



Republic of the Philippines
Cagayan State University
BIDS & AWARDS COMMITTEE

Tuguegarao City, Cagayan

Tel. No.: (078) 377 5520

Email: bacsecretariat@csu.edu.ph

REQUEST FOR QUOTATION

RFQ NUMBER:	<u>2024-02-20R</u>	PURPOSE:	<u>Fast Scanner for Records Office</u>
PR NUMBER:	<u>2024-01-001</u>	DATE OF ACTIVITY, IF ANY:	<u></u>
RFQ DATE:	<u>February 21, 2024</u>	CLOSING DATE OF OPPORTUNITY:	<u>February 24, 2024</u>
END-USER:	<u>AR-JAY L. PANDO</u>		

GENERAL CONDITIONS:

1. Write legibly. 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
2. Delivery period must be within _____ calendar days upon receipt of purchase order. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
4. Warranty shall be for a period of ___ months/year from acceptance of the procuring entity if applicable.
5. Price quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Quotation is INCLUSIVE OF TAX AND DELIVERY COST.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

1. Copy of valid and updated Business/Mayor's Permit;
2. Certificate of PhilGEPS Registration;
3. Professional License /Curriculum Vitae (for Consulting Services) and
4. Valid PCAB License (for Infrastructure).

Prior to award and condition for payment, you will be required to submit:

1. Notarized Omnibus Sworn Statement (GPPB-prescribed forms); and/or
2. Income/ Business Tax Return (for ABC's above Php 500k)

Please quote your best and lowest price you can offer for the item/s below and state the shortest time of delivery.

Kindly submit/email your quotation duly signed by your representative together with the above-stated requirements on or before the deadline of submission stated above.

Note: All fields must be filled, please write "N/A" or none if not applicable nor available.

SHERWIN B. PASIGAN

Official Canvasser

MR. ABRAHAM C. BANGAYAN, JD, MLS

BAC-2 CHAIRPERSON

TO: Cagayan State University- Andrews Campus
Caritan Sur, Tuguegarao City, Cagayan

Sir/Madam:

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





**Republic of the Philippines
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Tuguegarao City, Cagayan

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No.	UNIT	QTY	Description	Recommended model	Unit Cost	Total Cost
1.	pc	1	Fast Scanner *Scans up to 50 ppm/100 IPM up to 8,000 pages daily *2.8 inch color touchscreen *Up to 600x600 dpi (Color and Mono, ADF); Up to 1200 x 1200 dpi (color and mono, Flatbed) *2.8-in (7.11-cm) Touchscreen , buttons (Power Back, Home, Help) *24-bit (External), 48-bit (Internal) *ADF; CIS Scanning technology; Flatbed *Standard 100 sheets *Ethernet 10/100/1000 base-t, USB 3.0, WiFi 802.11 b/g/n, WiFi Direct *1 year warranty			
ABC: 100,000.00						

Canvassed as: ___ PER ITEM ___/ PER LOT

I hereby bind myself and certify to comply with all the above Technical Specifications and Schedule of Requirements.

Corporate Name: _____
 Address: _____
 Contact No./Email Address: _____
 TIN No: _____
 PhilGEPS Registration Number: _____

 Signature Over Printed Name of Authorized Representative



Omnibus Sworn Statement (Revised)
FOR CORPORATION OR JOINT VENTURE
[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. I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. 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 for **[Name of the Project:** _____

_____ of the Cagayan State University 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. 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.

[INAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[signatory's legal capacity]
Affiant

[Jurat]

Omnibus Sworn Statement (Revised)
FOR PARTNERSHIP OR COOPERATIVE
[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. I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];
2. 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 for **[Name of the Project:** _____

_____ of the Cagayan State University 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. 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;
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 **[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.

[INAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[signatory's legal capacity]
Affiant

[Jurat]

Omnibus Sworn Statement (Revised)
FOR SOLE PROPRIETORSHIP
[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. I am the sole proprietor or authorized representative of [Name of Bidder] with office address _____ at _____ address _____ of _____ Bidder _____;

2. 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 Cagayan State University as shown in the attached duly notarized Special Power of Attorney;

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. 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;

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.

[INAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[signatory's legal capacity]
Affiant

[Jurat]