



BIDS AND AWARDS COMMITTEE



REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of a quotation for the following requirement 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	Layout, Design and Printing of SEC Reports 2023 : Trailblazing <i>(please see Annex B for the Terms of Reference)</i>	100 copies	Php 478,000.00

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. 2024-070				
Procurement Schedules	<table> <tr> <td>Advertisement</td> <td>30 July 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>05 August 2024 12:00 P.M.</td> </tr> </table>	Advertisement	30 July 2024	Deadline to Submit Quotation	05 August 2024 12:00 P.M.
Advertisement	30 July 2024				
Deadline to Submit Quotation	05 August 2024 12:00 P.M.				
Submission of Quotation	<p>Manual Procurement Unit, 2/F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.</p> <p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><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></p> <p>Electronic Electronic submission shall be made through email at mvabuyog@sec.gov.ph</p>				
Delivery Period	Within thirty (30) calendar days upon approval of the sample print in a packaging using recyclable materials.				
Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City				

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

1. **Price Quotation** (use Annex A); and
2. **3 to 5 samples of quality annual report** (hard bound) produced/printed (for presentation purposes only).

In the event that the national or local government declares suspension of work by reason of a fortuitous event or an event beyond the control of the SEC, the deadline to submit quotations is automatically moved to the next working day, same time, and place of submission.

The awardee shall be required as a condition for the issuance of a 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 Php50,000.00).

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of 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 proposed shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price proposals 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 good 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/services to confirm their conformity to the technical specifications.
11. Payment shall be processed after every maintenance service 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 a 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
/mva

PRICE QUOTATION FORM
Reference No. AMP No. 2024-070

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE
 Procurement Unit, 2nd 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	Technical Specifications/ Terms of Reference / Description	Qty.	Unit Price	Total Price (inclusive of all taxes)
1	Layout. Design and Printing of SEC Reports 2023 : Trailblazing <i>(Please see Annex B Terms of Reference, which forms part of the quotation)</i>	100 copies	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 and e-Mail Address: _____

PRINTING OF THE SEC REPORTS 2023: TRAILBLAZING

The SEC Reports 2023: Trailblazing is a publication of the Securities and Exchange Commission (SEC) which highlights the journey of the Commission towards digital transformation and game-changing reforms in 2023.

Description and Specifications	Specifications	
	QUANTITY	100 copies
	SIZE	<ul style="list-style-type: none"> • Hardbound cover – 12.5 x 12.5 inches (Folded) • Inside – 12 x 12 inches (folded); 24 x 12 inches (spread)
	STOCK	<ul style="list-style-type: none"> • C2S #120 on Pasteboard #30 • Inside – Matte #100 • Flyleaves – Matte lamination (1 side flyleaf) #120
	PRINT	<ul style="list-style-type: none"> • HARDBOUND COVER – Full Color (2 sides) • INSIDE – Full Color (2 sides) • FLYLEAVES – Full Color (2 sides) • Dust Jacket – Full Color (1 side)
	PAGES	150 pages; excluding cover and flyleaves
	BINDING	Hardbound with dust cover, perfect binding with Smyth Sewing
	LAMINATION	Cover – Matte (1 side)
	PROCESS	Offset Printing; file supplied
	PROOFING	Hard copy sample print
	OTHERS	Digital Copy (print-ready) saved in a USB flash drive
	DELIVERY	Within 30 days from approval of the sample print
Scope of Work	<p>The printing company shall print 100 copies of The SEC Reports 2023: Trailblazing in close coordination with the SEC Economic Research and Training Department – Strategic Management and Planning Division (ERTD- SMPD), including but not limited to the following tasks:</p> <ol style="list-style-type: none"> 1. Revise the layout, if necessary, in consultation with SEC ERTD-SMPD; 2. Submit Press Proof and obtain a final sign-off from SEC ERTD-SMPD before submitting electronic files for printing/mass production; 3. Submit a digital copy of The SEC Reports 2023: Trailblazing to the SEC ERTD-SMPD to be stored in a USB device and should 	

	be in print-ready format compatible with commercial printing; and,
Requirements	<ol style="list-style-type: none"> 1. Must be a reputable company with printing capabilities and/or printing company that can operate and provide off-set printing services; 2. Must have experience in lay-outing and printing of a government agency report; and 3. Must be able to provide 3 to 5 samples of quality annual report (hard bound) produced/printed (for presentation purposes only).
Green Specifications	Deliver the printed and digital copies of The SEC Reports 2023: Trailblazing within 30 days upon approval of the sample print in a packaging using recyclable materials, in order to prevent damage or deterioration during transit of the same.
Terms of Payment	Payment to the Printing Services Provider of the contract price shall be made upon full delivery by the Printing Services Provider and acceptance by the SEC of the 100 copies of The SEC Reports 2023: Trailblazing.
Terms and Conditions	The SEC reserves its property rights over all material provided to the Printing Services Provider. The Printing Services Provider must observe strict confidentiality of the information and data in the said materials. No article or photograph may be used or reproduced by the Printing Services Provider without written consent to and clearance from the Commission.