

**Bids and Awards Committee**

**REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-22**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement-(Re-posting)** 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 2022	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. II.G.17	202202080	11	Supply and Delivery of 11 units of POS Slip Printers of (2 units for SEC Main and 9 units for SEC-Extension Offices) (Terms of Reference- attachment II)	Php 368,500.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (See Attachment IV)  
Un-notarized Omnibus Sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPPB Resolution No. 09-2020
4. Authority of Signatory (See Attachment V)

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) Calendar days from receipt of approved NTP/PO
2. Validity: Thirty (30) calendar days from submission of bid
3. Delivery Site: G/F Secretariat Bldg., 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 July 21, 2022** at the Procurement Division, 7<sup>th</sup> Floor SEC Headquarters, Makati Avenue, Salcedo Village, Brgy. Bel-Air Makati City. Open submission may be done manually or through 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.

  
**ARMANDO A. PAN, Jr.**  
Chairman, BAC

**PRICE QUOTATION FORM**  
**RFQ No. 2021-SVP-22**

Date: \_\_\_\_\_

The Bids and Awards Committee  
 c/o Procurement Division  
 7<sup>th</sup> Floor SEC Headquarters, 7907  
 Makati Avenue, Salcedo Village,  
 Brgy. Bel-Air, Makati 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 11 units of POS Slip Printers of (2 units for SEC Main and 9 units for SEC-Extension Offices)	11	P _____	P _____
<b>TOTAL</b>				Php _____

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

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 PhilGEPS Registration Number : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project sites

Item Number	Description	Qty	Delivery Date
1	Supply and Delivery of 11 units of POS Slip Printers of (2 units for SEC Main and 9 units for SEC-Extension Offices)	11	Within 15 calendar days
2	Warranty: 1-year Full parts and labor		
3	Original Brochure of the product being offered		

**Delivery Place:**

I certify to comply and deliver the above requirements within 15 calendar days upon receipt of the approved Purchase Order.

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
Printed Name : \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

**POS Slip Printers – 11 units (2 units for SEC Main and 9 units for SEC – EOs)**

Item No	Description	Statement of Compliance
<b>I. SCOPE OF WORK</b>	<b>POS Slip Printers – 11 units (2 units for SEC Main and 9 units for SEC – EOs)</b>	
<b>II. Printer Features</b>	<b>Printer Type:</b> Slip Printer	
	<b>Print Method:</b> 9-pin, serial impact dot matrix	
	<b>Column Capacity:</b> 88 / 66 Column	
	<b>Character size:</b> 1.3 (W) x 3.1 (H) / 1.6 (W)	
	<b>Character Set:</b> 95 Alphanumeric; 32 International; 128 x 9 Graphic	
	<b>Print Speed:</b> 311 / 233 cps	
	<b>Interface:</b> Serial	
	<b>Paper Dimensions:</b> 70(W) x 70(L) to 210 (W) x 297 (L)	
	<b>Paper Thickness:</b> 0.09 to 0.33 mm	
	<b>Copy capacity:</b> One original and four copies	
	<b>Ink Ribbon:</b> (Purple, Black)	
	<b>Ribbon Life:</b> 4.5x106 characters	
	<b>EMC Standards:</b> VCCI class A, FCC class A, CE marketing, AS/NZS 3548 class B	
	<b>Safety Standards:</b> UL/CSA/TUV (EN60950)	
	<b>Warranty:</b> One (1) year	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_

**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]*

**AUTHORITY OF SIGNATORY  
(For Corporation)**

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at \_\_\_\_\_, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, any of the following **whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment**, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID SIGNATURE PRESENTED	WITH SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

PRINTED NAME/SIGNATURE  
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

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