

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of a quotation for the following requirement 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 3-Tonner Floor Mounted Inverter Type Air-conditioning Units for SEC Tarlac Extension Office <i>(please see Annex B for the Technical Specifications)</i>	2 units	Php 380,000.00

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. 2024-059		
Procurement Schedules	Advertisement	28 May 2024	
	Deadline to Submit Quotation	03 June 2024 5:00 P.M.	
Submission of Quotation	Manual	Procurement Unit, 7 th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City. Quotation (one copy only) shall be placed in an envelope with markings containing the following information: <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>	
	Electronic	Electronic submission shall be made through email at mvabuyog@sec.gov.ph	
Delivery Period	Within sixty (60) calendar days upon receipt of the approved Purchase Order/Notice to Proceed.		
Delivery Place	Securities and Exchange Commission - Tarlac Extension Office 2 nd Flr., Legislative Building, Tarlac City Hall, Ligtasan, Tarlac City		

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

- Price Quotation** (use Annex A); and
- Technical Specifications and Other Requirements** (use Annex B)

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

The awardee shall be required as a condition for the issuance of a 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;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (for projects with ABC above Php50,000.00);

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of 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 proposed shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price proposals 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 good 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/services to confirm their conformity to the technical specifications.
11. Payment shall be processed after every maintenance service 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 a 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
/mva

PRICE QUOTATION FORM
Reference No. AMP No. 2024-059

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE
Procurement Unit, 7th Floor
The SEC Headquarters, 7907 Makati Ave.,
Salcedo Village, Brgy., 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	Technical Specifications/ Terms of Reference / Description	Qty.	Unit Price	Total Price (inclusive of all taxes)
1	Supply, Delivery, and Installation of 3-Tonner Floor Mounted Inverter Type Air-conditioning Units for SEC Tarlac Extension Office			
	Air Conditioning Units: 4.0 hp / 3TR Floor Mounted Inverter	2 units	Php _____	Php _____
	Installation Cost: 4.0 hp / 3TR Floor Mounted Inverter	2 units	Php _____	Php _____
	Excess Piping	55 feet	Php _____	Php _____
	Dismantling of old units (3TR Floor Mounted)	2 units	Php _____	Php _____
<i>(Please see Annex B Technical Specifications, which forms part of the quotation)</i>			Total	Php _____

AMOUNT IN WORDS:

Brand and/or Model of the item being Offered:**Air Conditioning Units** - _____

(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 and e-Mail Address : _____

TECHNICAL SPECIFICATIONS

SUPPLY, DELIVERY, AND INSTALLATION OF 3-TONNER FLOOR MOUNTED INVERTER TYPE AIR-CONDITIONING UNITS FOR SEC TARLAC EXTENSION OFFICE

<p>Minimum Scope of Works</p>	<ul style="list-style-type: none"> • Dismantling of old AC Units • Installation inclusive up to 10 feet of piping • Excess Piping of 55 feet • Supply of installation materials, tools, brazing equipment, manpower, and supervision • Brazing of copper tubing and polyethylene tape wrapping • Installation of PVC drain line • Electrical works • Civil works <ul style="list-style-type: none"> - Plastering Works - Chipping/Coring Works • Leak test and flushing of materials • Testing and Commissioning
<p>Technical Requirements for Indoor Unit</p>	<ul style="list-style-type: none"> • Type: Floor Mounted split-type 4.0 hp / 3TR • Power Supply: 220-230V, 60Hz, single phase for both outdoor and indoor units • Power Input: 1.48 kW - 4.4kW • Rated Capacity in kJ/hr. 13,100 – 39,000 • Air flow: 1,260 – 1,115 m³/hr • Inverter Technology • Wireless Remote: Yes • Refrigerant: R410A • ACU's air filters must have the following: <ul style="list-style-type: none"> - Washable Filter • Other Features: <ul style="list-style-type: none"> - Adjustable vertical louver using remote - Horizontal auto-swing - Self-Restart after Power Failure - Smart Display for easier diagnosis - Economy Mode • Cooling Seasonal Performance Factor (CSPF) for 10.0 kw to 14 kw: greater than 3.12
<p>Support Services</p>	<ul style="list-style-type: none"> • The bidder must maintain a local parts and services facility. The bidder must carry sufficient inventory to cover parts and services within. Further, the bidder shall have factory trained service representative to furnish all installation, test, and start-up supervision necessary for final approval and acceptance well as perform maintenance and repairs on all components as required. • The bidder must have branches/service centers or in close proximity of the SEC-Tarlac Extension Office. • The bidder must provide eight (8) business/office hours per five (5) days (Monday-Friday) technical support. • Technical support response and resolution time are as follows: <ol style="list-style-type: none"> 1. Within one (1) hour upon receipt of notice, either via phone or email. 2. For onsite support, the bidder must attend to and repair/replace the defective component within three (3) business days. 3. Must provide a ticket for each technical request or issue and must provide status report unit resolution.
<p>Intended Application</p>	<p>Replacement of defunct two (2) – 3 Tonner units for SEC Tarlac Extension Office.</p>

Warranty	Two (2) – 3 Tonner Floor Mounted Inverter Type Airconditioning Units for SEC Tarlac Extension Office must be covered by a full parts and labor service warranty for a period of one (1) year and a compressor warranty for a period of five (5) years from the date of complete installation.
Green Specifications	<ul style="list-style-type: none"> • Items should be delivered in individual packaging. • Carton packaging should be made from recyclable paper. • Plastic packaging should not contain PVC and other chlorine-containing materials.
Marking and Labelling	The required markings and labelling are in accordance with the Prescribe Guidelines of the Philippine Energy Labelling Program (PELP) by DOE.
Evidence, Verification, and Quality Assurance	Bidder must submit a Product Brochure and specify/highlight its compliance to the technical specifications to the BAC and End-user during the post-qualification for verification of the product specifications and quality.