considered as final and unalterable;
10. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005.
11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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**DELIVERY:** 30 days upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)

**TERMS OF PAYMENT:** Government Terms

**PRICE VALIDITY:** 60 days from date of quotation/proposal

\_\_\_\_\_  
*(Company Name)*

\_\_\_\_\_  
*(Print Name and Signature of Authorized Representative)*

\_\_\_\_\_  
*(Designation)*

\_\_\_\_\_  
*Company Tel./ Fax/ Mobile No.*

\_\_\_\_\_  
*(Date)*



# SUPPLY AND DELIVERY OF VARIOUS OFFICE EQUIPMENT

## TECHNICAL SPECIFICATIONS

DOCUMENT SCANNER							
ITEM NO.	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BIDDER'S STATEMENT OF COMPLIANCE	DEALER'S/ SUPPLIER'S OFFER		
					BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
1	<b>HEAVY-DUTY DOCUMENT SCANNER</b>  <b>Specifications:</b> Scanning Speed: <b>40 ppm</b> Document Size - Multiple Sheets – Width: <b>50.8 mm to 215.9 mm</b> Document Size - Multiple Sheets – Length: <b>50.8 mm to 355.6 mm</b> Document Size - Single Sheet – Width: <b>50.8 mm to 215.9 mm</b> Colour / Monochrome: <b>Yes / Yes</b> 2-Sided (Duplex) Scan: <b>Yes</b> Colour Depth – Input: <b>48-bit colour processing</b> Colour Depth – Output: <b>24-bit colour processing</b> Resolution – Optical: <b>Up to 600 dpi × 600 dpi</b> Resolution – Interpolated: <b>Up to 1,200 dpi × 1,200 dpi</b> Document Scanning Width / Length: <b>Up to 215.9 mm</b> Product Dimensions (Width X Depth X Height): <b>299.5 mm × 190.5 mm × 215.9 mm</b> Weight: <b>2.75 kg</b> ADF (Automatic Document Feeder) : <b>Up to 80 sheets (Paper: 20 lb (80 g/m²) A4/Letter size)</b> Memory Capacity: <b>512 MB or higher</b> Warranty: <b>Minimum of 1 year on Parts and services</b>	1 UNIT	Php <b>45,000.00</b>  Per Unit				

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Print Name and Signature of Authorized Representative)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Company Tel./ Fax/ Mobile No.)

\_\_\_\_\_  
(Date)

HEAVY-DUTY PAPER SHREDDER							
ITEM NO.	ITEM DESCRIPTION	QTY	BUDGET PER ITEM	BIDDER'S STATEMENT OF COMPLIANCE	DEALER'S/ SUPPLIER'S OFFER		
					BRAND/ MODEL OFFERED	UNIT COST (Vat Inclusive)	TOTAL COST (Vat Inclusive)
2	<b>HEAVY-DUTY PAPER SHREDDER</b>  <u>Specifications:</u> Feed width: <b>220 mm</b> Shred capacity A4 80 gsm: <b>14-300 sheets</b> Shred size: <b>4 x 15 mm Cross-Cut</b> Shred Speed: <b>2.5 m/min.</b> Security Level: <b>P-4/ F-1/ O-3/ T-4/ E-3</b> Operation: <b>Electronics</b> Waste Volume: <b>40 liters</b> db (A) when idle: <b>60 db(A)</b> Motor: <b>650 W</b> Voltage: <b>230 V</b> Dimensions/ H x W x D: <b>642 x 432 x 355 mm</b> Weight: <b>18.5 kg</b> Warranty: <b>Minimum of 1 year on Parts and services</b>	1 UNIT	<b>Php</b> <b>45,000.00</b>  <b>Per Unit</b>				

I hereby certify to comply with all the above Technical Specifications.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Print Name and Signature of Authorized Representative)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Company Tel./ Fax/ Mobile No.)

\_\_\_\_\_  
(Date)