



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 10114674  
**Procuring Entity** NATIONAL HOME MORTGAGE FINANCE CORPORATION  
**Title** Supply and Delivery of 1 unit Scanner  
**Area of Delivery** Metro Manila

|  |  |                              |                       |
|--|--|------------------------------|-----------------------|
| <b>Solicitation Number:</b>              | 23-08-745  | <b>Status</b>                | <b>In-Preparation</b> |
| <b>Trade Agreement:</b>                  | Implementing Rules and Regulations   | <b>Associated Components</b> | 1                     |
| <b>Procurement Mode:</b>                 | Negotiated Procurement - Small Value Procurement (Sec. 53.9)   | <b>Bid Supplements</b>       | 0                     |
| <b>Classification:</b>                   | Goods  | <b>Document Request List</b> | 0                     |
| <b>Category:</b>                         | Office Equipment   | <b>Date Published</b>        | 09/09/2023            |
| <b>Approved Budget for the Contract:</b> | PHP 110,000.00   | <b>Last Updated / Time</b>   | 08/09/2023 11:02 AM   |
| <b>Delivery Period:</b>                  |  | <b>Closing Date / Time</b>   | 12/09/2023 08:00 AM   |
| <b>Client Agency:</b>                    |  |                              |                       |
| <b>Contact Person:</b>                   | EDEM D. ABONITALLA<br>RECORDS OFFICER III<br>Filomena Bldg. III, 104 Amorsolo St.,<br>Makati City<br>Metro Manila<br>Philippines 1229<br>63-02-8931501 Ext.378<br>63-02-8176021<br>redeemer_abonitalla18@yahoo.com |                              |                       |

#### Description

Supply and Delivery of:

1 unit Scanner

Specifications:

- Duplex Scanner Type: with ADF (Automatic Document Feeder) / Manual Feed
- Scanner Speed atleast (A4 Portrait) (Color/Grayscale/Monochrome)
- Simplex: atleast 50 ppm (200/300 dpi), Duplex: atleast 100 ipm (200/300 dpi)
- Image Sensor Type: atleast CIS x 2 (front x 1, back x 1)
- Optical Resolution: atleast 600 dpi, Output Resolution (Color / Grayscale / Monochrome): atleast 50 to 600 dpi (adjustable by 1 dpi increments), 1,200 dpi (driver)
- Dimensions (Width x Depth x Height): minimum of 300 x 170 x 163 mm(11.8 x 6.7 x 6.4 inch)

Note: Attached latest/updated copy of the following documents:

1. Philgeps Registration Number or Organization Profile
2. Mayors/Business Permit
3. DTI or Sec Registration
4. Certificate of Registration (BIR Form 2303)
5. Tax Clearance Certificate
6. Omnibus Sworn Statement

You may send your Quotations c/o Mr. Edmundo P. Garais or Mr. Aljomar Han Pacasum thru the following:  
- Sealed bids at 3/f General Services Division, Filomena Bldg. III, 104 Amorsolo St., Legaspi Village, Makati  
- Fax Quotations at Telefax No.: 8817-6021  
- Email at aljomarhan.pacasum@nhmfc.gov.ph  
For further inquiries you may call NHMFC-General Services Division Procurement Section at 8893-1501 loc. 378 and look for Mr. Aljo Pacasum.

**Created by** EDEM D. ABONITALLA

**Date Created** 08/09/2023

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# NATIONAL HOME MORTGAGE FINANCE CORPORATION

September 08, 2023

To all prospective bidders:

**Subject: Supply and Delivery of 1 unit Scanner**

Dear Sir/Madam:

The National Home Mortgage Finance Corporation (NHMFC) is inviting all interested parties to submit proposals for the **Supply and Delivery of 1 unit Scanner** with an Approved Budget for the Contract of **Php 110,000.00** inclusive of all applicable taxes and fees. The details of the requirements are provided in the attached Request For Quotations (RFQ).

Interested parties may submit their proposals, along with other documentary requirements indicated in the RFQ, in a sealed envelope to the address below or through electronic submission of portable document format at **aljomarhan.pacasum@nhmfc.gov.ph** on or before **September 12, 2023 at 8:00 a.m.:**

Attention : Mr. Edmundo P. Garais  
Chief of Division, General Services Division  
c/o Procurement Section  
National Home Mortgage Finance Corporation  
3<sup>rd</sup> Floor Filomena Building III, Amorsolo Street,  
Legaspi Village, Makati City

For further inquiries, please email the Procurement Section, General Services Division at [aljomarhan.pacasum@nhmfc.gov.ph](mailto:aljomarhan.pacasum@nhmfc.gov.ph).

Thank you.

Very truly yours,

**EDMUNDO P. GARAIS**  
COD, GSD



## REQUEST FOR QUOTATION (RFQ)

\_\_\_\_\_  
Date

Reference No.: \_\_\_\_\_

Solicitation No.: 23-08-745

**Attention: PROCUREMENT SECTION**  
c/o The Chief of Division, General Services Division  
National Home Mortgage Finance Corporation  
3<sup>rd</sup> Floor, Filomena Building,  
104 Amorsolo Street, Legaspi, Village, Makati City

1. Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, we the undersigned offer to supply and deliver the following:

| QTY.   | DESCRIPTION   | UNIT COST | TOTAL COST |
|--------|---|-----------|------------|
|        | Supply and Delivery of:   |           |            |
| 1 unit | Scanner   |           |            |
|        | Specifications:   |           |            |
|        | Duplex Scanner Type: with ADF (Automatic Document Feeder) / Manual Feed   |           |            |
|        | Scanner Speed atleast (A4 Portrait)<br>(Color/Grayscale/Monochrome)   |           |            |
|        | Simplex: atleast 50 ppm (200/300 dpi), Duplex: atleast<br>100 ipm (200/300 dpi)   |           |            |
|        | Image Sensor Type: atleast CIS x 2 (front x 1, back x 1)  |           |            |
|        | Optical Resolution: atleast 600 dpi, Output Resolution<br>(Color / Grayscale / Monochrome): atleast 50 to 600 dpi<br>(adjustable by 1 dpi increments), 1,200 dpi (driver) |           |            |
|        | Dimensions (Width x Depth x Height): minimum of 300<br>x 170 x 163 mm(11.8 x 6.7 x 6.4 inch)  |           |            |

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within the seven (7) / fifteen (15) / thirty (30) day delivery period from receipt of Purchase Order (PO).
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the deadline of submission specified in the RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after the inspection and acceptance of goods delivered.
5. Attached latest/updated copy of the following documents:
- Philgeps Registration Number or Organization Profile
  - Mayors/Business Permit, DTI or Sec Registration
  - Certificate of Registration (BIR Form 2303), Tax Clearance Certificate
  - Omnibus Sworn Statement

**Very truly yours,**

\_\_\_\_\_  
(Signature over printed name)

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone & Fax No.

\_\_\_\_\_  
Email Address