



Republic of the Philippines

Office/End-User: ORD-Procurement Unit

TIN No.: _____ **PhilGEPS Reg. No.:** _____

PhilGEPS Reg. No.

In the _____, Koronadal City

3. Warranty shall be for a minimum of three (3) months for supplies & materials; one (1) year for equipment from date of acceptance by end-user.
4. Price validity shall be for a period of sixty (60) calendar days.
5. The Bidder shall attach upon the submission of the quotation the following:

Purchase Order (P.O.). Administrative penalties pursuant to Sec. 69 of the RA 9184 shall be imposed for non-delivery without valid reasons.

n above Php 500,000.00)

ABC above Php 50,000.00)

8. The approved budget ceiling for this procurement is **Php360,000.00**.


NAJIB D. DILANGALEN
OIC-Assistant Regional Director
BAC Chairperson

[illegible]

Purpose: For use of Procurement Unit under Office of Regional Director, DPWH Regional Office XII, Koronadal City

The awarding for this RFQ will be on lump-sum basis. Prospective Suppliers must quote for all of the items. Otherwise, they will be subjected for disqualification

Warranty Period:

Price Validity:

that I concur with the Terms and Conditions specified by DPWH.

Tel. No.: (083)228-3908/09700410612

email address: dpwhr12.procurement@gmail.com

Regional Procurement Unit/BAC Secretariat, DPWH Region XII

Printed Name / Signature / Date

		Department of Public Works and Highways CENTRAL OFFICE		Doc. Code:	QMS-11.1.1-047 Rev01
Standard Technical Specifications for Document Scanner				Page No.:	Page 1 of 2
Name of Equipment: DOCUMENT SCANNER (Flatbed with ADF, A3)					
Description: For daily document scanning					
Main Equipment Components			Specification		
General			Flatbed with Automatic Document Feeder (ADF) Charged Coupled Device (CCD) or Contact Image Sensor (CIS); Ultrasonic sensor for multi-feed detection 30 ppm 24-bit 600 dpi Optical Character Recognition (OCR) 4,000 pages PDF, searchable PDF, JPG, BMP, TIFF USB, Network Folder, Scan to Management Software Automatic two-sided scanning Gigabit Ethernet USB 2.0; Ethernet (RJ-45)		
Paper Handling			A3 (11.7 in x 17 in) 100 sheets Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures		
Software			Windows 11, 10 Pre-installed scanning applications software Original CD/DVD copy or in any electronic media storage.		
Accessories			Specification		
Cables and Connectors			All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange)		
Other Requirements:					
Brand and Model: Must be globally recognized brand of scanners and has been marketed in the Philippines for the last ten (10) years. It must be in the current catalog and not end-of-life. The Manufacturer's certificate is required.					
Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Scanner that do not carry Energy Star label an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.					
Documentation and Media: The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.					

	Department of Public Works and Highways CENTRAL OFFICE	Doc. Code:	QMS-11.1.1-047 Rev01
Standard Technical Specifications for Document Scanner		Page No.:	Page 2 of 2
Name of Equipment: DOCUMENT SCANNER (Flatbed with ADF, A3)			
Description: For daily document scanning			
Warranty and Maintenance: The Supplier must provide one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).			
Technical Support: The local technical support through telephone and email, 8 hours per day (8:00 am - 5:00 pm), 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.			
Additional Notes: This technical specification shall be issued along with the Certification issued by IMS.			
Prepared by:			
Checked by:			
MARY JANE N. PANTOJA Chief, Business Innovation Division 3/12/25		RHALF B. CAWALING Director, Information Management Service 3/12/25	
Approved by:		Approved Date:	
ADOR G. CANLAS, CESO IV Undersecretary, Technical Services and Information Management Service 3/12/25		010725	