



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2019-SVP-12

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 APP	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.7	201905055	Supply and Delivery of 1 Unit of ID Card Printer for SEC Employees (See attachment 2 for Technical Specifications)	<b>Php 300,000.00</b>

Interested suppliers are required to submit the following documents:

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

SEC Condition of Sales:

1. Delivery Schedule: Five (5) to Forty-five (45) days upon receipt of approved WO/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 June 13, 2019** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330.

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  
 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	Supply and Delivery of 1 Unit of ID Card Printer for SEC Employees (See attachment 2 for Technical Specifications)	1	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. : \_\_\_\_\_

# Specification

## I. Project Title

ID Card Printer for SEC Employees

## II. Requirements

- A. One (1) unit ID Card Printer
- B. One Thousand (1000) pieces CR-80 PVC Card
- C. Full Colored Toner; good for 1000 prints
- D. Retransfer Film; good for 1000 prints
- E. Black Toner; good for 1000 prints

## III. Objective

To purchase an ID Card Printer and produce high quality SEC Identification Card (ID) Information for employees at the Securities and Exchange Commission.

## IV. Equipment Specifications

Bidder should be capable of providing one (1) unit, brand new ID Card Printer, with the following features and capabilities or higher.

Item No.	ID Card Printer Minimum Technical Specifications	
1	Print Mode	Dual-side Printing
2	Print Method	Dye-Sublimation / Resin Thermal Transfer
3	Resolution	At least 300 dots per inch (11.8 dots per mm) resolution, 16.7 million colours / 256 shades per pixel
4	Print Speed	At least 32 seconds per card / Up to 100 cards per hour (YMCK with Transfer)
5	Ink-Ribbons	Full-Colour with two resin black, YMCK, 500 prints
6	Retransfer Film	Clear (1,500 prints)
7	Printer Interface	USB (Ver. 2.0); with Ethernet Connection (10/100Mbps)
8	Software Drivers	Windows: 2000 / XP / Server 2003 / Vista (32&64 bit) / 7 (32&64 bit); Mac OS X v10.4 / v10.5
9	System Requirements	x86 based PC or compatible, Windows 2000, Windows XP, Windows 2003, Windows Vista or Windows 7, 500MHz computer with 265MB of RAM or higher, 500 MB free hard disk space or higher.
10	Card Capacity	Input: at least 100 cards (0.76mm); Output: at least 100 cards (0.76mm)
11	Power Source	Input: 100V - 240V, 50/60Hz
12	Memory	RAM: 16MB

13	Card Type	CR-80 ISO (45mmx56.6mm) PVC <b>Width/Length:</b> 3.370" L x 2.125" W / 85.6mmL x 54mmW <b>Thickness:</b> Print: 0.030" (30 mil) to 0.050" (50 mil) / 0.762mm to 1.27mm
14	Maximum Printable Area	Full Bleed (Real Edge-to-Edge)
15	Card Cleaning	Replaceable Cleaning Roller (included with each print ribbon)

**V. Delivery**

Delivery of Equipment and Consumables (ID Card Printer & Ink/Ribbon) within five (5) days to forty-five (45) days upon receipt of notice to proceed.

**Place of Delivery:**

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

**VI. Installation**

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

**VII. Warranty**

- Equipment (ID Card Printer) 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)
- Lifetime warranty on the print head, regardless of the number of cards printed. (Defects caused by user misuse and abuse are not covered by the warranty)
- After the warranty period, an on-call or monthly maintenance service agreement may be mutually agreed upon.

**VIII. End User Training**

The winning bidder will provide training for the end user, free of charge at a mutually agreed time and place after installation (as needed).

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**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 *[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]*