

## REQUEST FOR QUOTATION FOR PORTABLE SCANNERS

RFQ Reference: DFC-IT-2024-018

Issue Date	October 7 2024	Quotations due	October 16 2024
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The Development Finance Corporation kindly requests a detailed quotation for the supply and delivery of the Portable Document Scanners listed below.

Only equipment that meets these specifications will be considered.

<b>Quantity</b>	FIFTEEN
<b>Description</b>	Portable Document Scanner
	<b>Detailed Specifications</b>
	<b>EPSON WorkForce ES-50 Portable Document Scanner</b> <ul style="list-style-type: none"> <li>• Scan Speed: 10 ppm</li> <li>• Connectivity: USB 2.0</li> <li>• Auto Document Feeder: Single-sheet Feed</li> <li>• TWAIN Driver: yes</li> <li>• Create Searchable PDFs: yes</li> <li>• Peak Daily Duty Cycle: 300 pages</li> <li>• Windows/macOS support: yes</li> <li>• Power: USB Powered</li> </ul>

Please include the following in your quotation:

- Detailed Technical Specifications:** Provide specifications for the equipment, including brand, model, and any additional features.
- Pricing:** The price quotation should be an all-inclusive fixed price basis, showing unit prices and total cost for each item in Belize dollars, including any discounts or special offers
- Payment Terms:** Specify the payment terms required or offered for procuring the item(s)
- Quote Validity:** The price quotation must be valid for not less than sixty (60) days after the due date of the Cost Quotation.

5. **Delivery Timeline:** Specify the expected delivery time for the equipment.

**Compliance Statement:**

Vendors must confirm that their products meet the specified requirements. Quotations for equipment that do not meet the defined specifications will not be considered.

**Evaluation Criteria:**

Quotations will be evaluated based on the following criteria:

- Comparison with specifications
- Price
- Warranty and support services
- Delivery time

**Submission**

Please email quotations to [bids@dfcbelize.org](mailto:bids@dfcbelize.org).

Andrew G. Bradley  
Corporate Services Manager  
[andrew.bradley@dfcbelize.org](mailto:andrew.bradley@dfcbelize.org)  
501-610-1578