



Bids and Awards Committee

March 21, 2017

REQUEST FOR QUOTATION
RFQ No. 2017-002

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an Alternative Method of Procurement through Negotiated Procurement for the item stated below, in accordance with Section 53.9 Small Value Procurement of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC herein referred to as “**the Purchaser**”, now requests you to submit price quotation for subject below:

2017 APP Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC), inclusive of VAT
Item II, A-6	201703036	Rental of 1 Unit of Microfilm Reader/Printer with Full Time Operators	P800,000.00

Interested suppliers are required to submit the following eligibility documents:

1. Valid Mayors Permit
2. PhilGEPS Registration Certificate
3. Latest Income/Business Tax Return (for ABC above P500,000.00)
4. Omnibus Sworn Statement (Attachment 1)

SEC Condition of Sale:

1. Delivery Schedule: Fifteen (15) calendar days from receipt of approved PO/NTP.
2. Bid Validity: Sixty (60) calendar days from submission of offer.
3. Delivery Site: Electronic Records Management Department (ERMD), G/F Secretariat Bldg, PICC

Award of contract shall be made to the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures or overwriting shall be valid only if they are duly signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (PQF) (Attachment 2) and eligibility documents is **on or before 3:00 pm of April 3, 2017** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. . Open submission may be done, manually or through Facsimile No. 818-5330. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

The penalty for late deliveries is one tenth of one percent (1/10 of 1%) of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damages reach ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring liability to the affected bidder or bidders.


EMMANUEL Y. ARTIZA
BAC Chairman

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. *Select one, delete the other:*

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management

Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards;
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a. Carefully examine all of the Bidding Documents;
 - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this _____ day of _____, 20____ at _____, Philippines.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____, affiant exhibiting to me his/her _____ (*Government issued ID name, number and validity date*) _____.

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No.
Page No.
Book No.
Series of

Bidder's Representative/Authorized Signatory

[JURAT]

PRICE QUOTATION FORM

Date:

The Bids and Awards Committee
 Securities and Exchange Commission
 c/o The Procurement Division
 3rd Floor, Secretariat Building,
 PICC Complex, Pasay City.

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the items identified below:

2017 APP Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC), inclusive of VAT
C-6	201703036	Rental of 1 Unit of Microfilm Reader/Printer with Full Time Operators (Terms of Reference-Attachment 3)	P800,000.00

Amount in Words: _____ (VAT inclusive)

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Company Name: _____
 Contact No. : _____
 Date : _____

TERMS OF REFERENCE
RENTAL OF 1 UNIT MICROFILM READER/PRINTER MACHINE
WITH FULL TIME OPERATOR

I. SCOPE OF WORK

1. Rental of one (1) Unit of Desktop Universal Microfilm Reader/Printer Machine with the following technical specifications:
 - Screen size: 300mm x 300mm (12"x 12")
 - Print resolution: 400 to 800 dpi.
 - Print speed: 20 sheets per minute per machine
 - Media: Microfiche, Jackets, aperture cards – 16 mm roll film, 16mm cartridges
 - Paper Capacity: 650 sheets/machine
 - Cost per print: should include use of equipment, toner, maintenance, on- site service (excluding paper)
 - Print Method: Laser Electrostatic
 - Developing System: Fine Micro-Toning (Fine MT) System

2. Other services included on the Contract:
 - Free spare parts replacement
 - Free maintenance and service support
 - Free toner, spare parts and all consumables excluding paper
 - Vendor will provide full-time key operator

II. SERVICE COMMITMENT

- The SERVICE PROVIDER will offer an incomparable after deployment commitment. It should have a department whose sole responsibility is to ensure total client satisfaction, rendering services five (5) days a week from Mondays to Fridays, 8:00 AM to 5:00 PM Maintenance.

- Service calls will have a two (2) hours response time Monday to Friday. Monthly preventive maintenance will be carried out once a month which schedule is subject to approval by SEC.

- Vendor will provide a standby service unit to prevent downtime in case the rented machine breaks down.

III. OTHER DETAILS

- Proof of Concept (POC) – The service provider is required to provide a demo unit to SEC to test the capability of the printer to support the SEC requirements for printing/viewing documents from microfilm rolls/microfiche jacket prior to the submission of Bid Documents by prospective bidder. The End User will issue a Certification on the User's Acceptance Testing (UAT) as part of the POC to be conducted by ERMD-ICTD
- Approved Budget for the Contract: EIGHT HUNDRED THOUSAND PESOS (Php800,000.00) Vat inclusive
- The SEC will provide the following for the project:
 - a. A site with adequate air-conditioning of about 5 sq.m. per site subject to visual inspection.
 - b. Necessary lightings and electrical outlets
 - c. Network connection
 - d. Perimeter security for the machine and equipment.