

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).

Item No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Supply, Delivery, and Installation of the Air-conditioning Units at the SEC Butuan <i>See Annex B for Technical Specifications</i>	2 units	Php 250,000.00

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. 2024-057 (Reposting)		
Procurement Schedules	Advertisement	24 May 2024	
	Deadline to Submit Quotation	30 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 cndcastillo@sec.gov.ph	
Delivery Period	Within fifteen (45) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.		
Delivery Place	J.C. Aquino Training Center, J.C. Aquino Avenue, Barangay Libertad, Butuan City, 8600		

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;
2. PhilGEPS Registration Number;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney [*for projects with ABC above Php 50,000.00*]; and
4. Latest Income Tax Return [*for projects with ABC above Php 500,000.00*].

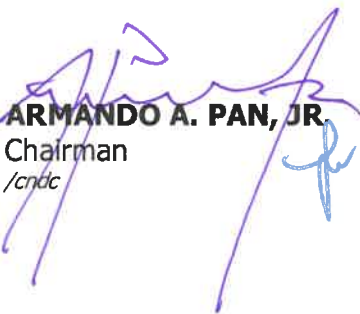
Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of the 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 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
/cndc

PRICE QUOTATION FORM
Reference No. AMP No. 2024-057

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 No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	Supply, Delivery, and Installation of the Air-conditioning units as the SEC Butuan Extension Office			
	1 unit	2.5 HP Wall Mounted Inverter	Php	Php
	1 unit	4.0 HP/3TR Wall Mounted Inverter	Php	Php
	1 lot	Installation Cost	Php	Php
<i>See Annex B for Technical Specifications, which forms part of the quotation.</i>			Total	Php _____

AMOUNT IN WORDS:

Brand and/or Model of the item being Offered:

2.5 HP Wall Mounted Inverter - _____

4.0 HP/3TR Wall Mounted Inverter - _____

(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 : _____

e-Mail Address : _____

Product's/Service's General Description	Supply, Delivery, and Installation of the Air-conditioning units as the SEC Butuan Extension Office
Scope of Works	<ul style="list-style-type: none"> • Installation inclusive up to 15 feet of piping • Supply of Installation materials, tools, brazing equipment, manpower, and supervision • Brazing of copper tubing and polyethylene tape wrapping • Fabrication and Installation of outdoor unit Bracket • Installation of PVC drain line • Electrical works • Civil works <ul style="list-style-type: none"> ○ Plastering Works ○ Chipping/Coring Works • System dehydration and Vacuuming • Testing and Commissioning
Technical Requirements	<p>2.5 hp Indoor Unit</p> <ul style="list-style-type: none"> • Wall mounted Split-Type 2.5 hp • Power Supply: 220V-230V, 60Hz, single phase for both indoor and outdoor units • Power Consumption: 0.86 kW ~ 1.85 kW • Rated Cooling in Btu/hr: 6,600 ~ 24,500 • Rated Cooling in kW: 1.93 ~ 7.18 • Unit Weight: 12 kg ~ 15 kg • Inverter Technology • Refrigerant: R32 • ACU's air filters must have the following: <ul style="list-style-type: none"> ○ Mold-Proof ○ Odor removal • Other Features: <ul style="list-style-type: none"> ○ Wireless control ○ Removable drain pan ○ Vertical auto-swing ○ Dry function ○ Self-diagnostic ○ Self-restart after power failure • Cooling Seasonal Performance Factor (CSPF) for below 3.33 kW: greater than or equal to 4.01. <p>4.0 hp/3 TR Indoor Unit</p> <ul style="list-style-type: none"> • Wall mounted Split-Type 4.0/3.0 TR • Power Supply: 220V-230V, 60Hz, single phase for both indoor and outdoor units • Power Consumption: 3.2 ~ 3.6 kW • Rated Cooling in Btu/hr: 17,100 ~ 38,200 • Rated Cooling in kW: 5.0 ~ 11.2 • Unit Weight: 14 kg ~ 18 kg

	<ul style="list-style-type: none"> • Inverter Technology • Refrigerant: R32 • ACU's air filters must have the following: <ul style="list-style-type: none"> ○ Mold proof • Other Features <ul style="list-style-type: none"> ○ Wireless control ○ Vertical auto-swing ○ Dry Function ○ Self-diagnostic ○ Self-restart after power failure • Cooling Seasonal Performance Factor (CSPF) for 10.0 kW to 14.0 kW: greater than or equal to 4.01. <p>Outdoor Units</p> <ul style="list-style-type: none"> • Sound Level: 41 dBA ~ 52 dBA • Compressor Type: Swing or Scroll • Voltage fluctuation protection • Low gas pressure detection
Support Service	<ul style="list-style-type: none"> • The Bidder must maintain 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 acceptances 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 Butuan 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 three (3) hours 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 ticket for each technical request or issues and must provide status report until resolution.
Approved Budget	Two Hundred Fifty Thousand Pesos (P250,000)
Intended application	For office space cooling of SEC Butuan Extension Office
Warranty	One (1) – 2.5 hp Wall Mounted and one (1) 4.0 hp Wall Mounted Inverter Air-conditioning Units for SEC Butuan Extension office must be covered by a full parts and labor service warranty for a period of one (1) year and compressor warranty for a period of five (5) years from the date of complete installation.
Evidence and Verification:	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 specification and quality.
Marking and Labelling	The required markings and labelling in accordance to the Prescribing Guidelines of the Philippine Energy Labelling Program (PELP) by DOE.
Green Specifications	<ul style="list-style-type: none"> • Items should be delivered in individual packaging • Carton Packaging should be made from recyclable paper.

	<ul style="list-style-type: none">• Plastic Packaging should not contain PVC and other chlorine containing materials.
Delivery Schedule	Delivery and Installation of one (1) – 2.5 hp Wall Mounted and one (1) 4.0 hp Wall Mounted Inverter Air-conditioning Units within Forty Five (45) calendar days upon receipt of Purchase Order/notice to proceed.