

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of quotations for the following requirements in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Supply, Delivery, and Installation of One (1) Brand New Digital Duplicator Machine and Fifty (50) Cartridges Consumables for the SEC Headquarters <i>See Annex B for Technical Specifications</i>	1 lot	Php 450,000.00

Mode of Procurement	Negotiated Procurement – Small Value Procurement (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)				
Reference Number	AMP No. 2024-051				
Procurement Schedules	<table> <tr> <td>Advertisement</td> <td>08 May 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>15 May 2024 5:00 P.M.</td> </tr> </table>	Advertisement	08 May 2024	Deadline to Submit Quotation	15 May 2024 5:00 P.M.
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Submission of Quotation	<p>Manual Procurement Unit, 7th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.</p> <p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><i>Name of the Bidder</i> <i>Address of the Bidder</i> <i>Contact Information</i> <i>The Project (see Description Above) and Reference Number</i> <i>Deadline to Submit Quotation</i></p> <p>Electronic Electronic submission shall be made through email at fpbaluyot@sec.gov.ph</p>				

Delivery Period	Within thirty (30) calendar days from the issuance of Purchase Order/Notice to Proceed
Delivery Place	The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A); and
2. **Technical Specifications** (use Annex B)

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.

The bidder with the single or lowest calculated and responsive quotation, or 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;
2. PhilGEPS Registration Number; and
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney *[for projects with ABC above Php 50,000.00]*.

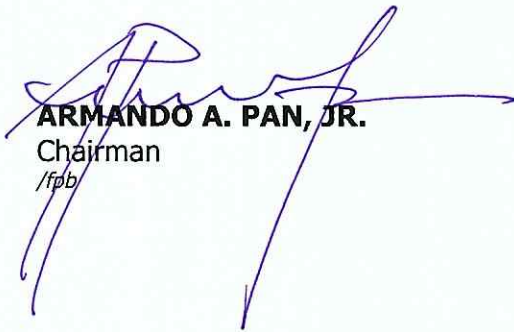
Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link: <https://www.sec.gov.ph/procurement/prescribed-templates/>.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.
3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
7. 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.
8. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. 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.

10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.



ARMANDO A. PAN, JR.
Chairman
/fpp

PRICE QUOTATION FORM
Reference No. AMP No. 2024-051

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE
 Procurement Unit, 7/F The SEC Headquarters
 7907 Makati Ave., Salcedo Village, Barangay 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:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	1 unit	Brand New Digital Duplicator Machine	Php _____	Php _____
	50 units	Cartridges Consumables Compatible with the Digital Duplicator Machines	Php _____	Php _____
<i>See Annex B for Technical Specifications</i>			TOTAL	Php _____

AMOUNT IN WORDS:

Brand and/or Model of the item being Offered:

Brand New Digital Duplicator Machine - _____

(If the Offer has no brand and/or Model, attach in the Quotation proof of offer, in the form of brochure, unamended sales literature, or any equivalent document.)

The above-quoted price is inclusive of all costs and applicable taxes. **In case of discrepancy between the amount in figures and the amount in words, the latter shall prevail.**

Very truly yours,

Authorized Representative

Signature : _____
 Printed Name : _____
 Company Name : _____
 Contact Number : _____
 e-Mail Address : _____

TECHNICAL SPECIFICATIONS

Product's General Description	Supply, Delivery, and Installation of One (1) Brand New Digital Duplicator Machine and Fifty (50) Cartridges Consumables for the SEC Headquarters	
Technical Requirements	Configuration	Desktop
	Print Speed	80-130 sheets per minute
	Duty Cycle	Min.: 300,000 prints per month
	Resolution	Scanning: 600 x 600 dpi
		Master making: 300 x 300 dpi, 300 x 400 dpi(Fine Mode)
	Original Type	Sheet Book
	Original Size	Exposure glass cover: 297 x 432 mm
	Image Position	Vertical: +/- 10mm
		Horizontal : +/- 10mm
	Reproduction ratio	141%, 122%, 115%, 100%, 93%, 87%, 82%, 71%
	Features/Functions	Combine, Shift/erase/margin adjustment(Margin, adjustment, Erase border), Colour printing(by replacing colour drum)
	Image Mood	Letter, Photo, Letter/photo auto separation, Pencil, Tint
	Printing Area	B4 drum: 250 x 355mm
	Power Source	220- 240 V, 50/60 Hz
	PAPER HANDLING	
	Paper feed table capacity	min: 1,000 sheets
	Paper delivery table capacity	min: 1,000 sheets
Paper Weight	47.1 - 209.3 g/m2	
Cartridges Consumables (50)	10-Black, 10-Green, 10-Blue, 10-Yellow, 10-Red	
Intended Application	For Printing and Copying of Certificates	
Packaging	Manufacturer's Standard	
Marking and Labelling	Manufacturer's Standard	
Warranty	Lifetime Preventive Maintenance Agreement should be free of charge	
Green Specifications	Complying with the standards of Electronic Product Environmental Assessment tool Packaging should be made of recycled or environment-friendly materials	
Evidence and Verification	A sample or brochure of Digital Copier Machine being offered shall be submitted to BAC to verify technical specifications	