

**REPUBLIC OF THE PHILIPPINES
PROCUREMENT SERVICE**

August 15, 2019

REQUEST FOR QUOTATION

**Supply and Delivery of Various Printers for the 30th Southeast Asian (SEA) Games
for the Philippine Sports Commission (PSC)**

AMP NO. 19-017-1

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Proposal Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Lot	Item No.	Quantity	Item/Description	Approved Budget for the Contract
1	1	5 units	Heavy Duty Copier	
	2	5 units	Admin Network Printer	
	3	5 units	Desktop Printer Color	

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **August 23, 2019 at 10:00AM.**

Proposals shall be submitted at the address indicated below:

Procurement Division 1
2nd Floor, PS Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Requests for Quotations which deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The Price Proposal Forms, however, should be submitted in separate envelopes. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required may be sent electronically to *pd1@ps-philgeps.gov.ph*. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.

(SGD.)
ENGR. ROSANA D. YAMBAO
Chairperson, SBAC

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annex A) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, before issuance of Notice of Award or prior to payment:

- 1. Mayor's Permit for the year 2019;*
- 2. PhilGEPS Registration Number;*
- 3. Income Tax Return 2018; and*
- 4. Omnibus Sworn Statement (ANNEX "B"); and*
- 5. Product Brochure which must be in English.*

PhilGEPS Platinum Registration Certificate may be submitted in lieu of Items 1 and 2 documents.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.

SCHEDULE OF REQUIREMENTS

Lot	Item No.	Quantity	Item/Description	Agency's Delivery Schedule
1	1	5 units	Heavy Duty Copier	Within thirty (30) Calendar Days upon receipt of Purchase Order
	2	5 units	Admin Network Printer	
	3	5 units	Desktop Printer Color	

Delivery Site:

Philippine Sports Commission
 Rizal Memorial Sports Complex, Pablo de ocampo Sr. St.
 Malate, Metro Manila

Contact person:

Erwin Guillermo
 PSC Property Office
erwin.guillermo@2019seagames.com
 +63919-999-6580

I hereby commit to deliver the required quality and quantities upon receipt of the Purchase Order as indicated above

Name of Company

**Signature Over
 Printed Name of
 Authorized
 Representative**

Date

TECHNICAL SPECIFICATIONS

Item No. 1	:	Heavy Duty Copier
QUANTITY	:	5 Units
APPOVED BUDGET PER UNIT	:	Php 90,000.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 450,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Brand and Model being Offered:	
TYPE: Desktop or Free-standing, (Reader-Printer Combined)	
MAXIMUM ORIGINAL SIZE:A3	
COPY SIZES:Cassette 1,3 and 4: A3, A4, A4R, A5R	
CUSTOM SIZE: 139.7 to 297mm x 182 to 432mm	
CASSETTE 2: A3, A4, A4R, A5R, Envelope (with optional Envelope Feeder Attachment-D1)	
STACK BYPASS: A3, A4, A4R, A5R, Envelopes	
CUSTOM SIZE: 99 to 297mm x 148 to 432 mm	
RESOLUTION: Reading: 600dpi × 600dpi	
COPYING: 600dpi × 600dpi	
PRINTING: 600dpi × 600dpi, 1200dpi x 1200dpi,	
Copy/Print Speed	
A4: Minimum 25ppm (BW)	
Memory: Minimum 2 GB	
Multiple copies/Prints: Up to 999 copies	
Magnification: 25-400% (1 %increment)	
Warranty: one (1) year	

