



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-062 (Shopping)

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Shopping** for the lot below in accordance with Section 52 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot	Description	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
1	Supply, Delivery and Installation of Two (2) Units Ready-to-use Printer with additional Six (6) Sets of Original Ink for the SEC Tacloban Extension Offices <i>See Annex 1 for Technical Specifications</i>	Within thirty (30) calendar days upon receipt of approved PO/NTP.	Php 39,056.00

Delivery Place: The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City.

Interested suppliers are required to submit **Price Quotation (use Attachment 1)** on or before the deadline.

Only the awardee shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit; and
2. PhilGEPS Registration Number;

Note:

Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.

Other terms and conditions are stated under Attachment 3 which forms part of this RFQ.

Submission of duly signed Price Quotation Form and other documents shall not later than **12:00 N.N of July 07, 2023 (Friday)** at the Procurement Division, 7F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, Makati City. Submission may be done electronically or via email (jnnuada@sec.gov.ph).

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
/jnn

PRICE QUOTATION FORM
AMP No. 2023-062 (Shopping)

Date: _____

THE BIDS AND AWARDS COMMITTEE
 c/o PROCUREMENT DIVISION
 7th Floor, The SEC Headquarters, 7907
 Makati Avenue, Salcedo Village, 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 lot identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	lot	Supply, Delivery and Installation of Two(2) Units Ready-to-use Printer with additional Six (6) Sts of Original Ink for the SEC Tacloban Extension Office <i>See Annex 1 for Technical Specifications, which forms part of the quotation.</i>	P _____	P _____
		Brand and/or Model being offered (if applicable) (please indicate) _____ Please submit product brochure		
TOTAL				P _____

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: _____

Company Name: _____

Contact Number: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s which shall be in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Quotation (for consulting services).
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the accepted technical proposal and specified in the Notice of Award.
8. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.
9. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the LCRQ.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed for day of delay. The SEC shall rescind the contract once the commutative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Annex 1

Supply, Delivery and Installation of 2 unit All-in-one (Multifunction) Printer Branded for SEC Tacloban Extension Office		
	Minimum Specifications	Statement of Compliance
Printing		
Printer Type	Print, Scan, Copy, Fax with ADF	
Print Speed: Memo, A4 - Black Memo, A4 - Color	33.0 ppm 15.0 ppm	
Print Quality (best):	Standard 1200 dpi	
Print Technology:	Piezoelectric Print head	
Ink Capacity:	Black Ink Bottle – 4500 pages Cyan Ink Bottle – 7500 pages Magenta Ink Bottle – 7500 pages Yellow Ink Bottle – 7500 pages	
Paper Feed Method	Friction Feed	
Number of Paper Trays	1	
Paper Hold Capacity	Input Capacity <ul style="list-style-type: none"> • Up to 100 sheets of Plain Paper (80 g/m²) • Up to 20 sheets of Premium Glossy Photo Paper Output Capacity <ul style="list-style-type: none"> • Up to 30 sheets of Plain Paper (80 g/m²) • Up to 20 sheets of Premium Glossy Photo Paper 	
Media sizes supported:	Letter, Legal, A4, A5, A6, Envelopes: #10	
Mobile and Cloud Printing	Capable	
Operating System:	All current windows, MAC OS X Version 10.8 or later	
Languages:	ESC/P-R, ESC/P Raster	
Scanning		
Scanner Type	Flatbed color image scanner	
Sensor Type	CIS	
Optical Resolution	1200 x 2400 dpi	
Copying		
Copy Speed, A4 (Black / Color)	Up to 7.7 ipm / 3.8 ipm	
Maximum Copy Resolution	600 x 600 dpi	
Maximum Copy Size	Legal	
Fax Function		
Type of Fax	Walk-up Black-and-white and Color Fax Capability	
Receive Memory / Page Memory	1.1 MB, Page memory up to 100 pages	
Fax Speed (Data Transfer Rate)	Up to 33.6 kbps, Approx. 3 sec/page	
Fax Resolution	Up to 200 x 200 dp	
ADF Function		
Paper Capacity	30 sheets (A4 Paper), 10 sheets (Legal)	
Support Paper Thickness	64-95 g/m ²	
Other Features/Requirements		
Connectivity:	USB 2.0, Ethernet, Wi-Fi IEEE 802.11b/g/n, Wi-Fi Direct	

Annex 1

Consumables included	1 set of Initial and 6 set of Ink bottle (black, cyan, magenta and yellow)	
Warranty:	1-year standard warranty	

Conforme:

Signature over Printed Name : _____
Position/Designation : _____
Contact Details : _____