



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-31

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:

2020 S-APP 01	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. I.I.E.29	202006124	1 Unit	Supply and Delivery of High Speed Scanner for Website <i>Refer to Attachment 2 for Technical Specifications</i>	Php93,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement, with duly notarized Secretary's Certificate for Corporation (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) Calendar days from receipt of approved WO/NTP
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: HRAD, 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 29, 2020** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done manually or through Facsimile No. 8818-5330 or via email at 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 (Php)	Total Price, VAT Inclusive (Php)
1	High Speed Scanner (See Technical Specifications below)	1 Unit	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

Flatbed Specifications

Type:	A4 sheet-fed , one-pass duplex scanner
Scanning Method:	Fixed carriage and moving document
Optical Sensor	4-line colour CCD
Light Source	White LED
Optical Resolution	600 dpi x 600 dpi
Output Resolution	50 dpi - 4800 dpi (1 dpi increments), 7200 dpi, 9600 dpi
Maximum Document Size	215.9mm x 297mm

Flatbed Scanning Speed

Resolution	Colour (24-bit)	Line Speed	Grey (8-bit)	Line Speed	Mono (1-bit)	Line Speed
300 dpi	8.0 sec or less	0.600 msec/line	8.0 sec or less	0.600 msec/line	8.0 sec or less	0.600 msec/line
600 dpi	22 sec or less	1.690 msec/line	22 sec or less	1.690 msec/line	22 sec or less	1.690 msec/line

ADF Specifications

Type	A4 sheet-fed , one-pass duplex scanner
Scanning Method	Fixed carriage and moving document
Optical Sensor	4-line colour CCD
Optical Resolution	600 dpi x 600 dpi
Output Resolution	50 – 1200 dpi (in 1 dpi increments))
Document Size	Min: 100mm x 148mm. Max: 215.9mm x 1016mm
Document Thickness	
All Sizes	50 gsm – 128 gsm
< A6	60 gsm – 190 gsm
Load Orientation	Face up, load from top
Input Tray Capacity	100 sheets (80 gsm)

ADF Scanning Speed

Resolution	Colour (24-bit) Simplex/Duplex	Grey (8-bit) Simplex/Duplex	Mono (1-bit) Simplex/Duplex	Colour (24-bit) Simplex/Duplex	Grey (8-bit) Simplex/Duplex	Mono (1-bit) Simplex/Duplex
200 dpi	25/50	25/50	25/50	40/80	40/80	40/80
300 dpi	25/50	25/50	25/50	40/80	40/80	40/80
600 dpi	4/8	6/12	6/12	8/13	8/16	8/16

Daily Duty Cycle	3,000 pages	4,000 pages
Multi-Feed Detection	Ultrasonic sensor	

Interface

Standard	USB 2.0
Network	Ethernet (with optional network interface panel)

Drivers and Software**Supported OS (Scanner Driver)**

Windows	Windows XP / Vista / 7 / 8 / 8.1 / 10 / Server 2003 / Server 2008 / Server 2012 / Server 2016
Mac	Mac OS X 10.4.11 or later

Electrical Specifications

Rated Voltage	AC 100-240V
Rated Frequency	50~60 Hz

Power Consumption

Operating	Approx. 44.5W
Standby	Approx. 12.0W
Sleep	Approx. 1.6W
Power Off	Approx. 0.4W

Options

Roller Assembly Kit	
Network Interface Panel (2.2" LCD panel)	

I hereby certify to comply with the above technical specifications.

Name of Company/Bidder

Signature over Printed Name
of 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]