



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2019-SVP-30

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 hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

2019 S-APP	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.10	201906092	Purchase of Digital Copy Printer Machine-Heavy Duty with additional 4-drums (See <b>Attachment 2</b> for Technical Specifications)	<b>Php 520,000.00</b>

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) calendar days upon receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: General Services Division, 3/F Secretariat Building, PICC Complex, Pasay City

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

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

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of October 23, 2019** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually, through Facsimile No. 818-5330, or via email (bacsecretariat@sec.gov.ph).

The penalty for late deliveries is one tenth (1/10) of one (1) percent 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 damage reaches 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 reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

  
**EMMANUEL Y. ARTIZA**  
BAC Chairman

## PRICE QUOTATION FORM

Date: \_\_\_\_\_

The Bids and Awards Committee  
 c/o Procurement Division  
 3<sup>rd</sup> 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 proposal for the items identified below:

Item no.	Article and Descriptions	Qty.	Unit price	Total Price (VAT Inclusive)
1	Purchase of one (1) Unit Digital Copy Printer Machine-Heavy Duty	1 unit	Php _____	Php _____
2	Purchase of four (4) units drums	4 units	Php _____	Php _____
<b>TOTAL</b>			Php _____	Php _____

*\* Note: Bidder is required to submit brochure and toner data (i.e. cost of toner, cost per print, number of print, etc.)*

**AMOUNT IN WORDS:** \_\_\_\_\_ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

## Specification

### I. Project Title

Purchase of Digital Copy Printer Machine – Heavy Duty with additional 4-drums

### II. Requirements

- A. One (1) Unit of Digital Copy Printer Machine – Heavy Duty
- B. Four (4) Units Drum

Note: Bidder is required to submit brochure and toner data (i.e. cost of toner, cost per print, number of print, etc.)

### III. Objective

To purchase a One (1) Unit of Digital Copy Printer Machine – Heavy Duty with additional Four (4) drums to be used for the Securities and Exchange Commission, specifically at the Human Resource and Administrative Department - Printing Service.

### IV. Equipment Specifications

Bidder should be capable of providing one (1) unit, Digital Copy Printer Machine – Heavy Duty, with the following features and capabilities or higher.

Item No.	Digital Copy Printer Machine Minimum Technical Specifications	
<b>I.</b>	<b>GENERAL</b>	
<b>a</b>	<b>Configuration</b>	Digital Desktop
<b>b</b>	<b>Process</b>	Press Roller System, Full Automatic One Drum System
<b>c</b>	<b>Print Speed</b>	Min: 80 – 100 – 130 pages per minute (3 step)
<b>d</b>	<b>Duty Cycle</b>	Min: 300,000 prints per month
<b>e</b>	<b>Resolution</b>	Scanning: 600 x 600 dpi Master Making: 300 x 300 dpi, 300 x 400 dpi
<b>f</b>	<b>Original Type</b>	Sheet, Book
<b>g</b>	<b>Original Size</b>	Exposure Glass Cover: 297 x 432 mm ARDF: 297 x 432 mm
<b>h</b>	<b>Image Position</b>	Vertical: +/- 10 mm Horizontal: +/- 10 mm
<b>i</b>	<b>Reproduction Ratio</b>	141%, 122%, 115%, 100%, 93%, 87%, 82%, 71%
<b>j</b>	<b>Features/Functions</b>	Combine, Shift/erase/marging adjustment (Margin adjustment, Erase border), Colour printing (By replacing colour drum)
<b>k</b>	<b>Image Mode</b>	Letter, Photo, Letter/Photo Auto Separation, Pencil, Tint
<b>l</b>	<b>Printing Area</b>	B4 Drum: 250 x 355 mm
<b>m</b>	<b>Power Source</b>	220 – 240 V, 50/60 Hz

<b>II.</b>	<b>PAPER HANDLING</b>	
<b>a</b>	<b>Paper Feed Capacity</b>	Min: 1,000 sheets
<b>b</b>	<b>Paper Weight</b>	Min: 47.1 – 209.3 g/m3

### V. Approved Budget

1.	One (1) Unit of Digital Copy Printer Machine - Heavy Duty	₱ 300,000.00
2.	Four (4) Units Drum	₱ 220,000.00
	<b>Total</b>	<b>₱ 520,000.00</b>

### VI. Delivery Schedule

Within fifteen (15) days upon receipt of notice to proceed.

#### Place of Delivery:

General Services Division, HRAD  
 Securities and Exchange Commission – Head Office  
 3<sup>rd</sup> Floor Secretariat Building, PICC Complex, Pasay City

### VII. Installation

Installation and commissioning to be performed by winning bidder's certified technical person upon arrival and delivery of equipment.

### VIII. Warranty

- Life Time Preventive Maintenance Agreement should be free of charge.

**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES     )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

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:

1. **Select one, delete the other:**

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