



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2022-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:

APP 2021	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.26	2022-03-118	Supply and Delivery of 1 Lot Scanner: Six (6) units of Document Scanner (HRAD) and Two (2) units Heavy Duty Scanner (FMD) for SEC Head Office <i>(Refer to Attachments 2 for the Minimum Technical Specifications)</i>	Php 500,000.00

Interested suppliers are required to submit the following documents:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income Tax/ Business Tax Return
4. Omnibus Sworn Statement (See Attachment 3)
Unauthorized omnibus sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No.09-2020

SEC Condition of Sales:

1. Delivery Schedule: Within thirty (30) calendar days upon receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City

Award of contract shall be made to the bidder with the Highest Rated and Responsive Bid 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 March 30, 2022 (Friday)** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually, through Facsimile No. 8818-5330, 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 until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate 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.


ARMANDO A. PAN JR.
BAC Chairman

Attachment 1**PRICE QUOTATION
FORM RFQ No. No. 2022-SVP-31**

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	Supply and Delivery of the following Scanner: <ul style="list-style-type: none">• Six (6) units of Document Scanner• Two (2) units Heavy Duty Scanner <i>(Refer to Attachments 2 for the Technical Specifications)</i>	1 Lot	Php _____ Php _____	Php _____ Php _____
TOTAL				Php _____

AMOUNT IN WORDS:_____
(VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Date : _____
Company Name : _____
Contact no. : _____

TERMS OF REFERENCE**I. Project Title**

Supply and Delivery of Six (6) units of Document Scanner (HRAD) and Two (2) units Heavy Duty Scanner (FMD) for SEC Head Office

II. Requirements

- A. Six (6) units of Document Scanner for HRAD
- B. Two (2) units of Heavy-Duty Scanner for FMD

III. Objective

To supply and deliver Six (6) units of Document Scanner, to be used by the Human Resource and Administrative Department

IV. Product Specifications

- A. Bidder should be capable of providing Six (6) units of Document Scanner (HRAD) and Two (2) units Heavy Duty Scanner (FMD), with the following features and capabilities or higher.

Item No.	Minimum Product Specification	
1	Type	Flat Bed Color Image Scanner
2	Scanning Method	Fixed document and moving carriage
3	Optical Sensor	4-line color CCD
4	Light Source	White LED
5	Optical Resolution	1200 dpi x 1200 dpi
6	Document Size	A4, Short and Long Bond Paper
7	Scan Speed	80 ipm
8	Automatic Document Feeder	Yes
9	Network Connectivity	Yes

- B. Bidder should be capable of providing Two (2) units of Heavy-Duty Scanner for FMD, with the following features and capabilities or higher.

Item No.	Minimum Product Specification	
1	Type	Sheet-fed
2	Scanning Method	One pass duplex color scanner
3	Optical Sensor	600 dpi/ 1-line CISM
4	Light Source	Three-color RGB LED
5	Optical Resolution	600 dpi
6	Document Size	A4, Short and Long Bond Paper
7	Scan Speed	130 ipm
8	Automatic Document Feeder	Yes
9	Network Connectivity	Yes

V. Support Service

- A. The bidder must maintain local parts and services facility. The bidder must carry sufficient inventory to cover parts and services within. Further, the bidder shall have factory trained service representative to furnish all installation, test and start-up supervision necessary for final approval and acceptances well as perform maintenance and repairs on all components as required.
- B. The bidder must have branches/service centers in close proximity of the Head Office.
- C. The bidder must provide eight (8) business/office hours per five (5) days (Monday-Friday) technical support.
- D. Technical Support response and resolution time are as follows:
 - 1. Within one (1) hour upon receipt of notice, either via phone or email.
 - 2. For onsite support, the Bidder must attend to and repair/replace the defective component within three (3) business days.
 - 3. Must provide ticket for each technical request or issues and must provide status report until resolution.

VI. Delivery Schedule

Delivery of Six (6) units of Document Scanner (HRAD) and Two (2) units Heavy Duty Scanner (FMD), within sixty (60) days upon receipt of notice to proceed.

Securities and Exchange Commission - Human Resource and Administrative Department, 3rd Floor Secretariat Building, PICC Complex, Pasay City

VII. Evidence, Verification and Quality Assurance

Bidder must submit a Proof-of-concept (POC) or conduct a Product Demonstration or any equivalent form of trial/testing to the BAC and End-user during the post-qualification for verification of the product specification and quality.

I hereby certify to comply with the above Technical Specifications

AUTHORIZED REPRESENTATIVE:

Signature	:	_____
Printed Name	:	_____
Date	:	_____
Company Name	:	_____
Contact no.	:	_____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____
) S.S.

AFFIDAVIT

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 or authorized representative of [Name of Bidder] with office address at [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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

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:] The owner or sole proprietor is 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 and members 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]