



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 - Direct Line: (02) 8926-7631
Website: pca.gov.ph

February 1, 2024

REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF no. 10520958 for the "SUPPLY AND DELIVERY OF 1 UNIT HEAVY DUTY SCANNER" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

Type	Desktop sheetfed scanner		
Scanning document size	Plain paper	Width: 54mm to 216mm / Length: 50.8mm to 356mm / Long Document mode 3 000mm	
	Business card	Width: 50.8mm to 55mm / Length: 85mm to 91mm	
	Card	54mm x 86mm (ISO standard)	
Scanning document thickness	Plain paper	Page separation:	0.04mm to 0.25mm (27 to 209g/m²)
		Bypass:	0.04mm to 0.3mm (27 to 255g/m²)
	Business card	380g/m² (0.15mm)	
	Card	0.76mm (1.4mm for embossed cards)	
Document feeding method	Automatic		
Scanning sensor	Contact image sensor		
Light source	LED		
Scanning side	Simplex / Duplex		
Scanning modes	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Color		
Scanning Resolutions	150 x 150dpi / 200 x 200dpi / 240 x 240dpi / 300 x 300dpi / 400 x 400dpi / 600 x 600dpi		
Scanning Speed ¹	B&W/Grayscale	Simplex:	200dpi: 60ppm / 300dpi: 60ppm
		Duplex:	200dpi: 120ipm / 300dpi: 120ipm
	24-bit colour	Simplex:	200dpi: 60ppm / 300dpi: 50ppm
		Duplex:	200dpi: 120ipm / 300dpi: 100ppm
Interfaces	Hi-Speed USB 2.0		
Scanner driver/ Software	Windows:	ISIS / TWAIN driver, Capture On Touch, CapturePerfect, eCopy PDF Pro Office, Kofax VirtualReScan Basic	
	Mac:	TWAIN driver, Capture On Touch	
Other functions	Folio scanning, double feed detection release, separation retry		
Dimensions (W x D x H)	With the feed tray removed and the document eject tray closed / 280mm x 172mm x 178mm		
	With the feed tray attached and the document eject tray open / 280mm x 606mm x 366.4mm		
Weight	3.2kg (without AC adapter)		
Power supply	DC24V 1.0A (using AC adapter)		
Power Consumption	Scanning: 27W / In the sleep mode: 1.8W / With power switch OFF: 0.5W		
Operating environment	Temperature	10°C to 32.5°C	
	Humidity	20% to 80% RH	
Options / Consumables	Flatbed Scanner Unit 102, WU10, Barcode Module, 2D code Module, Exchange Roller Kit (feed roller and retard roller)		

The prospective bidder shall submit the following eligibility documents as prescribed below:

- SEC or DTI Registration certificate
- Mayor's Permit
- PhilGEPS Registration
- Prescribed Omnibus Sworn Statement (notarized)
- Conformed copy of TOR

Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from February 2 to 6, 2024, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.

Attached is the Terms of Reference as "Annex A".

For inquiries, you may contact us at telephone no. 8-928-4501 to 09 loc. 406/408 or email us at pcaagc@yahoo.com


EDSEL B. PABELLANO

Division Chief
General Services Division

TERMS OF REFERENCE

PROJECT: SUPPLY AND DELIVERY OF 1 UNIT HEAVY DUTY SCANNER
LOCATION: PCA CENTRAL OFFICE R&D BLDG., DILIMAN, QUEZON CITY

I. SCOPE OF WORK

Supply and delivery of the 1 unit Heavy Duty Scanner with the following specifications:

Type	Desktop sheetfed scanner		
Scanning document size	Plain paper	Width: 54mm to 216mm / Length: 50.8mm to 356mm / Long Document mode 3 000mm	
	Business card	Width: 50.8mm to 55mm / Length: 85mm to 91mm	
	Card	54mm x 86mm (ISO standard)	
Scanning document thickness	Plain paper	Page separation:	0.04mm to 0.25mm (27 to 209g/m ²)
		Bypass:	0.04mm to 0.3mm (27 to 255g/m ²)
	Business card	380g/m ² (0.15mm)	
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Scanning sensor	Contact image sensor		
Light source	LED		
Scanning side	Simplex / Duplex		
Scanning modes	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Color		
Scanning Resolutions	150 x 150dpi / 200 x 200dpi / 240 x 240dpi / 300 x 300dpi / 400 x 400dpi / 600 x 600dpi		
Scanning Speed ¹	B&W/Grayscale	Simplex:	200dpi: 60ppm / 300dpi: 60ppm
		Duplex:	200dpi: 120ipm / 300dpi 120ipm
	24-bit colour	Simplex:	200dpi: 60ppm / 300dpi: 50ppm
		Duplex:	200dpi: 120ipm / 300dpi: 100ppm
Interfaces	Hi-Speed USB 2.0		
Scanner driver/ Software	Windows:	ISIS / TWAIN driver, Capture On Touch, CapturePerfect, eCopy PDF Pro Office, Kofax VirtualReScan Basic	
	Mac:	TWAIN driver, Capture On Touch	
Other functions	Folio scanning, double feed detection release, separation retry		
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Weight	3.2kg (without AC adapter)		
Power supply	DC24V 1.0A (using AC adapter)		
Power Consumption	Scanning: 27W / In the sleep mode: 1.8W / With power switch OFF: 0.5W		
Operating environment	Temperature	10°C to 32.5°C	
	Humidity	20% to 80% RH	
Options / Consumables	Flatbed Scanner Unit 102, WU10, Barcode Module, 2D code Module, Exchange Roller Kit (feed roller and retard roller)		

The Approved Budget of this Contract is One Hundred Thousand Pesos Only (₱100,000.00).

II. OTHER TERMS AND CONDITIONS

- The prospective bidder shall submit the following eligibility documents as prescribed below:
 - SEC or DTI Registration certificate
 - Mayor's Permit
 - PhilGEPS Registration
 - Prescribed Omnibus Sworn Statement (10 items, notarized)
 - Conformed copy of TOR
- Financial proposal and complete set of eligibility documents shall be submitted in a sealed envelope from February 2 to 6, 2024, 10:00am at the General Services Division's office 5th floor, PCA R&D Bldg., Diliman, Quezon City.
- Incomplete submission of requirements upon deadline will result into disqualification of bids.
- Delivery period: 30 Working Days upon receipt of approved Purchase Order (P.O)
- The quoted price shall be valid 30 days upon receipt of Purchase Oder.
- Payment terms: 30 days upon acceptance.

Conforme:

Bidder's Authorize Representative

Date: _____