



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 Service Provider for Catering Services for the APRPC Phase 1: Focus Group Discussion (FGD) <i>See Annex B for Technical Specifications and other Requirements</i>	75 pax for 3 days	Php 500,000.00

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. 2024-069		
Procurement Schedules	Advertisement	05 July 2024	
	Deadline to Submit Quotation	08 July 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 iatorresjr@sec.gov.ph
Delivery Schedule and Place	22 to 24 July 2024 at 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)

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].

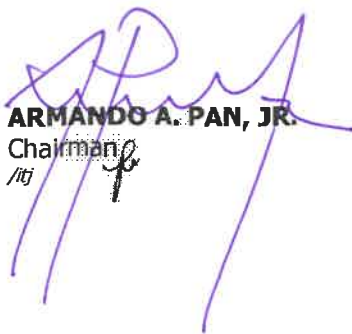
Notes:

- 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
/s/

PRICE QUOTATION FORM
Reference No. AMP No. 2024-069

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE
Procurement Division, 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:

Item No.	Technical Specifications/ Terms of Reference / Description	Qty	Unit Price	Total Price (inclusive of all taxes)
1	Day 1: 22 July 2024 AM Snack, Buffet Lunch, PM Snacks	75 pax	Php _____	Php _____
2	Day 2: 23 July 2024 AM Snack, Buffet Lunch, PM Snacks	75 pax	Php _____	Php _____
3	Day 3: 24 July 2024 AM Snack, Buffet Lunch, PM Snacks	75 pax	Php _____	Php _____
<i>See Annex B for Technical Specifications and other requirements, which forms part of the quotation.</i>			TOTAL	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 and other Requirements

DESCRIPTION	The catering service will be for the APRPC Phase 1: FGD on 22-24 July 2024 at The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, Makati City, 1209, exclusive of ingress and egress, if needed.												
CATERING SERVICES REQUIREMENTS AND CONDITIONS	<p>The provider must meet the corresponding requirements:</p> <ol style="list-style-type: none"> 1. The supplier must be duly registered with regulatory agencies with appropriate licenses and permits. 2. The supplier must be able to provide consumable meals to the end-user amounting to the total contract price. 3. Meals must accommodate the participation requirement of the end user. Approximately, the APRPC Phase 1: FGD has an estimated minimum of seventy-five (75) individuals and an estimated maximum of eighty (80) individuals as presented in Table 1, including a buffer of an additional ten (10) individuals for the organizers. <p style="text-align: center;">Table 1: Breakdown of the number of participants for the APRPC</p> <table border="1" data-bbox="491 994 1335 1364"> <thead> <tr> <th data-bbox="499 994 683 1084">Date</th> <th data-bbox="691 994 1193 1084">Meals</th> <th data-bbox="1201 994 1327 1084">No. of Pax</th> </tr> </thead> <tbody> <tr> <td data-bbox="499 1095 683 1173">Day 1 22 July 2024</td> <td data-bbox="691 1095 1193 1173">AM Snack, Buffet Lunch, PM Snacks</td> <td data-bbox="1201 1095 1327 1173">75</td> </tr> <tr> <td data-bbox="499 1184 683 1263">Day 2 23 July 2024</td> <td data-bbox="691 1184 1193 1263">AM Snack, Buffet Lunch, PM Snacks</td> <td data-bbox="1201 1184 1327 1263">75</td> </tr> <tr> <td data-bbox="499 1274 683 1352">Day 3 24 July 2024</td> <td data-bbox="691 1274 1193 1352">AM Snack, Buffet Lunch, PM Snacks</td> <td data-bbox="1201 1274 1327 1352">75</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 4. The catering services must fulfill the following requirements: <ol style="list-style-type: none"> 4.1. Have a wide variety of menu choices for each of the following food categories <ol style="list-style-type: none"> 4.1.1. Buffet Lunch: <ul style="list-style-type: none"> ● Steamed rice; ● Soup ● Beef ● Chicken ● Fish/Seafood ● Vegetable ● Desserts ● Assorted drinks/soda 4.1.2. For snacks (AM/PM) <ul style="list-style-type: none"> ● Sandwich or noodle-based dishes or other Filipino snack dishes ● Assorted drinks/soda 4.2. Potable drinking water shall be provided 4.3. Food served shall be fresh, hot, and ready at least 30 	Date	Meals	No. of Pax	Day 1 22 July 2024	AM Snack, Buffet Lunch, PM Snacks	75	Day 2 23 July 2024	AM Snack, Buffet Lunch, PM Snacks	75	Day 3 24 July 2024	AM Snack, Buffet Lunch, PM Snacks	75
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	<p>minutes before each meal</p> <p>4.4. Other food requirements:</p> <p>4.4.1. Free-flowing water; tea, and coffee for the participants while the event is ongoing</p> <p>4.4.2. Mints/nuts/chips on the table</p> <p>4.4.3. Provision of sugar-free drinks</p> <p>4.5. The service provider may be requested for food tasting for the ERTD-SMPD to determine whether the meals to be served have passed the standards. The service provider shall obtain an overall rating of at least 90% based on the following criteria for selection:</p> <table border="1" data-bbox="563 656 1321 864"> <thead> <tr> <th>Criteria</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Taste and Quality of Food</td> <td>50%</td> </tr> <tr> <td>Serving Size/Balanced Menu/Complimentary Dishes</td> <td>35%</td> </tr> <tr> <td>Food Variety/Options</td> <td>15%</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> </tr> </tbody> </table>	Criteria	Percentage	Taste and Quality of Food	50%	Serving Size/Balanced Menu/Complimentary Dishes	35%	Food Variety/Options	15%	TOTAL	100%
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CATERING STAFF REQUIREMENTS	The supplier must be able to provide a catering staff comparable to the number of participants per program, 1 server: 25 individual ratio.										
EQUIPMENT AND UTENSILS	<p>The supplier must be able to provide the following equipment and utensils, depending on the requirement of the program, viz:</p> <ol style="list-style-type: none"> 1. Tables <ol style="list-style-type: none"> a. Participants' tables b. Secretariat tables 2. Chairs 3. Plates 4. Utensils 5. Napkins 6. Water Dispenser 7. Coffee Percolator 										
PAYMENT REQUIREMENTS AND SCHEDULE	Submit an original copy of the Billing Statement and Delivery Receipt at least five (5) business days after the conclusion of the program. The payment will be processed upon the submission of requirements duly acknowledged by the end user.										
GREEN SPECIFICATIONS	<p>The SEC has launched its sustainability efforts, and to support this project, the ERTD promotes and encourages a sustainable culture that will result in a better quality of life for the SEC employees and the community with which it interacts. Therefore, the ERTD, the supplier, and the participants must strive to:</p> <ul style="list-style-type: none"> ● Opt for paperless documents and other paperless alternatives; and ● Avoid disposable or single-use kitchen items. 										