

**REQUEST FOR PROPOSAL / QUOTATION**

RFQ No.: 24-04-071

Gentlemen:

Please quote your latest/lowest price for the items listed below and submit your Quotation, preferably using your company letterhead, to NEA, General Services Division or send to [nea\\_procurement9184@gmail.com](mailto:nea_procurement9184@gmail.com) or fax to **8926-1339** on or before **05:00PM** of **May 10, 2024**

Please be informed that below procurement is subject to existing Government laws and regulations. As such, we would require the lowest complying bidder to submit the below documents which are necessary to effect awarding of contract.

Thank you.

**JOEL O. SOMERA**

Officer-In-Charge, General Services Division

**REFERENCE: Purchase Request No. 24-04-074 / Date: Apr. 23, 2024**      Requisitioner: **HRAD-HRMD**

Item No.	UOM	DESCRIPTION	QTY.	NEA		SUPPLIER'S QUOTE	
				TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT	
1	units	<b>Procurement of Multi-Feed Scanner</b>	3	34,500.00			
		Specifications:					
		Scanner Type : A4 Sheet-fed, one-pass duplex colour					
		Sensor Type : Contact Image Sensor					
		Scanning Method : Fixed carriage & moving document					
		Light Source : RGB LED					
		Optical Resolution : 600 x 600 dpi					
		Output File Format : JPEG, TIFF, PDF, BMP, PNG					
		Supported Paper : Less than A8 size					
		<b>Requirements for submission:</b>					
		1) SIGNED quotation, preferably using this RFQ form or your company's letterhead					
		<b>For the winning supplier, please submit the following:</b>					
		1) PhilGEPS Registration or PhilGEPS Platinum					
		2) Mayor's / Business Permit					
		3) Certificate of Registration (BIR2303)					
		<b>Mode of Procurement:</b> Shopping (Sec. 52.1(b))					
		<b>Reference Number:</b> 10825870					
						<b>TOTAL:</b>	

**PAMELA MAE T. ROCERO**  
 Canvasser

May 06, 2024  
 Date

Signature over printed name with date

Name of Company and Contact No.