



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 of Goods and Services for the Implementation of the SEC Forest Project <i>See Annex B for Technical Specifications</i>	1 lot	Php 384,420.00

Mode of Procurement	Negotiated Procurement – Community Participation (Section 53.12 of the Implementing Rules and Regulations of Republic Act No. 9184)		
Reference Number	AMP No. 2024-065		
Procurement Schedules	Advertisement	29 June 2024	
	Deadline to Submit Quotation	02 July 2024 8:00 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 fpbaluyot@sec.gov.ph	
Delivery Period and Place	05 July 2024 (Friday) in the Angat Rainforest Ecological Park, San Mateo, Norzagary, Bulacan		

Interested suppliers are required to submit documents listed in *Annex C* on or before the deadline. 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 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

/fbb

PRICE QUOTATION FORM
Reference No. AMP No. 2024-065

Date: _____

The Chairman

BIDS AND AWARDS COMMITTEE

Procurement Unit, 7/F The SEC Headquarters
 7907 Makati Ave., Salcedo Village, Barangay 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 items identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	1 lot	Supply of Goods and Services for the Implementation of the SEC Forest Project <i>See Annex B for Technical Specifications</i>	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

Product's/ Service's General Description	Supply of Goods and Services for the Implementation of the SEC Forest Project
Scope of Work	<p>1. Site Assessment and Survey</p> <ul style="list-style-type: none"> • Objective: Evaluate the 10 hectares of land to determine the suitability for forestation in Angat Rainforest Ecological Park, San Mateo, Norzagary, Bulacan • Activities: <ul style="list-style-type: none"> ○ Conduct a thorough survey of the area. ○ Assess soil quality, existing vegetation, and environmental conditions. ○ Identify potential challenges and necessary preparations. <p>2. Provision of Timber Seedlings</p> <ul style="list-style-type: none"> • Objective: Supply and prepare 1,666 timber seedlings for planting. • Activities: <ul style="list-style-type: none"> ○ Source high-quality timber seedlings from reputable nurseries. ○ Ensure seedlings are healthy and free from pests and diseases. <p>3. Site Preparation</p> <ul style="list-style-type: none"> • Objective: Prepare the 10 hectares of land for planting. • Activities: <ul style="list-style-type: none"> ○ Strip brushing/ring weeding to clear competing vegetation. ○ Haul materials and seedlings to the site. ○ Dig planting holes at appropriate intervals (spacing based on species requirements). <p>4. Planting and Staking</p> <ul style="list-style-type: none"> • Objective: Successfully plant and establish timber seedlings. • Activities: <ul style="list-style-type: none"> ○ Plant seedlings in the prepared holes. ○ Stake each seedling to provide support and protect against wind or animal damage. ○ Water and apply initial fertilizers as needed.

Maintenance and Protection

1. Strip Brushing

- **Purpose:** Control weeds and brush that can compete with desired plants.
 - **Procedure:** Remove competing vegetation in strips along the rows of desired plants.
 - **Frequency:** Annually or as needed based on vegetation growth.

2. Replanting

- **Purpose:** Ensure adequate plant density and replace failed plants.
- **Method:**
 - Selection:** Use native or site-adapted species.
 - **Procedure:** Remove dead plants, prepare the soil, and plant new seedlings or seeds.
 - **Care:** Water and protect new plants as needed until established.
 - **Frequency:** Inspect and replant annually until desired plant density is achieved.

3. Fertilizer Application

- **Purpose:** Provide essential nutrients to promote healthy plant growth.
- **Method:**
 - **Type:** Use slow-release or organic fertilizers.
 - **Procedure:** Distribute evenly around the base of plants, avoiding direct contact with stems.
 - **Rate:** Follow recommended rates based on soil tests.
 - **Frequency:** Annually or as determined by soil fertility levels.

4. Establishment of Fireline/Firebreak

- **Purpose:** Create barriers to prevent the spread of wildfires.
- **Method:**
 - **Location:** Identify strategic locations around the perimeter of the property.
 - **Width:** Typically 10 to 20 feet wide.
 - **Procedure:** Clear all vegetation and debris, down to bare soil.
 - **Maintenance:** Keep firebreaks clear of vegetation throughout the fire season.
 - **Frequency:** Inspect and maintain before and during fire season.

5. Patrol Work

- **Purpose:** Regularly monitor the area for signs of pests, diseases, and other issues.
- **Method:**
 - **Frequency:** Conduct patrols weekly or bi-weekly during growing season.
 - **Personnel:** Assign trained staff or volunteers.
 - **Procedure:** Inspect plants, soil, and infrastructure; document and address issues.
 - **Reporting:** Keep records of findings and actions taken.

6. Tarpaulins

- **Purpose:** Protect plants and soil from adverse weather conditions.
- **Method:**
 - **Usage:** Use during periods of extreme weather (heavy rain, frost, etc.).
 - **Procedure:** Cover plants or soil areas with tarpaulins as needed.
 - **Anchoring:** Secure tarpaulins with stakes or weights to prevent displacement.
 - **Storage:** Store tarpaulins properly when not in use to extend their lifespan.

