



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, Delivery, and Installation of Office Modular Workstation, Office Furniture, and Fit-outs for the SEC Butuan Extension Office <i>See Annex B for Technical Specifications</i>	1 lot	Php 998,200.00

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. 2024-075		
Procurement Schedules	Advertisement	10 August 2024	
	Deadline to Submit Quotation	16 August 2024 10:00 A.M.	
Submission of Quotation	Manual	BAC Secretariat, 7/F 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 Terms	Within thirty (30) days upon receipt of the approved Purchase Order/Notice to Proceed, and will be delivered in Gov Jose C. Aquino Sr. Bldg., JC Aquino Avenue, Butuan 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 Php50,000.00]; and
4. Latest Income/Business Tax Return [for projects with ABC above Php500,000.00].

Notes:

- a) *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b) *Editable file copies of 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.



OLIVER O. LEONARDO

Vice Chairman

/itj

PRICE QUOTATION FORM
Reference No. AMP No. 2024-075

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

BAC Secretariat, 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 lot identified below:

Lot No.	Qty.	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	Supply, Delivery, and Installation of Office Modular Workstation, Office Furniture, and Fit-outs for the SEC Butuan Extension Office.			
	OFFICE WORKSTATION			
	1 set	1500(H)x5600(L)mm Half Glass (Glass H=500mm on top) Modular Partition with fabric-covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.	Php _____	Php _____
1 set	1500(H)x4100(L)mm Modular partition Half Glass (H=500mm) with fabric-covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.	Php _____	Php _____	

3 sets	1500(H)x1500(L)mm Modular partition Half Glass (H=500mm) with fabric-covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.	Php _____	Php _____
13 sets	1000(H)x1400(L)mm Modular partition fabric covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing	Php _____	Php _____
17 sets	1000(H)x1200(L)mm Modular partition fabric covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.	Php _____	Php _____
7 sets	1000(H)x750(L)mm Modular partition fabric covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.	Php _____	Php _____
10 sets	Table Top 1400(L)x600(D)mm: Laminated wood design with PVC edge banding; with 60mm dia. Grommet; inclusive of mounting brackets and accessories.	Php _____	Php _____
10 sets	Side table top 450(L)x450(D)mm: Laminated wood design with PVC edge banding; with 60mm dia. Grommet; inclusive of mounting brackets and accessories	Php _____	Php _____

OFFICE FURNITURE			
1 pc	<p>Executive High Back Ergonomic Chair: Black</p> <ul style="list-style-type: none"> - Frame Steel or Aluminum frame for durability and stability. - Seat and Backrest: High-quality foam padding with upholstery options such as leather or mesh. - Five-star base made of durable chrome steel material, often with caster wheels for mobility. - Padded armrests with adjustable height, typically made of plastic, metal, or soft-touch materials. - Overall Chair Height: Adjustable, with a range typically from 42 to 48 inches. - Pneumatic height adjustment mechanism allowing for smooth height adjustment. - Built-in lumbar support that can be adjustable in height and depth for proper spinal alignment. - Multi-tilt mechanism allowing recline and tilt lock options for customizable comfort. - Contoured Seat and Backrest: Designed to conform to the natural curvature of the spine for optimal support. - Waterfall Seat Edge: Helps reduce pressure on the legs and promote healthy blood circulation. - 360-degree Swivel: Allows for easy movement and access to different areas of the workspace. - Chair seating capacity of at least 80 kg - Base capacity of at least 200 kg - Dimension (LxWxD): 930-1030mm x 640-800mm x 650mm 	Php _____	Php _____
10 pcs	<p>Executive High Back Ergonomic Chair: Black</p> <ul style="list-style-type: none"> - Frame Steel or Aluminum frame for durability and stability. - Seat and Backrest: High-quality foam padding with upholstery options such as leather or mesh. - Five-star base made of durable chrome steel material, often with caster wheels for mobility. - Padded armrests with adjustable height, typically made of plastic, metal, or soft-touch materials. - Overall Chair Height: Adjustable, with a range typically from 36 to 42 inches. 	Php _____	Php _____

