



Republic of the Philippines  
Department of Finance  
**Securities and Exchange Commission**  
SEC Building, EDSA, Greenhills, Mandaluyong City  
*Bids and Awards Committee*

**REQUEST FOR QUOTATION (RFQ) No. 2016-002**  
**(Direct Contracting)**

February 16, 2016

**MICROIMAGING SALES AND SERVICES, INC.**  
2247 Chino Roces Ave.,  
Makati City

Attention : **MR. MARTIN JEREMY U. CASTRO**  
Director for Operation

Subject : **SUPPLY AND DELIVERY OF PARTS FOR KODAK  
SCANNER MACHINE D990**

Gentlemen:

The Securities and Exchange Commission, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Direct Contracting** for the item/s stated below, in accordance with Section 50(c) of the Revised Implementing Rules and Regulation of Republic Act No. 9184.

The BAC requests you to submit a PRICE PROPOSAL in Philippine Peso (inclusive of VAT) for the subject below:

APP Ref No.	PR No.	Unit	Description
F.3	201602007	10 pcs	DSA Lamp (part no. 912683)

You shall accomplish and submit the duly signed Price Quotation Form (attachment 1) not later than **10:00 A.M. on March 1, 2016** at the Procurement Division, 4<sup>th</sup> Floor, SEC Building. Open submission may be done, manually or through Facsimile Nos. 584-5330.

The required documents are as follows:

1. Omnibus Sworn Statement (attachment 2)
2. Valid Certificate of Exclusive Distributor Agreement from the Principal Supplier
3. Proof of PhilGEPs Registration

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 bids
3. Delivery Site: General Services Division, 4<sup>th</sup> Floor, SEC Building, Mandaluyong City

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 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 any liability to the affected bidder or bidders.

For inquiry, you may call the BAC Secretariat at telephone no. 584-5330.

Very truly yours,

  
**JUSTINA F. CALLANGAN**  
Chairman, BAC

## PRICE QUOTATION FORM

\_\_\_\_\_  
Date

The Bids and Awards Committee  
Securities and Exchange Commission  
SEC Bldg, EDSA, Greenhills, Mandaluyong City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

Item No.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1	DSA Lamp (part no. 912683)	10 units	Php _____	Php _____

**AMOUNT IN WORDS:** \_\_\_\_\_

2. We undertake, if our Quotation or bid is accepted to deliver the above goods Seven (7) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO).
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
5. The above-quoted prices are inclusive of all costs and applicable taxes.

**AUTHORIZED REPRESENTATIVE:**

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

## 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. It 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]