Item No. 2	:	Admin Network Printer
QUANTITY	:	5 Units
APPOVED BUDGET PER UNIT	:	Php 56,000.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 280,000.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE												
Brand and Model being Offered:													
<table border="1"> <tr> <td>FUNCTIONS: Print, copy, scan, fax</td> </tr> <tr> <td>PRINT SPEED, BLACK (NORMAL): minimum 25ppm</td> </tr> <tr> <td>RESOLUTION (BLACK/COLOR):600 x 600 dpi, Up to 1200 x 600 enhanced dpi</td> </tr> <tr> <td>PRINT TECHNOLOGY: Laser</td> </tr> <tr> <td>PAPER TRAYS, STANDARD:2</td> </tr> <tr> <td>PAPER TRAYS, MAXIMUM:3</td> </tr> <tr> <td>CONNECTIVITY, STANDARD:Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000</td> </tr> <tr> <td>NETWORK READY:Standard (built-in Gigabit Ethernet)</td> </tr> <tr> <td>PORTS:1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000 Base-TX; 1 Easy-access USB</td> </tr> <tr> <td>Compatibility Operating Systems:Windows OS compatible; Windows XP,7,8,10</td> </tr> <tr> <td>Memory, Standard: 256MB</td> </tr> <tr> <td>Warranty: one(1) year</td> </tr> </table>	FUNCTIONS: Print, copy, scan, fax	PRINT SPEED, BLACK (NORMAL): minimum 25ppm	RESOLUTION (BLACK/COLOR):600 x 600 dpi, Up to 1200 x 600 enhanced dpi	PRINT TECHNOLOGY: Laser	PAPER TRAYS, STANDARD:2	PAPER TRAYS, MAXIMUM:3	CONNECTIVITY, STANDARD:Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000	NETWORK READY:Standard (built-in Gigabit Ethernet)	PORTS:1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000 Base-TX; 1 Easy-access USB	Compatibility Operating Systems:Windows OS compatible; Windows XP,7,8,10	Memory, Standard: 256MB	Warranty: one(1) year	
FUNCTIONS: Print, copy, scan, fax													
PRINT SPEED, BLACK (NORMAL): minimum 25ppm													
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PRINT TECHNOLOGY: Laser													
PAPER TRAYS, STANDARD:2													
PAPER TRAYS, MAXIMUM:3													
CONNECTIVITY, STANDARD:Hi-Speed USB 2.0 port; built-in Gigabit Ethernet 10/100/1000													
NETWORK READY:Standard (built-in Gigabit Ethernet)													
PORTS:1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000 Base-TX; 1 Easy-access USB													
Compatibility Operating Systems:Windows OS compatible; Windows XP,7,8,10													
Memory, Standard: 256MB													
Warranty: one(1) year													

Item No. 3	:	Desktop Printer Color
QUANTITY	:	5 Units
APPOVED BUDGET PER UNIT	:	Php 43,700.00
APPROVED BUDGET FOR THE CONTRACT	:	Php 218,500.00

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Brand and Model being Offered:	
FUNCTIONS: Print	
PRINTER TYPE: Laser Printer	
PRINT SPEED: Up to 30ppm	
PAPER TYPE: Plain Paper, Letterhead, Coloured Paper, Thin Paper, Recycled Paper	
PAPER SIZE: A4, Letter, A5, A5(Long Edge), A6, Executive, Legal, Folio, Mexico Legal	
MAXIMUM PAPER CAPACITY: Up to 250 sheets RESOLUTION: 600 x 600 dpi, 2,400 dpi class (2400 x 600) quality	
LAN: 10Base-T/100Base-TX/1000Base-T	
WIRELESS LAN: IEEE 802.11b/g/n, IEEE 802.11g/n MEMORY CAPACITY: 1 GB	
Warranty: 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 or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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Price Proposal Form

Date: _____

AMP No. 19-017-1

The Chairman, Special Bids and Awards Committee
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Sir:

Having examined the Request for Quotation No. _____, which includes the technical specifications and delivery schedule, the receipt of which is hereby duly acknowledged, the undersigned, offer to **Supply and Delivery of Various Printers** in conformity with the said Request for Quotation for the sums stated hereunder:

Lot	Item No.	QUANTITY	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	5 Units	Heavy Duty Copier	P	P
	2	5 Units	Admin Network Printer	P	P
	3	5 Units	Desktop Printer Color	P	P
	Total Price Proposal				P

TOTAL PRICE IN WORDS:**Item 1:** _____

Item 2: _____

Item 3: _____

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specifications and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this [date]

(signature)

[name of authorized rep]

[capacity]

Duly authorized to sign Proposal for and on behalf of:

[name of company]

[address]

[official contact number]

Omnibus Sworn Statement

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;
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 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. [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. [Name of Bidder] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS SBAC and PS notices may be transmitted.

Telephone No/s.: _____
Fax No/s.: _____
E-mail Add/s.: _____
Mobile No.: _____

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

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s exhibited to me his/her [insert type of government identification card used*], with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.