General Recommendations

- **Training:** Ensure staff are trained in the proper techniques for each maintenance activity.
- **Safety:** Use appropriate personal protective equipment (PPE) during all activities.

Record Keeping: **Maintain detailed records of all maintenance and protection activities for future reference and evaluation.**

Timeline and Deliverables	Timeline	Activities	Deliverables
	July 2024	Site assessment and survey	Site Assessment/ Survey Report, Map (Shapefile) and geotagged photos
		Provision of timber seedlings	Evaluation and inspection report and geotagged photos
	July - September 2024	Site preparation	Weekly and monthly accomplishment report and geotagged photos
		Planting and staking	
	October - December 2024	Maintenance and protection	Weekly and monthly accomplishment report and geotagged photos
Provision of tarpaulin and sign board		–	

Intended application

Enhance Ecological Health

1. Promote Biodiversity

- Select diverse native timber species to create a varied ecosystem.
- Provide habitats for local wildlife, including birds, insects, and small mammals.
- Foster plant diversity to support a resilient and balanced ecosystem.

2. Improve Soil Quality

- Use organic fertilizers and mulches to enhance soil fertility and structure.
- Plant deep-rooted species to improve soil aeration and nutrient cycling.
- Implement strip brushing to control invasive species and promote native flora.

3. Mitigate Soil Erosion

- Establish a dense cover of vegetation to protect soil from erosion.
- Plant ground cover species and use mulching to stabilize soil.
- Create firelines/firebreaks to prevent wildfire-induced soil degradation.

Implementing this scope of work with a focus on ecological enhancement will contribute significantly to the area's environmental health, supporting biodiversity, improving soil quality, and reducing soil erosion.

LIST OF REQUIREMENTS

Requirements	Organized Community or Social Groups	Unorganized Community or Social Groups
Legal Requirements	<ol style="list-style-type: none"> 1. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples' Organizations that are compliant with the requirements of a CSG, registration from NGAs or LGUs 2. A sworn affidavit (Appendix "1") executed by the head or its authorized representative 	<ol style="list-style-type: none"> 1. A photocopy of the government-issued ID of the officers or members of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed by the PE 2. A sworn affidavit (Appendix "1") executed by the head or its authorized representative
Technical Requirements	<p>Statement of all its completed contracts similar to the Community-based Projects to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, or implement the Simple Infrastructure Projects, at an equal or higher established standard.</p> <p>The End-user's acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.</p>	<p>List of completed work experiences of the members of the Unorganized CSG that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project.</p>
Financial Requirements	<ol style="list-style-type: none"> 1. Photocopy or scanned copy of the bank book with complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger. <p>For Organized CSG that has participated in any government Community-based Project for the past two (2) years:</p> <ol style="list-style-type: none"> 2. Latest Income Tax Return (ITR) for the preceding Tax Year or for 	<p>Photocopy or scanned copy of the bank account under the name of any of its officers or members with the complete bank account information; or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger</p>

	<p>new establishments, the most recent quarter's ITR or Business Tax Return; and</p> <p>3. Updated Audited Financial Statement (AFS), which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.</p>	
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REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the (Head/ Authorized Representative) of (Name of Community or Social Group);
2. That the incorporators, organizers, officers or members of our organization are the following:

Name	Position

3. Upon consultation and communication with the above-named individuals, I confirm and certify that:
 - a. None of us is an agent of or related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group, or the BAC Secretariat, or other officials of (Name of Procuring Entity) authorized to process and/ or approve the proposal, contract, and release of funds in favor of the Community or Social Group; and
 - b. [Include this paragraph if all Organized Community or Social Group officers and members do not have any related business to the Community-based Project being procured] None of us has any related business to the Community-based Projects being procured at hand.
 - c. [Include this paragraph if any of those identified Organized Community or Social Group officers or members must disclose his/her related business, including the extent or percentage of his/her ownership or interest therein.] The following officers or members of our Organized Community or Social Group has/have related business to the Community-based Project being procured at hand, including the corresponding extent or percentage of ownership or interest therein:

Name	Name or Nature of Related Business	Extent or Percentage of Ownership or Interest in the Related Business

4. [Include this paragraph if no performance or warranty security is prescribed by the Procuring Entity for Unorganized Community or Social Groups] Considering that the posting of a performance security has been dispensed with, as determined by the Procuring Entity, I hereby commit that our Unorganized Community or Social Group shall perform and deliver all

the obligations and undertakings under the contract covering the procurement at hand. I further agree and accept that our failure to perform or deliver any of such obligations and undertakings shall result in Blacklisting of our Community or Social Group for not more than two (2) years in all government procurement activities following the procedure under RA No. 9184, its revised IRR and associated issuances.

5. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____
_____, Philippines.

[Insert NAME OF COMMUNITY OR
SOCIAL GROUP REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]