	<ul style="list-style-type: none"> - Pneumatic height adjustment mechanism allowing for smooth height adjustment. - Built-in lumbar support that can be adjustable in height and depth for proper spinal alignment. - Multi-tilt mechanism allowing recline and tilt lock options for customizable comfort. - Contoured Seat and Backrest: Designed to conform to the natural curvature of the spine for optimal support. - Waterfall Seat Edge: Helps reduce pressure on the legs and promote healthy blood circulation. - 360-degree Swivel: Allows for easy movement and access to different areas of the workspace. - Chair seating capacity of at least 80 kg - Base capacity of at least 200 kg - Dimension (LxWxD): 940mm x 640mm x 650mm 		
2 sets	<p>Office 4-seater Gang Chair or Approved Equivalent: Black</p> <ul style="list-style-type: none"> - Chrome Metal Frame and leg for durability and stability. - Upholstery: PU leather Black, leatherette seat and back. - Beam section with top-quality steel, powder coated. - Designed to support the weight of multiple adults with a minimum of 150 kg weight rating per seat. - Dimension (WxDxH): 2330mm x 630mm x 810mm 	Php _____	Php _____

1 set	<p>Office 3-seater Gang Chair or Approved Equivalent: Black</p> <ul style="list-style-type: none"> - Chrome Metal Frame and leg for durability and stability. - Upholstery: PU leather Black, leatherette seat and back. - Beam section with top-quality steel, powder coated. - Designed to support the weight of multiple adults with a minimum of 150 kg weight rating per seat. - Dimension (WxDxH): 1600mm x 580mm x 710mm 	Php _____	Php _____
2 sets	<p>Arm Chair or Approved Equivalent: Dark Gray</p> <ul style="list-style-type: none"> - Steel, powder coated legs - Seat: Wood with polyurethane foam 2.0 lb/cu., Felt Liner - Fabric: 100% polyester - Dimension (WxDxH): 600mm x 660mm x 730mm 	Php _____	Php _____
WORKSTATION ELECTRICAL ROUGHING -INS.			
150lm	3.5sqmm THHN/THWN Power Cable	Php _____	Php _____
305m	CAT5e Ethernet LAN Cable	Php _____	Php _____
150lm	4C-#22AWG Telephone Cable	Php _____	Php _____
4 sets	Surface Type Utility Box with Blank Cover	Php _____	Php _____

10 sets	Convenience Outlet: - 2-gang faceplate with 2-gang cover - 2-gang grounding duplex universal receptacle, quick connect terminal	Php _____	Php _____
5 pcs	¾" x 3m plastic molding	Php _____	Php _____
50 pcs	RJ11 Connector (for telephone)	Php _____	Php _____
50 pcs	RJ45 Connector (for LAN cable)	Php _____	Php _____
5 rolls	Electrical Tape	Php _____	Php _____
1 lot	Installation of Workstation Roughing-ins including other electrical	Php _____	Php _____
DELIVERY CHARGE (if applicable)		Php _____	Php _____
<i>See Annex B for Technical Specifications, 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 : _____

