



Bids and Awards Committee

**REQUEST FOR QUOTATION (RFQ) No. 2018- 038**

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 items 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 Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
APP Item II c-8	201811216-IAPP	Rental of 1 unit of Microfilm Reader Printer Machine with full time operator  (Terms of Reference- attachment 1)	<b>Php 800,000.00</b>

Interested suppliers are required to submit the following Eligibility documents:

1. *Valid Mayor's Permit*
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *Omnibus Sworn Statement (attachment 2)*

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: Information and Communications Technology Department (ICTD), G/F Secretariat Bldg, PICC*

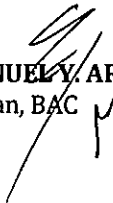
Award of contract shall be made to the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

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 3) and eligibility documents is not later than **10:00 A.M. of November 27, 2018** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

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



**TERMS OF REFERENCE**  
**RENTAL OF 1 UNIT MICROFILM READER/PRINTER MACHINE**  
**WITH FULL TIME OPERATOR**

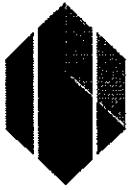
**I. SCOPE OF WORK**

1. Rental of one (1) Unit of Desktop Universal Microfilm Reader/Printer Machine with the following technical specifications:
  - Screen size: 300mm x 300mm (12"x 12")
  - Print resolution: 400 to 800 dpi.
  - Print speed: 20 sheets per minute per machine
  - Media: Microfiche, Jackets, aperture cards - 16 mm roll film, 16mm cartridges
  - Paper Capacity: 650 sheets/machine
  - Cost per print: should include use of equipment, toner, maintenance, on- site service (excluding paper)
  - Print Method: Laser Electrostatic
  - Developing System: Fine Micro-Toning (Fine MT) System
  
2. Other services included on the Contract:
  - Free spare parts replacement
  - Free maintenance and service support
  - Free toner, spare parts and all consumables excluding paper
  - Vendor will provide full-time key operator

**II. SERVICE COMMITMENT**

- The SERVICE PROVIDER will offer an incomparable after deployment commitment. It should have a department whose sole responsibility is to ensure total client satisfaction, rendering services five (5) days a week from Mondays to Fridays, 8:00 AM to 5:00 PM Maintenance.
  
- Service calls will have a two (2) hours response time Monday to Friday. Monthly preventive maintenance will be carried out once a month which schedule is subject to approval by SEC.
  
- Vendor will provide a standby service unit to prevent downtime in case the rented machine breaks down.

A handwritten signature in black ink, consisting of a stylized, cursive script.



**Securities and  
Exchange  
Commission**  
PHILIPPINES

### III. OTHER DETAILS

- Proof of Concept (POC) – The service provider is required to provide a demo unit to SEC to test the capability of the printer to support the SEC requirements for printing/viewing documents from microfilm rolls/microfiche jacket after the submission of Bid Documents by prospective bidder. The End User will issue a Certification on the User's Acceptance Testing (UAT) as part of the POC to be conducted by ERMD-ICTD. The Certification shall be attached as part of the post qualification documents.
- Approved Budget for the Contract: EIGHT HUNDRED THOUSAND PESOS (Php800,000.00) Vat inclusive
- The SEC will provide the following for the project:
  - a. A site with adequate air-conditioning of about 5 sq.m. per site subject to visual inspection.
  - b. Necessary lightings and electrical outlets
  - c. Network connection
  - d. Perimeter security for the machine and equipment.

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**Omnibus Sworn Statement**


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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]*

**PRICE QUOTATION FORM**

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

The Bids and Awards Committee  
 c/o Procurement Division  
 3<sup>rd</sup> 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 quotation for the item/s identified below:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	Rental of 1 unit of Microfilm Reader Printer Machine with full time operator (Terms of Reference Attachment 3)	1	P 800,000.00	P800,000.00

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

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. : \_\_\_\_\_