

**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).

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Approved Budget for the Contract, inclusive of taxes</b>
1	Supply and Delivery of Portable Air Conditioning Units for the Securities and Exchange Commission  <i>See Annex B for Technical Specifications</i>	8 units	Php 788,000.00

<b>Mode of Procurement</b>	Negotiated Procurement – Small Value Procurement  (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)		
<b>Reference Number</b>	AMP No. 2024-071		
<b>Procurement Schedules</b>	Advertisement	11 July 2024	
	Deadline to Submit Quotation	18 July 2024 10:00 A.M.	
<b>Submission of Quotation</b>	Manual	Procurement Unit, 7 <sup>th</sup> 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 <a href="mailto:cndcastillo@sec.gov.ph">cndcastillo@sec.gov.ph</a>	

<b>Delivery Period</b>	Within Thirty (30) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
<b>Delivery Place</b>	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. **Brochure/unamended sales literature or any equivalent document.**

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.

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**ARMANDO A. PAN, JR.**

Chairman  
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## TECHNICAL SPECIFICATIONS

<b>Product's/Service's General Description</b>	Supply and Delivery of Portable Air Conditioning Units for the Securities and Exchange Commission
<b>Technical Requirements For Mobile Air-Conditioner</b>	<ul style="list-style-type: none"> <li>● Six (6) units</li> <li>● 3 in 1 functions             <ul style="list-style-type: none"> <li>○ Cooling</li> <li>○ Heating</li> <li>○ Dehumidifying</li> </ul> </li> <li>● Power Supply: 220V, 60HZ</li> <li>● Rated Power: 2.2 kW</li> <li>● Rated Cooling in Btu: 24,000 BTU</li> <li>● Heating Capacity: 6.5 kW</li> <li>● Dehumidifying Capacity: Up to 120 Liter</li> <li>● Refrigerant: R410A</li> <li>● Unit Weight: Up to 53 kg</li> <li>● Inclusions: Flexible ducting 10 meters length</li> </ul>
<b>Technical Requirements For Industrial Hybrid Air-conditioner</b>	<ul style="list-style-type: none"> <li>● Two (2) units</li> <li>● Power Supply: 220V, 60 Hz</li> <li>● Maximum Power: 1.18 kW</li> <li>● Maximum Airflow: 9,000 cubic meter per hour</li> <li>● 3 Fan Speed</li> <li>● Tank Size: 100 Liters</li> <li>● Refrigerant: R410A</li> <li>● Unit Weight: Up to 61 kg</li> </ul>
<b>Support Service</b>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● The bidder must have branches/service centers or in close proximity to the SEC Headquarters.</li> <li>● The bidder must provide eight (8) business/office hours per five (5) days (Monday-Friday) technical support.</li> <li>● Technical support response and resolution time are as follows:             <ol style="list-style-type: none"> <li>1. Within three (3) hours upon receipt of notice, either via phone or email.</li> <li>2. For onsite support, the bidder must attend to and repair/replace the defective component within three (3) business days.</li> <li>3. Must provide ticket for each technical request or issues and must provide status report until resolution.</li> </ol> </li> </ul>

<b>Warranty</b>	Six (6) Mobile Air-conditioners and two (2) Industrial Hybrid Air-Conditioners for SEC Headquarters must be covered by a full parts and labor service warranty for a period of one (1) year.
<b>Green Specifications</b>	<ul style="list-style-type: none"> <li>• The supplier shall ensure that the products do not contain “controlled refrigerants” as defined under the Ozone Layer Protection Regulation.</li> <li>• The supplier shall ensure that the products are repairable and that replacement parts are available (for minimum of 10 years after end of production)</li> <li>• The supplier shall supply the products in recyclable packages and shall provide a packaging take-back service.</li> </ul>
<b>Marking and Labelling</b>	The required markings and labelling under the Consumer Act of the Philippines (Republic Act No. 7394) shall be observe.
<b>Evidence, Verification, and Quality Assurance</b>	Bidder must submit a Product Brochure to the BAC and End-user and specify/highlight its compliance to the technical specifications during the post-qualification for verification of the product specification and quality.