



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2019-SVP-21

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.9	201906085	Supply and Delivery and Installation of Two (2) Units of Colored Printer with Toner Cartridges (See attachment 2 for Technical Specifications)	Php 40,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number

SEC Condition of Sales:

1. Delivery Schedule: Five (5) to Forty-five (45) 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 **5:00 P.M. of July 8, 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
Chairman, BAC

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 c/o 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 proposal for the items identified below:

Item no.	Article and Descriptions	Qty.	Unit price	Total Price (VAT Inclusive)
1	Colored Printer with Toner Cartridges (See attachment 2 for Technical Specifications)	2	Php _____	Php _____

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. : _____

Technical Specifications

Bidder should be capable of providing two (2) units, brand new Colored Printer, with the following features and capabilities or higher:

Item No.	Colored Printer Minimum Technical Specifications	Statement of Compliance
I. MACHINE		
a	Printing Technology	Laser
b	Printing Output	Color
c	Machine Type	Printer / Fax / Copier / Scanner
d	Machine Features	Scan to application, scan to e-mail, scan to folder
e	Document Sizes	A4 (8.3 x 11.7 in) A5 (5.8 x 8.3 in) A6 (4.1 x 5.8 in) Photo (10 x 15 cm) Legal (8.5 x 14 in)
II. PRINTING		
a	Max Printing Resolution	Up to 2400 dpi (mono) / up to 2400 dpi (color)
b	Max Printing Speed	Up to 17 ppm (mono) / up to 4 ppm (color)
c	Max Resolution B/W	2400 dpi
d	Max Resolution Color	2400 dpi
e	Max Printing Speed B/W	17 ppm
f	Mac Printing Speed Color	4 ppm
g	First Print Out Time B/W	16 sec
h	Sound Emission (Operating)	53 dBA
III. COPYING		
a	Max Copying Speed	Up to 17 ppm (mono) / up to 4 ppm (colored)
b	Max Copying Resolution	Up to 600 x 600 dpi (mono) / up to 600 x 400 dpi (color)
c	Max Copying Speed B/W	17 ppm
d	Max Copying Speed Color	4 ppm
e	Max Copying Resolution B/W	600 x 600 dpi

f	Max Copying Resolution Color	600 x 400 dpi	
g	First Copy Out Time B/W	15 sec	
h	Max Document Enlargement	400%	
i	Max Document Reduction	25%	
j	Maximum Copies	99	
k	Copying Features	ID Card Copy	
IV. SCANNING			
a	Optical Resolution	1200 x 1200 dpi	
b	Grayscale Depth	8-bit	
c	Color Depth	24-bit	
d	Scan Element	CIS	
V. FAX			
a	Max Transmission Speed	33.5 Kbps	
b	Total Memory Capacity	500 pages	
c	Fax Resolution	203 x 196 dpi, 203 x 392 dpi, 203 x 98 dpi, 300 x 300 dpi	
VI. CONNECTIVITY			
a	Interface	LAN, USB 2.0, Wi-Fi, AirPrint	
VII. SOFTWARE			
a	Operating System Support	Apple Mac OS X 10.6.8 or later, Linux, MS Windows 7, MS Windows 7 64-bit Edition, MS Windows Server 2003 SP1 or later, MS Windows Server 2008, MS Windows Server 2012, MS Windows Vista, MS Windows Vista (64-bit versions), MS Windows XP 64-bit Edition SP2 or later, MS Windows XP SP2 or later, Windows 8, Windows 8 64-bit	
b	Software Included	Readiris, drivers & utilities	
VIII. MEMORY			
a	Max Supported Memory (RAM)	128 MB	
IX. POWER			
a	Voltage Required	AC 120 V, 60 Hz	
b	Power Consumption Sleep	1.3 Watt	

c	Power Consumption Standby	9.2 Watt	
d	Power Consumption Operational	290 Watt	

Installation

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

Warranty

1. Colored Printer Machine must be covered by a full parts and labor warranty for a period of Twenty-Four (24) months from the date of delivery and installation. (Defects caused by user misuse and abuse are not covered by the warranty)
2. After the warranty period, an on-call or monthly maintenance service agreement may be mutually agreed upon.

I hereby comply with all the above Technical Specifications and Conditions.

Name of Company/Bidder

Signature over Printed Name
of the Representative

Date

Omnibus Sworn Statement

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]