



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12641957  
**Procuring Entity** CARLOS HILADO MEMORIAL STATE UNIVERSITY  
**Title** Procurement of Document Scanner for Budget and Accounting Section of Finance Management Services Division - Talisay Campus  
**Area of Delivery** Negros Occidental

<b>Solicitation Number:</b>	RFQ 25-646	<b>Status</b>	<b>Pending</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>	Information Technology	<b>Date Published</b>	29/11/2025
<b>Approved Budget for the Contract:</b>	PHP 60,000.00	<b>Last Updated / Time</b>	28/11/2025 11:53 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	03/12/2025 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Rowena De la Vida Prado Administrative Assistant II Mabini Street Talisay City Negros Occidental Philippines 6115 63-34-7120005 Ext.142 63-939-9296624 bac.sec@chmsu.edu.ph		

#### Description

Republic of the Philippines  
 CARLOS HILADO MEMORIAL STATE UNIVERSITY  
 Talisay City, Negros Occidental  
 Mobile Phone Number: (0920) 583 3046  
 bac.sec@chmsu.edu.ph

#### REQUEST FOR QUOTATION

Date: NOVEMBER 26, 2025  
 Quotation No.: 25-646

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

DR. MA RIZA T. MANALO  
 BAC Chairman

#### NOTE:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS

5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION  
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED  
 ITEM ITEM & DESCRIPTION QTY. UNIT UNIT PRICE TOTAL PRICE  
 NO. (Pls. indicate brand offered)  
 1 DOCUMENT SCANNER 2 units  
 Scanner Type: A4 Sheet-fed, one-pass duplex colour scanner  
 Sensor Type: Colour Contact Image Sensor  
 Scanning Method: Fixed carriage and moving document  
 Light Source: RGB LED  
 Optical Resolution: 600 x 600 dpi  
 Output Resolution: 50 - 1,200 dpi (1 dpi increments)  
 Min Document Size: 50.8 x 50.8 mm  
 Max Document Size: 215.9 x 6096 mm  
 Supported Paper Weight: 27 - 413 g/m2 (A8 or less 127 - 413 g/m2)  
 Output File Formats: JPEG, TIFF, Multi-TIFF, PDF, Searchable  
 PDF, BMP, PNG  
 Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX  
 ADF Capacity: 50 sheets (80g/m2)  
 Daily Scan Volume: Up to 5,500 sheets / day  
 Multi-feed Detection: Ultrasonic Sensor and Length Detection  
 one (1) year free service warranty  
 TOTAL

\*\*\*\*\*Nothing Follows\*\*\*\*\*

TOTAL ABC = Php 60,000.00

PROCUREMENT OF DOCUMENT SCANNER FOR ACCOUNTING AND BUDGET SECTION OF FINANCE OFFICE OF TALISAY CAMPUS/M.C.G. PARROCHO (SAO-Finance)

PR# 25-1225-1120 11-20-25

MDS 364-101-25-11 11-20-25

#### Line Items

Item No.	Product/Service Name	Description	Quantity	UDM	Budget (PHP)
1	DOCUMENT SCANNER	Scanner Type: A4 Sheet-fed, one-pass duplex colour scanner Sensor Type: Colour Contact Image Sensor Scanning Method: Fixed carriage and moving document Light Source: RGB LED Optical Resolution: 600 x 600 dpi Output Resol	2	Unit	60,000.00

**Created by** Rowena De la Vida Prado

**Date Created** 28/11/2025

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Talisay City, Negros Occidental  
Mobile Phone Number: (0920) 583 3046  
[bac.sec@chmsu.edu.ph](mailto:bac.sec@chmsu.edu.ph)

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ITEM NO.	ITEM & DESCRIPTION (Pls. indicate brand offered)	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	<b>DOCUMENT SCANNER</b>	2	units		
	Scanner Type: A4 Sheet-fed, one-pass duplex colour scanner				
	Sensor Type: Colour Contact Image Sensor				
	Scanning Method: Fixed carriage and moving document				
	Light Source: RGB LED				
	Optical Resolution: 600 x 600 dpi				
	Output Resolution: 50 - 1,200 dpi (1 dpi increments)				
	Min Document Size: 50.8 x 50.8 mm				
	Max Document Size: 215.9 x 6096 mm				
	Supported Paper Weight: 27 - 413 g/m2 (A8 or less 127 - 413 g/m2)				
	Output File Formats: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG				
	Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX				
	ADF Capacity: 50 sheets (80g/m2)				
	Daily Scan Volume: Up to 5,500 sheets / day				
	Multi-feed Detection: Ultrasonic Sensor and Length Detection				
	one (1) year free service warranty				
	<b>TOTAL</b>				
	***** <b>Nothing Follows</b> *****				
	<b>TOTAL ABC = Php 60,000.00</b>				
	<b>PROCUREMENT OF DOCUMENT SCANNER FOR ACCOUNTING AND BUDGET SECTION OF FINANCE OFFICE OF TALISAY CAMPUS/M.C.G. PARROCHO (SAO-Finance)</b>				
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	MDS 364-101-25-11 11-20-25				

Released (BAC) \_\_\_\_\_  
Returned (Supplier) \_\_\_\_\_

Date By

Printed Name/Signature

Tel. No./Cellphone No.

Date