



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8809588
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER (LEASE TO OWN)
Area of Delivery Metro Manila

Solicitation Number:	2022-05-304	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Information Technology Parts & Accessories & Perip		
Approved Budget for the Contract:	PHP 44,808.00	Document Request List	0
Delivery Period:	6 Month/s		
Client Agency:			
Contact Person:	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	06/07/2022
		Last Updated / Time	05/07/2022 14:03 PM
		Closing Date / Time	11/07/2022 13:00 PM

Description

SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER (LEASE TO OWN)

Please see attached file.

You may visit our website at marina.gov.ph (under transparency tab).

Created by DIR. ARSENIO F. LINGAD II
Date Created 05/07/2022



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION



MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The Management, Financial and Administrative Service (MFAS) through its Bids and Awards Committee (BAC), intends to **PROCURE THE SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER (LEASE TO OWN)** for CY 2022 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Forty Four Thousand Eight Hundred Eight Pesos only (P44,808.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 11 of July 2022** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **2022 Business/Mayor's Permit¹, PhilGEPS Registration Number, Omnibus Sworn Statement² and Latest Income Tax Return³** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


DIR. ARSENIO F. LINGAD II
BAC CHAIRPERSON

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020

³Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "**Comply**" or any equivalent term in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS**PROCUREMENT OF THE SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER (LEASE TO OWN)**

Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	Deliverables			
	Document Scanner			2
	Scanner			
	Type	Automatic Document Feeder (ADF)		
	Maximum Resolution	600 dpi		
	Scan Modes	Color, Grayscale, Monochrome		
	Color Depth	24-Bit (External)		
	Grayscale Depth	8-Bit (external)		
	Light Source	LED		
	Image Sensor	2x Contact Image Sensor (CIS)		
	Duplex Scanning	Yes		
	Single Pass Duplex	Yes		
	Scan Speed	Black and White/ grayscale/color: up to 25 ppm/50 ipm at 200 and 300 dpi		
	Automatic Image Corrections	Yes		
	File Format Output	Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF, TXT, PNG, CSV, Word and Excel		

Scanner Media Handling				
Scan Size	Minimum: 2.05x2.05" / 5.2x5.2 cm Maximum: 8.5x118" / 21.59x299.7 cm			
Paper Capacity	Up to 80 sheets g/m2 (20lbs) paper			
Multi-Feed Detection	Yes			
Media Weight	27 to 200 gsm / 7 to 110 lb			
Daily Duty Cycle	3000 Scans			
Daily Life Expectancy	3000 sheets			
Connectivity				
Interface	USB 2.0 High Speed (Cable included) – USB 3.0 compatible			
Operating System	Citrix, Linux, Windows			
Technology and Control Panel				
Scanning Technology	Dual CIS (CMOS); Grayscale output bit depth is 256 levels (8-bit); color output bit depth is 24 bits (8x3)			
Operator Control Panel	1.5 inch 7 segment LED			

**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

C O N D I T I O N S A N D S U P P L I E R R E S P O N S I B I L I T I E S

PROCUREMENT OF THE SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER (LEASE TO OWN)				
Item	Description		Delivery Date	Supplier's Statement of Compliance on Delivery Date
S1 LOT	Deliverables		Thirty (30) Calendar Days upon receipt of Purchase Order	
	Document Scanner	2		
	Scanner			
	Type	Automatic Document Feeder (ADF)		
	Maximum Resolution	600 dpi		
	Scan Modes	Color, Grayscale, Monochrome		
	Color Depth	24-Bit (External)		
	Grayscale Depth	8-Bit (external)		
	Light Source	LED		
	Image Sensor	2x Contact Image Sensor (CIS)		
	Duplex Scanning	Yes		
	Single Pass Duplex	Yes		
	Scan Speed	Black and White/ grayscale/color: up to 25 ppm/50 ipm at 200 and 300 dpi		
	Automatic Image Corrections	Yes		
	File Format Output	Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF, TXT, PNG, CSV, Word and Excel		
	Scanner Media Handling			
	Scan Size	Minimum: 2.05x2.05" / 5.2x5.2 cm Maximum: 8.5x118" / 21.59x299.7 cm		
	Paper Capacity	Up to 80 sheets g/m2 (20lbs) paper		
	Multi-Feed Detection	Yes		
	Media Weight	27 to 200 gsm / 7 to 110 lb		
	Daily Duty Cycle	3000 Scans		
	Daily Life Expectancy	3000 sheets		

Connectivity			
Interface	USB 2.0 High Speed (Cable included) – USB 3.0 compatible		
Operating System	Citrix, Linux, Windows		
Technology and Control Panel			
Scanning Technology	Dual CIS (CMOS); Grayscale output bit depth is 256 levels (8-bit); color output bit depth is 24 bits (8x3)		
Operator Control Panel	1.5 inch 7 segment LED		
Documentary Requirements			
<p>The quotation shall be submitted together with the following documents:</p> <ol style="list-style-type: none"> 1. 2 Previous or current Client Satisfactory Rating 2. Updated Business/Mayor's Permit 3. Philgeps hilgeps Registration 			
Qualification of the Supplier			
<p>➤ The supplier must be legally registered, has at least 3 years experience in supplying computer hardware and should submit at least two (2) "Client Satisfactory Certificate" from their previous or current clients wherein MARINA can verify as to the reliability of the document/certificate being presented.</p>			
Warranty and after-Sales Support			
<ol style="list-style-type: none"> 1. One (1) year parts 2. Provide 8:00 A.M. to 5:00 P.M. call and onsite technical support with two (2) hours response time for technical problem that requires on-site services. For problems reported after 4:00 P.M., services shall be rendered in the morning of the following business day. 3. There will be of no cost to the government during the lease period. 4. After the "Lease Period", MARINA can still request for their maintenance services (parts and labor) with the corresponding fee/charge. 			
Terms of Lease and Turn-Over of Equipment			
<ol style="list-style-type: none"> 1. The lease shall be for a period of Six (6) Months 2. The Provider shall turn-over all equipments after the period lease. 			

