

REQUEST FOR QUOTATION

Title of Item to be procured : **SERVICES FOR THE OFF-SITE SCANNING OF UPSE STUDENT JACKETS**

Approved Budget for the Contract : **Php900,000.00**

Date: 16 May 2024
RFQ No.: 2024-05-0018

Company / Business Name : _____

Address: _____

Business/Mayor's Permit No.: _____ **City/Municipality:** _____

TIN# : _____

PhilGEPS Registration Number (required): _____

The **Philippine Center for Economic Development (PCED)**, through its Bids and Award Committee (BAC), intends to procure Scanning Services for the project **SERVICES FOR THE OFF-SITE SCANNING OF UPSE STUDENT JACKETS** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Laarni C. Escresa-Guillermo
Vice-Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email: bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).

Submit your quotation/s duly signed by you or your authorized representative **not later than 20 May 2024 at 12:00PM.**

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

Document
1. Mayor's / Business Permit
2. Philgeps Registration
3. Notarized Omnibus Sworn Statement
4. Income/Business Tax Return
5. Single Largest Completed Contract (SLCC) within the last 3 years, similar to the contract to be bid, and whose value, adjusted to current prices using Philippine Statistics Authority (PSA) consumer price indices, must be at least 50% of the ABC

1. In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
2. Submission of ALL pages of this Request for Quotation is **REQUIRED**.

For any clarification, you may contact us at telephone no. or email address provided.


GERJE P. PALOMA
Head, Bids and Awards Committee Secretariat

INSTRUCTIONS:

*Note: Failure to follow these Instructions will **DISQUALIFY** your entire quotation:*

1. Do not alter the contents of this form in any way.
2. The use of the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations **MUST** be submitted **IN HARD COPIES** addressed to:

Dr. Laarni C. Escresa-Guillermo
Vice-Chairperson, Bids and Award Committee - PCED
UPSEAA Room Library Building, UP School of Economics Diliman, Quezon City 1101

4. Quotations, including documentary requirements, received after the deadline shall not be accepted.
5. **ELECTRONIC SUBMISSION** of bids will **NOT** be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. 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.
7. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing Statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Instructions and Terms and Condition, I/we submit our quotation for the Item/s as follows:

SERVICES FOR THE OFF-SITE SCANNING OF UPSE STUDENT JACKETS					
ITEM #	Description	Quantity	Bidder's Statement of Compliance (Comply / Not Comply)	Unit Cost	Total Cost
1.	UPSE graduate and under graduate student records for the period 1964-2000	Estimated 200,000 pages			
2.	TERMS OF REFERENCE	Bidder's Statement of Compliance (Comply / Not Comply)			
2.1	The period of scanning shall be within three (3) months, commencing on the date NTP is issued to the contractor;				
2.2	<p>The scanning will be done off site, at a location selected by the contractor and duly approved by PCED.</p> <p>The transportation expenses in transferring the print documents to the offsite location and returning these to the original site shall be shouldered by PCED.</p> <p>The security protection and safety of documents delivered shall be the sole responsibility of the contractor.</p> <p>Accounting and proper acknowledgement of these documents shall be made by the contractor;</p>				
2.3	The PCED will prepare a transmittal sheet containing a list of student jackets together with the physical document duly received by the Contractor;				
2.4	The following are the preferred specifications of the outputs: a) Paper size: letter (8.5"x 11"), A4 (8.3" x 11. 7"), maximum size: legal (8.5"x13"); b) If a page has front and back information, it will be considered as two (2) pages; c) Image Output: actual color of material to be scanned; d) File format: searchable pdf/a; and e) Resolution: 300 dpi;				
2.5	Image quality assurance must be performed, ensuring the completeness of pages/images, image rotation, de-skew, and image clarity. Quality assurance also includes completeness and accuracy of encoded metadata;				

2.6	Contractor must be knowledgeable in creating the libraries, document types, and metadata (index fields) in PCED's existing Document Management System (Globodox). Contractor should be able to assist PCED in uploading scanned files to Globodox, including any needed preparations or configurations;	
2.7	After scanning and indexing, the contractor must save the digitized documents in an external hard drive (to be provided by PCED) and upload these individually to the PCED DMS;	
2.8	A weekly quality control will be done by the End User. The digitized files that did not pass the quality control must be re-scanned at no additional cost;	
2.9	Each jacket will be stored as one (1) document and will be assigned the document type student jackets;	
2.10	The contractor will encode the 5 to 10 metadata/index fields to describe each record such as Unit where the student jacket originated, student name (Surname, First Name, Middle Name), student number (1965-00053), Course, Year last enrolled, classification of the student (graduate/undergraduate) among others;	
2.11	The file naming convention to be used is as follows: <Unit>_<Department>_<Student Number>_<Surname, First Letter of First Name > Note: No dash in the student number;	
2.12	The contractor must submit a weekly report for monitoring purposes, indicating the number of scanned documents and number of scanned pages and running total, and total file size;	

3	<p>Additional Requirement:</p> <p>Supplier's Qualification: Must have a Single Largest Completed Contract (SLCC) within the last three (3) years that is similar to the contract to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.</p>	<p>Bidder's Statement of Compliance (Comply/Not Comply)</p>
4	<p>Delivery Period:</p> <p>Within 3 month's, after Conforme of NTP</p>	
5	<p>Place of Delivery:</p> <p>UP School of Economics Building UPSE Auditorium Osmeña corner Guerrero Sts. UP Diliman Quezon City</p>	
6	<p>Terms of Payment:</p> <p>Thru check, At least Fifteen (15) days upon receipt of Delivery Receipt and Sales Invoice for Goods and Service Invoice/Billing Statement for Services and Acceptance by the End-User Unit</p>	

FINANCIAL OFFER:

SERVICES FOR THE OFF-SITE SCANNING OF UPSE STUDENT JACKETS	
<p>Approved Budget for the Contract: (Php900,000.00)</p> <p>(NINE HUNDRED THOUSAND PESOS & 00/100)</p>	<p>Total Offered Quotation: <i>(Inclusive of all taxes and incidental expenses)</i></p>
	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Company/Business Name:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>In Figures:</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es