



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	Catering services for the SEC Dumaguete Leg of the SEC Roadshow on Capital Formation for MSMEs and Startups <i>See Annex B for Technical Specifications</i>	1 lot	Php 100,000.00

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. 2024-062		
Procurement Schedules	Advertisement	13 June 2024	
	Deadline to Submit Quotation	18 June 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	27 June 2024 from 7:00am to 6:00pm
Delivery Place	Negros Oriental Convention Center, Dumaguete City, Philippines

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

1. **Price Quotation** (use Annex A);
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; and
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney [*for projects with ABC above Php 50,000.00*]

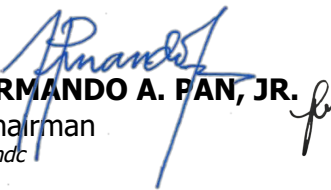
Notes:

- 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. 2024-062

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	150 pax	Catering services for the SEC Dumaguete leg of the SEC Roadshow on Capital Formation for MSMEs and Startups <i>See Annex B for Technical Specifications, which forms part of the quotation.</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 : _____

Product's/Service's General Description	Catering services for the SEC Dumaguete leg of the SEC Roadshow on Capital Formation for MSMEs and Startups										
Scope of Works	To search, identify, and recommend to the Commission en Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service provider for the Dumaguete leg of the SEC Roadshow on Capital Formation for MSMEs and Startups.										
Rationale	A catering service provider that can sufficiently and reliably provide meals, snacks, and complete set-up during the conduct of the Dumaguete leg of the SEC Roadshow on Capital Formation for MSMEs and Startups is required to maximize the attainment of the roadshow objectives.										
Availability and Venue	<p>The catering service provider should be available on 27 June 2024, from 7AM to 6PM.</p> <p>The event will be held at the Negros Oriental Convention Center, located at Gov. Mariano F. Perdices Memorial Coliseum, Dumaguete City, Negros Oriental.</p>										
Technical Requirements	<p>The catering service provider must fulfill the following requirements:</p> <table border="1" data-bbox="547 1263 1426 1872"> <thead> <tr> <th data-bbox="547 1263 1110 1328">Meals</th> <th data-bbox="1110 1263 1426 1328">No. of Persons</th> </tr> </thead> <tbody> <tr> <td data-bbox="547 1328 1110 1393">AM Snacks and Drinks</td> <td data-bbox="1110 1328 1426 1393">150</td> </tr> <tr> <td data-bbox="547 1393 1110 1635"> Lunch: Rice At least 2 meat dishes 1 vegetable dish At least 1 dessert 1 drink </td> <td data-bbox="1110 1393 1426 1635">150</td> </tr> <tr> <td data-bbox="547 1635 1110 1700">PM snacks and drinks</td> <td data-bbox="1110 1635 1426 1700">150</td> </tr> <tr> <td colspan="2" data-bbox="547 1700 1426 1872"> Service is buffet-style, except for the 3 VIP tables (with full service) With free-flowing coffee With two (2) water stations with hot and cold mineral water </td> </tr> </tbody> </table>	Meals	No. of Persons	AM Snacks and Drinks	150	Lunch: Rice At least 2 meat dishes 1 vegetable dish At least 1 dessert 1 drink	150	PM snacks and drinks	150	Service is buffet-style, except for the 3 VIP tables (with full service) With free-flowing coffee With two (2) water stations with hot and cold mineral water	
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	<p>The catering service provider must provide complete table arrangements, as outlined below. The theme/color scheme should be a combination of two or three of the following colors: white, green, silver, and gold.</p> <table border="1" data-bbox="547 383 1428 645"> <thead> <tr> <th data-bbox="547 383 1107 450">Conference Room Layout</th> <th data-bbox="1107 383 1428 450">No. of Persons</th> </tr> </thead> <tbody> <tr> <td data-bbox="547 450 1107 512">Classroom type set-up</td> <td data-bbox="1107 450 1428 512">130</td> </tr> <tr> <td data-bbox="547 512 1107 575">3 round tables (for VIPs)</td> <td data-bbox="1107 512 1428 575">15</td> </tr> <tr> <td data-bbox="547 575 1107 645">2 Secretariat/Registration tables</td> <td data-bbox="1107 575 1428 645">5</td> </tr> </tbody> </table>	Conference Room Layout	No. of Persons	Classroom type set-up	130	3 round tables (for VIPs)	15	2 Secretariat/Registration tables	5
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Client Satisfaction Rating	The catering service provider must have a positive client satisfaction rating.								
Sustainability Initiatives (Green Specifications)	<ul style="list-style-type: none"> ● The catering service provider shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substance usage, the reduction of waste and energy consumption, and water saving. ● The catering service provider must not use the following materials/items during mealtime: <ul style="list-style-type: none"> ○ Plastic cups ○ Styrofoams ○ Plastic straws ○ Food/juice tetra pack packaging ○ Plastic utensils 								