



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

DOCUMENT SCANNER (PROCUREMENT)

Purchase Request No. 2025-10-2852
Approved Budget for the Contract: ₱ 120,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Document Scanner (Procurement)** to apply the sum of **One Hundred Twenty Thousand Pesos Only (₱ 120,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
2	pcs	Portable Duplex Document Scanner - Capable of Scanning both Sides of Documents in a single pass, Handless Various Paper Sizes (short and long), fast-feed automatic document feeder, optical resolution around 300-600 dpi, USB Connectivity, Compatible with Windows and Mac, and compact for Easy Office Use (DELIVER TO SLSU LUCENA)
2	pcs	Document Scanner Automatic Feeder / Manual Feed Duplex (DELIVER TO SLSU LUCBAN)

1. The quotation-n must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : slsuprourement@slsu.edu.ph

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


MARIDEL C. ZABELLA
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon
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Portable duplex document scanner



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Scanner Type	ADF (Automatic Document Feeder) / Manual Feed, Duplex	
	Auto mode^{*2}	Simplex / Duplex: 40 ppm
	Normal mode	Simplex / Duplex: 40 ppm (Color / Grayscale: 150 dpi, Monochrome: 300 dpi)
Scanning Speed^{*1} (A4 portrait)	Better mode	Simplex / Duplex: 40 ppm (Color / Grayscale: 200 dpi, Monochrome: 400 dpi)
	Best mode	Simplex / Duplex: 40 ppm (Color / Grayscale: 300 dpi, Monochrome: 600 dpi)
	Excellent mode^{*3}	Simplex / Duplex: 10 ppm (Color / Grayscale: 600 dpi, Monochrome: 1,200 dpi)
Scanning Color Mode	Color, Grayscale, Monochrome, Automatic (Color / Grayscale / Monochrome ^{*4} detection)	
Image Sensor	CIS x 2 (Front x 1, Back x 1)	
Light Source	3 color LED (Red / Green / Blue)	
Optical Resolution	600 dpi	

	Normal Scan ^{*5}	Minimum 50.8 x 50.8 mm (2 x 2 in.) Maximum 216 x 360 mm (8.5 x 14.17 in.)
	Document Size	
	Manual Scan ^{*6}	A3, B4, 279 x 432 mm (11 x 17 in.)
	Long Paper Scanning ^{*7}	3,000 mm (863 mm in 32-bit) Smart Device: 863 mm (Duplex), 1,726 mm (Simplex)
Paper Weight (Thickness)		40 to 209 g/m ² (11 to 56 lb) A8 or less: 128 to 209 g/m ² (34 to 56 lb) Cards: 0.76 mm or less (Compliant with the ISO7810 ID-1 type) (Includes embossed cards in landscape orientation)
	ADF Capacity ^{*8}	50 sheets (A4, 80 g/m ² or 20 lb)
Multifeed Detection		Overlap detection (Ultrasonic sensor), Length detection
Interface	USB	USB 3.2 Gen1 / USB 3.1 / USB 3.0 / USB 2.0 / USB 1.1 (Connector Type: Type-B) ^{*9}
	Wi-Fi	IEEE802.11a/b/g/n/ac Frequency band: 2.4 GHz / 5 GHz ^{*10}
	Connection Mode	Access Point Connect Mode (Infrastructure mode) ^{*11} Direct Connect Mode (Ad-hoc mode) ^{*12}
	Security	WEP (64bit / 128bit), WPA (TKIP / AES), WPA2 (AES), WPA-PSK (TKIP / AES), WPA2-PSK (AES)
Wi-Fi Interface	Easy Installation	WPS2.0
	Rated Power (EIRP) (North America)	2.4 GHz: 11b: +23.5dBm / 11g: +22.0dBm / 11n/ac: +22.0dBm (20 / 40MHz) 5 GHz ^{*10} : 11a: +15.5dBm / 11n/ac: +16.5dBm (20MHz)
	Rated Power (EIRP) (Others)	2.4 GHz: 11b: +19.0dBm / 11g: +20.5dBm / 11n/ac: +20.5dBm (20 / 40MHz)

		5 GHz ^{*10} : 11a: +15.5dBm / 11n/ac: +16.5dBm (20MHz)
LCD		4.3 in. color TFT touch screen
Power Requirements		AC 100 to 240 V, 50/60 Hz
Power Consumption	Operating Mode	17 W or less
	Sleep Mode	USB connected: 1.5 W or less Wi-Fi connected: 1.6 W or less
Operating Environment	Temperature	5 to 35 °C (41 to 95 °F)
	Relative Humidity	20 to 80% (Non-condensing)
Environmental Compliance		ENERGY STAR, RoHS
Dimensions (W x D x H)^{*13}		292 x 161 x 152 mm (11.5 x 6.3 x 6.0 in.)
Weight		3.4 kg (7.5 lb)
Driver		ScanSnap specific driver
		Windows: Does not support TWAIN / ISIS™ macOS: Does not support TWAIN
Software^{*14}		ScanSnap Home (for PC) (All-in-one document management software/driver)
		ScanSnap Home (for mobile)
		Kofax Power PDF Standard (Windows) ^{*15}
		Kofax Power PDF Standard for Mac (Mac) ^{*15}
		ABBYY FineReader for ScanSnap™
Included Items		Safety Precautions, AC cable, AC adapter, USB cable, Receipt Guide

System Requirements for PC

Compatible Operating Systems*1**Windows 11 / 10 (32-bit / 64-bit)****ScanSnap Home*4**

Supported

Driver / Applications*2**Kofax Power PDF Standard*5**

Supported

ABBYY FineReader for ScanSnap™

Supported

CPU*6

Intel or Intel-compatible processors

Hardware Requirements*3**Display Resolution**

1,024 × 768 pixels or more

Disk Capacity*7*8

3.8 GB or more of free disk space

System Requirements for Mac**Compatible Operating Systems****macOS Catalina 10.15 or later****ScanSnap Home*3**

Supported

Driver / Applications*1**Kofax Power PDF Standard for Mac*4**

Supported

ABBYY FineReader for ScanSnap™

Supported

CPU*5*6

Intel processor or Apple silicon

Hardware Requirements*2**Display Resolution**

1,024 × 768 pixels or more

Disk Capacity

2.5 GB or more of free disk space