

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	Qty.	Approved Budget for the Contract, inclusive of taxes
1	Engagement of Services of a Certifying Body for the ISO 9001:2015 Re-Certification of SEC Quality Management System <i>See Annex B for Technical Specifications</i>	1 lot	Php 649,000.00

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. 2024-050		
Procurement Schedules	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>	



	<p><i>The Project (see Description Above) and Reference Number</i></p> <p><i>Deadline to Submit Quotation</i></p> <p>Electronic Electronic submission shall be made through email at jamroa@sec.gov.ph</p>
Delivery Period	Delivery schedule shall be based on the agreed schedule between the Service Provider and the Procuring Entity. See Annex B for the Technical Specifications.
Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.

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

1. **Price Quotation** (use Annex A); and
2. **Technical Specifications** (use 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

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PRICE QUOTATION FORM
Reference No. AMP No. 2024-050

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	1 lot	Engagement of Services of a Certifying Body for the ISO 9001:2015 Re-Certification of SEC Quality Management System	Php _____	Php _____

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

PROJECT TITLE	Engagement of Services of a Certifying Body for the ISO 9001:2015 Re-Certification of the Securities and Exchange Commission (SEC) Quality Management System (QMS)
PROJECT DURATION	Three years (2024–2026)
PROJECT OBJECTIVES	The overall objective of the engagement is to provide independent confirmation that the SEC QMS meets the ISO 9001:2015 requirements, and if found compliant, issue the corresponding Certification and conduct the required Surveillance Audits.
QUALIFICATIONS OF CERTIFYING BODY	The Certifying Body (CB) must be duly accredited by the Department of Trade and Industry – Philippine Accreditation Bureau (DTI-PAB) to provide QMS certification to ISO 9001:2015 for the scope IAF 36-Public Administration. Its accreditation must be valid until 2027.
PRODUCT'S/SERVICES GENERAL DESCRIPTION	The project involves the supply of services of the third party CB to conduct initial audits of the SEC QMS based on ISO 9001:2015 Standard; issue the ISO 9001:2015 Certificate and conduct the Surveillance Audit every year for two (2) consecutive years after the issuance of the ISO 9001:2015 certification.
AVAILABILITY/PLACE OF DELIVERY	The e-copies of the certificate shall be sent via email to the Strategic Management and Planning Division of the Economic Research and Training Department, and printed Certificates shall be packed and delivered at the SEC Headquarters
TECHNICAL REQUIREMENTS	<p>The Certification and Surveillance Audit shall cover the SEC QMS and shall involve the following activities:</p> <ol style="list-style-type: none"> 1. Conduct ISO 9001:2015 Certification Audits of the SEC QMS at the Headquarters (HQ), and (3) Extension Offices <ol style="list-style-type: none"> a. Stage 1 Audit b. Stage 2 Audit 2. Issue the ISO 9001:2015 Certification to the SEC covering the HQ and 10 EOs upon satisfactory compliance with the Standard and Certification requirements before 15 December 2024. 3. Conduct two (2) Surveillance Audits at the HQ and seven (7) remaining EOs for the two (2) consecutive years after the issuance of the ISO 9001:2015 Certificate to maintain the certification.
TERMS OF PAYMENT	Payment shall be made in three (3) installments upon completion of each of the following milestones and submission of the required deliverables:

	<table border="1" data-bbox="619 91 1390 416"> <thead> <tr> <th data-bbox="619 91 1114 129">Activity/Deliverable</th> <th data-bbox="1114 91 1390 129">Payment</th> </tr> </thead> <tbody> <tr> <td data-bbox="619 129 1114 271">1. Issuance of ISO 9001:2015 Certification not later than 31 December 2024 Valid for Three (3) Years</td> <td data-bbox="1114 129 1390 271">50%</td> </tr> <tr> <td data-bbox="619 271 1114 342">2. Submission of 1st Surveillance Audit Report</td> <td data-bbox="1114 271 1390 342">25%</td> </tr> <tr> <td data-bbox="619 342 1114 416">3. Submission of 2nd Surveillance Audit Report</td> <td data-bbox="1114 342 1390 416">25%</td> </tr> </tbody> </table> <p data-bbox="592 454 1433 593">Each payment shall be supported by a Certificate of Satisfactory Service based on the work rendered comprising the actual outputs as certified by the CB and duly accepted by the authorized representative of the SEC.</p>	Activity/Deliverable	Payment	1. Issuance of ISO 9001:2015 Certification not later than 31 December 2024 Valid for Three (3) Years	50%	2. Submission of 1 st Surveillance Audit Report	25%	3. Submission of 2 nd Surveillance Audit Report	25%
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3. Submission of 2 nd Surveillance Audit Report	25%								
APPROVED BUDGET FOR THE CONTRACT(ABC)	The approved budget for the contract is Six Hundred Forty-Nine Thousand Pesos (PhP 649,000.00) VAT Inclusive								
GREEN SPECIFICATIONS	The service supplier should issue e-copies of the certificates or the materials used in printing the certificates shall be made out of recycled materials.								
DELIVERABLES	<ol style="list-style-type: none"> 1. Stage 1 Audit: Document Audit <ul style="list-style-type: none"> • Stage 1 Audit Plan • Conduct of Stage 1 Audit • Stage 1 Audit Report 2. Stage 2 Audit: On-Site Audit <ul style="list-style-type: none"> • Stage 2 Audit Plan • Conduct of Stage 2 Audit • Stage 2 Audit Report 3. Acceptance Report of Correction/Corrective and Preventive Measures 4. ISO 9001:2015 Certificate to be issued 3 weeks after the conduct of certification audit. 1st Surveillance Audit conducted not later than 12 months after the last day of Stage 2 Audit <ul style="list-style-type: none"> • 1st Surveillance Audit Plan • Conduct of 1st Surveillance Audit • 1st Surveillance Audit Report 5. Confirmation of ISO 9001:2015 Certificate after 1st Surveillance Audit 6. 2nd Surveillance Audit conducted not later than 12 months after the 1st Surveillance Audit <ul style="list-style-type: none"> • 2nd Surveillance Audit Plan • Conduct of 2nd Surveillance Audit • 2nd Surveillance Audit Report 7. Confirmation of ISO 9001:2015 Certificate after 2nd Surveillance Audit 								