



Philippine Economic Zone Authority

RFQ No.

2019-11-0066

Date

26 November 2019

REQUEST FOR QUOTATION (Alternative Mode – Small Value Procurement)

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative Mode – Small Value Procurement** in accordance with Sec. 53.9 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Procurement of Biometric Fingerprint Machines
Technical Specifications/Description	Attached Annex "A"
Approved Budget for the Contract (ABC)	PhP1,000,000.00
Deadline of Submission of Quotation	03 December 2019

Interested appraisers may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 5Floor, PNOG Bldg.5, DOE-PNOG Complex, Energy Center, Rizal Drive, BGC, Taguig City.

Bidders must submit sealed quotation/s in the address given above together with the following documentary requirements:

- 1) PhilGEPS Registration Number;
- 2) Valid and Current Mayor's / Business Permit 2019; and
- 3) Omnibus Sworn Statement (OSS)
- 4) BIR eFPS, Quarterly Income Tax Return (ITR)-(previous 2 quarters, BIR Form No. 1701Q); and
- 5) BIR eFPS, Monthly VAT Declaration (last 6mos, BIR Form No. 2550-M)

Award of contract shall be given to the lowest calculated bidder which complies with the technical specifications (Annex A) and General Terms and Conditions (Annex B).

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 5513451 local 200 or 5513429.


TERESO O. PANGA
BAC, Chair

Annex "A"
PRICE QUOTATION FORM
 (Financial Bid)

DDG TERESO O. PANGA

Chairperson, Bids and Awards Committee
 Philippine Economic Zone Authority (PEZA)
 5Floor, PNOB Bldg.5, DOE-PNOB Complex, Energy Center
 Rizal Drive, BGC, Taguig City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Item	Quantity	REQUIREMENTS	Bid Price (PhP)	
1	46	BIOMETRIC TERMINAL		
		Fingerprint capacity		At least 3,000 fingerprint templates
		Transaction Capacity		At least 100,000 transaction records
		Standard Features		Work code, SMS, DLST, self service Query, Automatic Status Switch, anti-pass back
		Additional Features		ID/proximity card, Extensible barcode, Web-server, SOAP, 9 digit user ID, Wi-Fi, GPRS
		LCD display		3" Color TFT Screen
		Language		Multi language support
		Communication port		RS232/485, TC/IP, USB-CLIENT, USB HOST
		Power supply		12 v DC 3A , auto volts
		Reserve Powerpack		At least 4 hours built-in battery back up
		Terminal Management Software		3 years subscription for Time and Attendance Software
		FEATURES: Time and Attendance Software		Features (See appendix 1) CSC Form 48 Compliant DTR report
		Training and Orientation		Software and hardware Administration training for 4 pax
Warranty	2 years warranty - Parts and Services 2 year- On-site			
2	5	BIOMETRIC TERMINAL		
		Fingerprint capacity		At least 4,000 fingerprint templates

	Face Capacity	At least 3,000 Face templates	
	ID Card Capacity	At least 10,000 ID Card Capacity	
	Transaction Capacity	At least 100,000 Transaction records	
	Standard Features	Automatic Status Switch, Self-Service Query, Work Code, SMS, DST, T9 Input, 9 Digit User ID, Scheduled Bell, Photo ID	
	Additional Features	ID/proximity card and Wi-Fi	
	LCD display	4.3-Inch Touch Screen	
	Language	Multi-Language	
	Communication port	TCP/IP, RS232/485, USB Host	
	Power supply	12V 3A, auto volts	
	Reserve Powerpack	At least 4 hours built-in battery back up	
	Terminal Management Software	3 years subscription for Time and Attendance Software	
	FEATURES:Time and Attendance Software	Features (See appendix 1) CSC Form 48 Compliant DTR report	
	Training and Orientation	Software and hardware Administration training for 4 pax	
	Warranty	2 years warranty - Parts and Services 2 year- On-site	
TOTAL			(Inclusive of VAT)

Signature over Printed Name

Office Telephone No. / Mobile Telephone No.

Email address/es

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Annex "B"

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the **sealed envelope**:
 - his/her name or business name;
 - address; and
 - identification of the item/s being quoted.
- Delivery period: Forty-five (45) days upon receipt of NTP/Purchase Order.
- Terms of payment: Through Cheque/15 working days upon receipt of original invoice.
- Winning bidder must deliver the item/s to the following address:
3Flr., Bldg.3 DOE-PNOC Complex, Energy Center, Rizal Drive, BGC Taguig City



Appendix 1- Features

1. Device Management(set up Bio-office connection)

- 1.1 Fingerprint and Card Assignment Module / Set up Bio-office connection
- 1.2 Download In and Out from Device
- 1.3 Device Settings
- 1.4 USB Connectivity Module
 - 1.4.1 Retrieved I/O Transaction
 - 1.4.2 Retrieved Users / Staff Information
 - 1.4.3 Retrieved Device Information

2. Employees

- 2.1 Add New Employee
- 2.2 Edit Employee Record
- 2.3 Delete employee from the system
- 2.4 Department Settings
- 2.5 Import Employees
- 2.6 Export Employee List

3. Timesheet

- 3.1 Schedule and Holiday Settings:
 - 3.1.1 Schedule Setup
 - 3.1.2 Holidays
 - 3.1.3 View Time Sheet
 - 3.1.4 Make DTR Adjustments
 - 3.1.5 Export DTR
 - 3.1.6 Purge DTR
 - 3.1.7 Import Text File Log's

4. Reports

- 4.1 Departmental Reports
- 4.2 Employees
 - 4.2.1 Complete Employee Information
 - 4.2.2 Employee List Report
 - 4.2.3 Active Employee List
 - 4.2.4 Inactive Employee List
 - 4.2.5 Registered Employees
 - 4.2.6 Unregistered Employees
- 4.3 DTR And Timesheet
 - 4.3.1 Timesheet Report
 - 4.3.2 Timesheet (Actual Breakes & Hours)
 - 4.3.3 DTR Report
 - 4.3.4 Attendance Summary Report
 - 4.3.5 Overtime Report
 - 4.3.6 Overtime Summary Report
 - 4.3.7 Undertime Report



- 4.3.8 Undertime Summary Report
- 4.4 Users
 - 4.4.1 User List Report
 - 4.4.2 Module Access Report
 - 4.4.3 User Log Report
 - 4.4.4 Password Report
- 4.5 Staff Fingerprint and Device
- 4.6 Bio Office customized Report

5. Miscellaneous Settings

- 5.1 Company Setup
- 5.2 User Settings
- 5.3 Add- on Manager
- 5.4 Database Utility

