



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

REQUEST FOR QUOTATION No. 2016-004
(Direct Contracting)

February 29, 2016

MESSAGING SOLUTIONS PROVIDER, INC.

MSPI Place 1294 Batangas St.,
Makati City
Tel No.: 844-6774 loc 3808

Attention : **MR. LUISITO G. SANTOS**
VP, Technical Support

Subject : **PREVENTIVE MAINTENANCE OF PITNEY BOWES
DIGITAL MAILING MACHINE WITH MODEL NO.
DM300C**

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 stated below, in accordance with Section 50(c) of the Revised Implementing Rules and Regulations 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
D.4	201602011	1 lot	Preventive Maintenance of Pitney Bowes Digital Mailing Machine with Model No. DM300C for a Period of One (1) Year

You shall accomplish and submit the duly signed Price Quotation Form (attachment 1) not later than **10:00 A.M. on March 14, 2016** at the Procurement Division, 4th 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 Distributorship 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 WO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 4th 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 is our financial proposal for the item identified below:

Item No.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1.	Preventive Maintenance of Pitney Bowes Digital Mailing Machine with Model No. DM300C for a Period of One (1) Year	1 lot	Php _____	Php _____

AMOUNT IN WORDS: _____

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods Fifteen (15) 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]