



REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF FIVE (5) DOCUMENT SCANNER CONTRACT NO. MWSS-DSU-2019

1. The **Metropolitan Waterworks and Sewerage System-Corporate Office (MWSS-CO)** through its Bids and Awards Committee (BAC) will undertake the Procurement Five (5) Document Scanner Units.
2. The MWSS-CO hereinafter referred to as the “the Procuring Entity” now request you to submit price quotation for the procurement of the abovementioned project, as specified in the **Terms of Reference (TOR)** provided in the **Annex “A”** as attached.
3. All items listed in the specifications as stated in the **TOR** must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **TWO HUNDRED THOUSAND (Php 200,000.00)** in Philippine Currency inclusive of Twelve Percent (12%) VAT. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated meeting the Procuring Entity’s technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than **5 August 2019 (until 1:00 P.M., Philippine Standard Time)**.

The Chairperson

MWSS-CO Bids and Awards Committee
Metropolitan Waterworks and Sewerage System
4th Floor, Administration Building, MWSS Complex,
Katipunan Road, Balara, Quezon City
Telefax Number: (632) 928-2252
Tel. No. 920-5521 loc. 106 /107

7. Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of 12% VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MWSS-CO reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders. The MWSS-CO reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionally of the equipment and the capability of the supplier to perform the contract.

9. The prospective bidder shall submit the following:

- a) Quotation Form
- b) Mayor's/Business Permit
- c) Proof of PhilGEPS Registration
- d) Income/Business Tax Return
- e) Omnibus Sworn Statement / Draft Contract

ORIGINAL SIGNED

LEONOR C. CLEOFAS, CESO IV

Chairperson, MWSS-CO

Bids and Awards Committee (BAC)

ANNEX "A"

TERMS OF REFERENCE

A. PROJECT TITLE

Delivery of Five (5) Document Scanner Units

B. RATIONALE

In line with the objective of Metropolitan Waterworks and Sewerage System Corporate Office (MWSS-CO) to digitize the existing physical document of the organization in its Information System Strategic Plan, the agency is in need for document scanners to facilitate the document conversion process to electronic files. This initiative will provide safeguard to MWSS-CO's document retention and minimize or reduce physical file storage utilized currently by the MWSS-CO- Finally, it will provide a backup facility to all existing physical document of MWSS-CO.

C. OBJECTIVES

1. Provide conversion of physical documents to electronic files with the file format such as PDF (OCR), XPS (OCR), TIFF, JPG, PNG, etc.
2. Index and encode electronic files for searchability.
3. Sort, organize and return physical document done from conversion.
4. Store electronics files to digital storage media such as CD or DVD's, hard disk drives, microfilms, solid state drives, network attached storages, or storage area networks.

D. MODE OF PROCUREMENT

The mode of procurement shall be in accordance with R.A. 9184, specifically, Sec. 53.9 (Small Value Procurement) of its Revised Implementing Rules and Regulations (IRR).

E. DELIVERABLES

The contractor shall deliver five (5) units of Document Scanner within (10) calendar days from receipt of the Notice to Proceed. The Contractor shall provide in-house training on how to use the Document Scanner and utilize the features as needed.

F. WARRANTY

For a period of one (1) year after issuance of Certificate of Satisfactory Acceptance, the contractor warrants MWSS-CO the delivered equipment shall be from defects in material and workmanship.

G. TECHNICAL SPECIFICATIONS

ITEM / REQUIREMENTS	MINIMUM SPECIFICATIONS
Scanner Type	Flatbed color image scanner with Automatic Document Feeder (ADF) Sheetfed Scanner
Scanner Sensor	1200 dpi 4-line color CCD line sensor (RGB & black)

Scanning Side	Sheet fed 1-pass duplex scanning
Scan Speed	<p>200 dpi</p> <ul style="list-style-type: none"> • B/W: up to 25ppm / 50 ipm with ADF • Color: up to 25ppm / 50 ipm with ADF <p>300 dpi</p> <ul style="list-style-type: none"> • B/W: up to 25ppm / 50 ipm with ADF • Color: up to 25ppm / 50 ipm with ADF <p>600 dpi</p> <ul style="list-style-type: none"> • B/W: up to 6 ppm / 12 ipm with ADF • Color: up to 4 ppm / 8 ipm with ADF
Output Color Depth	Color: 24-bit, Grayscale: 8-bit, B/W 1-bit
Automatic Document Feeder (ADF) Capacity	At least 100 pages
Automatic Document Feeder 0 (ADF) Width	9.5" (242mm)
Optical Resolution	Flatbed: 1200 dpi ADF: 600 dpi
Paper Weight (Thickness)	Thickness 50 to 128 g/m ²
Scan Area	Flatbed: 21.5 cm x 29.7 cm ADF: 21.5 cm x 101.6 cm
Interface	At least USB 2.0, Ethernet port
Daily Duty Cycle	At least 3,000 sheets
Protocol	TWAIN Complaint (for windows 7/8/10)
Document Sizes	A4, Letter, Legal, B5, A5 Max. Size 8.5" x 40", Min. Size 4" x 6"
Maintenance	Should Allow easy reach to the entire paper path so that paper jams easily be cleared, clean parts or replace a roller or pad.
Output format	Searchable PDF, PDF-A, PDF-A, JPEG, PNG, TIFF
Software	Scanning Software
Power Supply	Input: 100V – 240V, 50/60Hz

H. PAYMENT SCHEME

Payment shall be made me later than fifteen (15) days upon complete delivery of five (5) units of Document Scanner and presentation of the required Billing Statement, issuance by the end-user of Certificate of Acceptance and Completion subject to the usual government and auditing rules and regulations.

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