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF THE SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER (LEASE TO OWN)	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Forty Four Thousand Eight Hundred Eight Pesos only (P44,808.00)	In words: _____

	In figures: _____

Terms of Payment:

- The payment shall be made on monthly basis for Six (6) Months upon issuance of the Billing Statement on a Bank-to-bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement / invoice for ready reference.

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

TERMS OF REFERENCE **SUPPLY, DELIVERY AND INSTALLATION OF DOCUMENT SCANNER** **(LEASE TO OWN)**

I. Rationale

The lease-to-own of Document Scanner for the Records Section is proposed pursuant to Section 46 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "government Procedure Reform Act" which provides:

"Section 46. Lease Contracts

The lease of construction and office equipment, including computers, communication and information technology equipment, are subject to the same public bidding and to the process prescribed under Act and this IRR. Lease may also cover lease purchase or lease-to-own and similar variations."

II. Approval Budget Contract

The Supplier shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget Contract (ABC) in the amount of **Forty Four Thousand Eight Hundred Eight Philippine Pesos Only (PHP 44,808.00)**, inclusive of all applicable government charges.

III. Deliverables

Document Scanner	2
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IV. Technical Specifications

Scanner

Type	Automatic Document Feeder (ADF)
Maximum Resolution	600 dpi
Scan Modes	Color, Grayscale, Monochrome
Color Depth	24-Bit (External)
Grayscale Depth	8-Bit (external)
Light Source	LED
Image Sensor	2x Contact Image Sensor (CIS)
Duplex Scanning	Yes
Single Pass Duplex	Yes
Scan Speed	Black and White/ grayscale/color: up to 25 ppm/50 ipm at 200 and 300 dpi
Automatic Image Corrections	Yes
File Format Output	Single and multi-page TIFF, JPEG, RTF, BMP, PDF, searchable PDF, TXT, PNG, CSV, Word and Excel

Scanner Media handling

Scan Size	Minimum: 2.05x2.05" / 5.2x5.2 cm Maximum: 8.5x118" / 21.59x299.7 cm
Paper Capacity	Up to 80 sheets g/m2 (20lbs) paper
Multi-Feed Detection	Yes
Media Weight	27 to 200 gsm / 7 to 110 lb
Daily Duty Cycle	3000 Scans
Daily Life Expectancy	3000 sheets

Connectivity

Interface	USB 2.0 High Speed (Cable included) – USB 3.0 compatible
Operating System	Citrix, Linux, Windows

Technology and Control Panel

Scanning Technology	Dual CIS (CMOS); Grayscale output bit depth is 256 levels (8-bit); color output bit depth is 24 bits (8x3)
Operator Control Panel	1.5 inch 7 segment LED

V. Delivery

- Thirty (30) Calendar Days upon receipt of Purchase Order.

VI. Qualification of the Supplier

- The supplier must be legally registered, has at least 3 years experience in supplying computer hardware and should submit at least two (2) "Client Satisfactory Certificate" from their previous or current clients wherein MARINA can verify as to the reliability of the document/certificate being presented.

VII. Warranty and after-Sales Support

- One (1) year parts
- Provide 8:00 A.M. to 5:00 P.M. call and onsite technical support with two (2) hours response time for technical problem that requires on-site services. For problems reported after 4:00 P.M., services shall be rendered in the morning of the following business day.
- There will be of no cost to the government during the lease period.
- After the "Lease Period", MARINA can still request for their maintenance services (parts and labor) with the corresponding fee/charge.

VIII. Terms of Lease and Turn-Over of Equipment

- The lease shall be for a period of Six (6) Months
- The Provider shall turn-over all equipments after the period lease.


IX. Payment

- The payment shall be made on monthly basis for Six (6) Months upon issuance of the Billing Statement on a Bank-to-bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement / invoice for ready reference.


X. Documentary Requirements:

- 2 Previous or current Client Satisfactory Rating
- Updated Business/ Mayor's Permit
- Philgeps Registration


Prepared by.


Theodore F. Fallarme
Administrative Officer V
Records Section, GSD. MFAS

Noted by:


Rodolfo R. Diawa
Chief Administrative Officer
GSD, MFAS

Approved:


Nenita S. Atienza
Director II
Management, Financial and Administrative Services



7.24
2702 / 2 AM
MAY 27 2022

Office: MFAS

Division/Se General Services Division/Records Section

PR No.

SAI No.:

2022-05-304 MAY 25 2022

[illegible]

Requisitioning Officer

Signature: _____

Printed Name:

Designation:

Purpose:

For the targetted digitization of documents at the Records Section and Office of the MFAS Director

CERTIFICATION

☐ FUNDS AVAILABLE

☐ NO FUNDS AVAILABLE

ATTY. MARIVIC RAMOS

Chief, Budget Division

☒ Approved

Disapproved

Signature: _____

Printed Name:

Designation:

NENITA S. ATIENZA

Director II, MFAS

Note:

Please indicate specific purpose other than "for official use of the office." (e.g. monthly regular supplies, as per PP. special projects, etc)

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]