



**UNIVERSITY OF THE PHILIPPINES BAGUIO**

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**REQUEST FOR QUOTATION**

**UPB Supply and Property Management Office**

Date: 28 September, 2020  
RFQ No.: 1748  
MOP: NP-SVP

Please quote your lowest price on the item/s listed below, subject to the General Conditions stated herein, starting the shortest time of delivery and submit your Quotation duly signed by your representative not later than 02 October, 2020 @ 5:00 pm in a sealed envelope or email to [spmou.upbaguio@up.edu.ph](mailto:spmou.upbaguio@up.edu.ph).

- Note**
- All entries must be typewritten and/ or legibly handwritten.
  - Delivery period within **30 calendar days**, Freight on Board (FOB) UP Baguio
  - Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by procuring entity
  - Price validity shall be for a period of 90 calendar days
  - Mayor's/ Business Permit, PhilGEPS Registration Number, Income/Business Tax Return, Notarized Omnibus Sworn Statement shall be attached upon submission of the quotation.**
  - Bidders shall submit original brochures showing certifications of the product being offered.
  - Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
  - Others: Payment Terms in Check Form payable to supplier 20 days after complete delivery

**SUPPLY AND DELIVERY OF DIGITIZATION EQUIPMENT**

ITEM NO.	GENERAL DESCRIPTION	UOM	QTY	COMPLIANCE WITH TECHNICAL SPECIFICATIONS (PLEASE CHECK)		UNIT PRICE	TOTAL PRICE	QUOTED UNIT PRICE	TOTAL QUOTED PRICE	DELIVERY PERIOD	
				YES	NO						
				1	Book Scanner Scanner type: Duplex and flatbed; Scanner speed: ADF: 45ppm and Flatbed: 1.5 sec/page; Feeder capacity: 100 sheets; Daily scanning volume: 6,000 sheets/day (please see attached additional specs and image)						un
	-*** Nothing Follows ***-										
<b>TOTAL:</b>							<b>225,000.00</b>	<b>BID TOTAL:</b>			
<b>TOTAL QUOTED AMOUNT IN WORDS:</b>											

Please quote at your government price (including VAT) and state that the time within which you can make delivery. It will be appreciated if we can have your quotation in the office as soon as possible or on or before the deadline stated herein.

**IRENE J. ENRIQUEZ**  
Chief, SPMO

After having carefully read and accepted your General Conditions, I/We quote you on the Item at prices noted above.

Name of the Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Name of Representative: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature: \_\_\_\_\_

Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Date: \_\_\_\_\_

## Additional specifications of Book Scanner

- Scanner Type: Over Head system, simplex scanning
- Modes: Color, grayscale, monochrome, Automatic (color, grayscale, monochrome detection)
- Image Sensor: Lens reduction optics / color CCD x 1
- Light source: (White LED + lens illumination) x 2
- Optical resolution: Horizontal scanning: 285 to 218 dpi, Vertical scanning: 283 to 152 dpi
- Normal Mode: Color / Grayscale: 150 dpi, Monochrome: 300 dpi: 3 seconds / page
- Excellent Mode: Color / Grayscale: 600 dpi, Monochrome: 1200 dpi: 3 seconds / page
- Document sizes: Automatically recognizes document size, A3 (landscape), A4(landscape), A5(landscape), A6(landscape), B4(landscape), B5(landscape), B6(landscape), Post card, Business card, Double Letter(landscape), Letter, Legal (landscape) and Custom sizes (Max: 432 x 300 mm (17.0 x 11.8 in.), Min: 25.4 x 25.4 mm (1 x 1 in.))
- Interface: USB2.0 / USB1.1 (connector: B Type)
- Image processing functions: Deskew by text on document, Auto paper size detection, Auto image rotation, Auto color detection, Book image correction, Multiple document detection Magnification in vertical scanning (length):  $\pm 1.5$  Power requirement: AC 100