



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

REQUEST FOR QUOTATION
RFQ No. 023-04-20-22
20 April 2022

The Supreme Court of the Philippines, through the Property Division, Office of the Court Administrator (OCA), is requesting for a formal price quotation for the supply and delivery of Biometrics to be procured through “**Negotiated Procurement (Emergency Cases)**” mode of procurement in accordance with the IRR of Republic Act 9184, otherwise known as the Government Procurement Reform Act.

Delivery Date: **Thirty (30)** calendar days upon receipt of the Purchase Order (PO)

Delivery Place: Supreme Court of the Philippines, Padre Faura St., Ermita/ PhilPOST Corp. SMED, Port Area, Manila

Prospective bidders shall accomplish, provide correct and accurate information and submit the duly signed Price Quotation (Annex A) form in a **sealed envelope** not later than **4:30 p.m. on April 25, 2022.** Quotations submitted after the said deadline shall not be accepted.

Quotations must be valid for a period of sixty (60) calendar days from the date of submission.

Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein. Any interlineations, erasures or overwriting shall be void unless signed or initialled by the bidder or its duly authorized representative.

The Supreme Court shall have the right to inspect and / or test the goods to confirm their conformity to the technical specifications. Liquidated damages equivalent to one-tenth of one percent (0.0001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court shall cancel the Purchase Order once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount, without prejudice to other courses of action and remedies open to it. The Supreme Court reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Very Truly Yours,

MARIA ROSARIO A. LABUGUEN
OCA Assistant Chief of Office
Office of the Administrative Services, OCA

PRICE QUOTATION FORM

Date: _____

MARIA ROSARIO A. LABUGUEN*OCA Assistant Chief of Office**Office of the Administrative Services, OCA**Tel. 8525-1270; Telefax 8525-7036*

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our proposal as follows:

Description of Items and Specifications	Qty.	Unit Price	Total Bid Price
BIOMETRICS (Please see attached technical specification)	18 units		
XOXOXOX			

Delivery Date: **Thirty (30) calendar days**

The above quoted process is inclusive of all costs and applicable taxes and valid for sixty (60) days.

Very truly yours,

Signature over Printed Name_____
Position_____
Company Name_____
Company Address_____
Contact No.

Mayor's permit No. _____

DTI or SEC Registration Certificate No. _____

PhilGEPS Registration No. _____

Biometric Machine		Supporting documents to be submitted
Product Specifications		
Fingerprint Capacity	<ul style="list-style-type: none"> ▪ At least three (3) fingerprint templates per user ▪ At least 1,000 finger print template capacity ▪ At least 1,000 transactions per month 	Brochure and Certification from the manufacturer/distributor.
Authentication	<ul style="list-style-type: none"> ▪ Fingerprint and password 	
Communication	<ul style="list-style-type: none"> ▪ TCP/IP, USB Host, WLAN/Hot Spot 	
Identification speed	<ul style="list-style-type: none"> ▪ Should not be more than 2 seconds 	
Language	<ul style="list-style-type: none"> ▪ English 	
LCD Size	<ul style="list-style-type: none"> ▪ At least 2.8 inches (colored) 	
Data backup	<ul style="list-style-type: none"> ▪ USB fingerprint template 	
Report	<ul style="list-style-type: none"> ▪ Supreme Court prescribed format of DTR (per attached sample). ▪ File should be exportable to .txt and .xls/.xlsx (MS Excel). ▪ Required data: <ul style="list-style-type: none"> ▫ Employee Number: 99999999 ▫ Year: YYYY ▫ Month: MM ▫ Day: DD ▫ Time: 9999 (Military Time) ▫ Machine ID: 99 ▫ Mode: In (I) or Out (O) ▪ Required data format in .txt and .xls/.xlsx: Employee No.,YYYYMMDD,Time,Machine ID, Mode <ul style="list-style-type: none"> ▫ Ex. 1: 12345678,20200131,0800,01,I ▫ Ex. 2: 12345678,20200131,1700,01,O 	
Standard Functions	<ul style="list-style-type: none"> ▪ Automatic Status Switch, Self-Service Query, SSR DST, T9 Input, 9 Digital User ID Scheduled Bell 	
Features	<ul style="list-style-type: none"> ▪ Table top, stand-alone (can function without the need of host PC), built-in time attendance report, WiFi communication, mobile APP control and download report, USB micro port for DC power bank charging, 24-bit sound 	
Built-in Battery	<ul style="list-style-type: none"> ▪ At least 4,000 mAh ▪ Operational for at least 8 hours (standby mode) 	
Documentation	<ul style="list-style-type: none"> ▪ User's Guide and Technical Manual (electronic copy and printed copy) 	
Product Warranty and Support	<ul style="list-style-type: none"> ▪ At least three (3) years warranty on parts and service. ▪ At least one (1) month free replacement of defective units after installation and configuration. ▪ The bidder should provide a hotline landline number and mobile numbers for all telco networks for technical assistance within working hours. ▪ The bidder should have accredited service centers in cities/municipalities where the biometric machines will be deployed. ▪ Response time to service requests should be within two (2) hours in cities and within five (5) hours in municipalities. ▪ Service units should be provided for units pulled-out or under repair. ▪ A warranty sticker should be placed on the biometric machine, indicating the warranty period, delivery date, and contact details of the supplier and/or service center. 	