

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 and Delivery of Various Genuine Brother Toners TN-269:		
	Black	32 pcs	Php 143,680.00
	Cyan	16 pcs	Php 71,840.00
	Yellow	16 pcs	Php 71,840.00
	Magenta	16 pcs	Php 71,840.00
<i>See Annex B for Technical Specifications</i>		TOTAL:	Php 359,200.00

Mode of Procurement	Alternative Mode of Procurement - Shopping (Section 52.1.b Shopping of the Implementing Rules and Regulations of Republic Act No. 9184)		
Reference Number	AMP No. 2024-048		
Procurement Schedule	Advertisement	01 May 2024	
	Deadline to Submit Quotation	08 May 2024 10:00 A.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 jamroa@sec.gov.ph
Delivery Period	Within Fifteen (15) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
Delivery Place	SEC Library, 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209

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

1. **Price Quotation** (use Annex A); and
2. Technical Specifications and Other Requirements (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; and
2. PhilGEPS Registration Number.

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of the documents above*

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

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PRICE QUOTATION FORM
Reference No. AMP No. 2024-048

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

Supply Chain Division, 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 No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	Supply and Delivery of Various Genuine Brother Toners TN-269			
	32 pcs	Black	Php _____	Php _____
	16 pcs	Cyan	Php _____	Php _____
	16 pcs	Yellow	Php _____	Php _____
	16 pcs	Magenta	Php _____	Php _____
See Annex B for Technical Specifications, which forms part of the quotation. TOTAL				P _____

AMOUNT IN WORDS:

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/Service's General Description	Supply and Delivery of Genuine Brother Toner TN-269
Technical Requirements	<p>Genuine Brother TONER-TN-269 for Brother Printer MFC-L8340CDW:</p> <p>32 units of Genuine Brother Toner TN-269 black 16 units of Genuine Brother Toner TN-269 cyan 16 units of Genuine Brother Toner TN-269 yellow 16 units of Genuine Brother Toner TN-269 magenta</p>
Marking and Labelling	<p>The required markings and labelling under the Consumer Act of the Philippines (Republic Act No. 7394) shall be observed.</p>
Evidence and Verification:	<p>Certificate of Dealership/Authorized Reseller or any equivalent document to prove genuineness.</p>
Delivery Schedule Green Specifications	<p>Delivery of goods should be within 15 days after the receipt of Purchase Order</p> <ul style="list-style-type: none"> • Outer box/Carton box, including paper ream wrappers, must be 100% recycled fiber, or must be recyclable in the Philippines. • The bidder must have effective waste management policies and procedures and/or a waste management program.