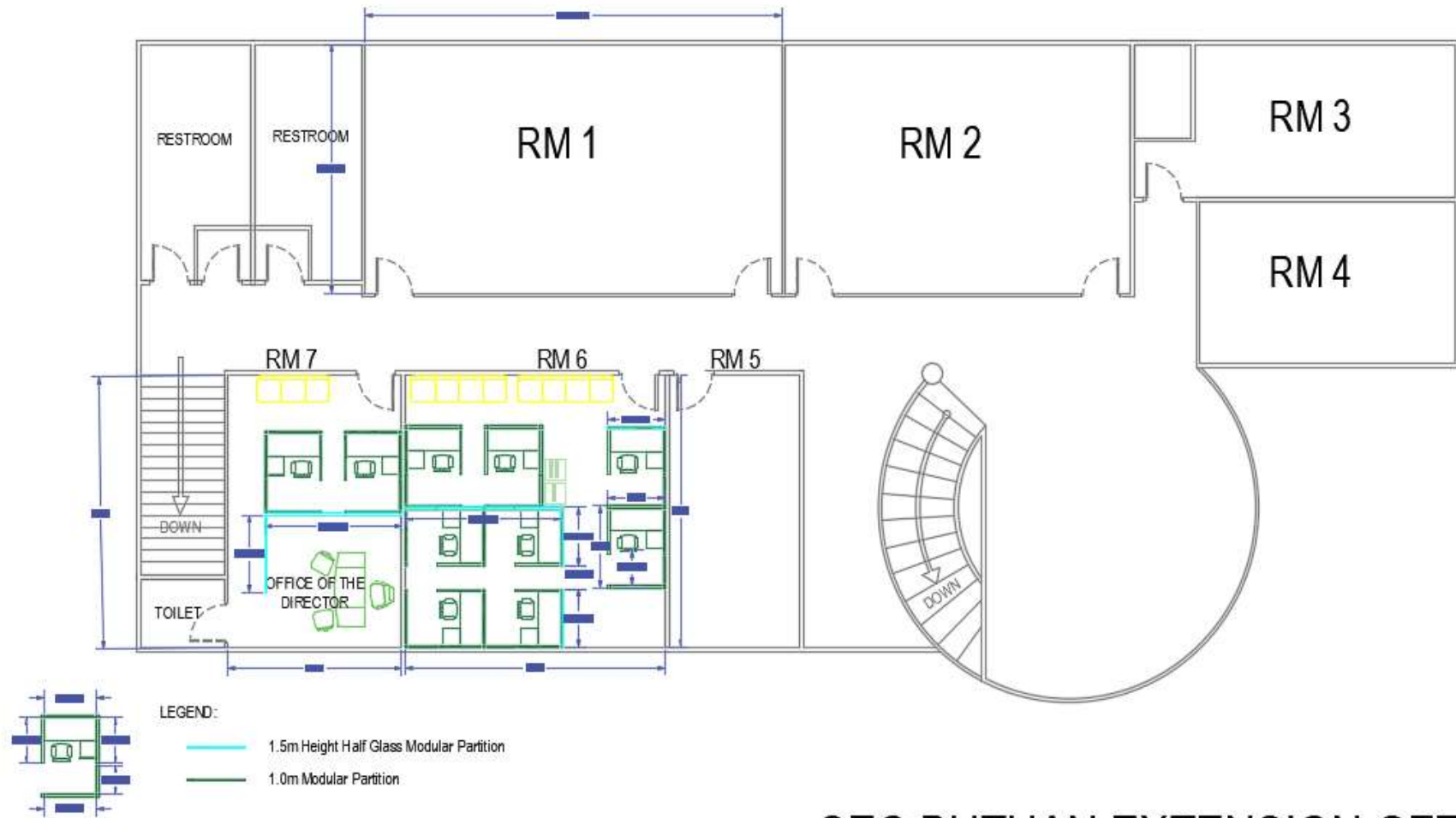
TECHNICAL SPECIFICATION AND OTHER REQUIREMENTS

Products/Services General Description	Supply, Delivery, and Installation of Office Modular Workstation, Office Furniture, and Fit-outs for the SEC Butuan Extension Office																																		
Technical Requirements	<p>The Supplier must have services available and must fulfill the following requirements:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">BILL OF QUANTITY</th> </tr> <tr> <th style="width: 10%;">ITEM NO.</th> <th style="width: 70%;">DESCRIPTION</th> <th style="width: 20%;">QUANTITY</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">OFFICE WORKSTATION</td> </tr> <tr> <td style="text-align: center;">1</td> <td>1500(H)x5600(L)mm Half Glass (Glass H=500mm on top) Modular Partition with fabric-covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.</td> <td style="text-align: center;">1 set</td> </tr> <tr> <td style="text-align: center;">2</td> <td>1500(H)x4100(L)mm Modular partition Half Glass (H=500mm) with fabric-covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.</td> <td style="text-align: center;">1 set</td> </tr> <tr> <td style="text-align: center;">3</td> <td>1500(H)x1500(L)mm Modular partition Half Glass (H=500mm) with fabric-covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.</td> <td style="text-align: center;">3 set</td> </tr> <tr> <td style="text-align: center;">4</td> <td>1000(H)x1400(L)mm Modular partition fabric covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing</td> <td style="text-align: center;">13 set</td> </tr> <tr> <td style="text-align: center;">5</td> <td>1000(H)x1200(L)mm Modular partition fabric covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.</td> <td style="text-align: center;">17 set</td> </tr> <tr> <td style="text-align: center;">6</td> <td>1000(H)x750(L)mm Modular partition fabric covered pads (green) 45mm thick powder-coated aluminum end trims (color subject to approval); including brackets, post, connector, baseboard integration for easy access on managing routing/concealing cable or wires and other accessories to completed the work.</td> <td style="text-align: center;">7 set</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Table Top 1400(L)x600(D)mm: Laminated wood design with PVC edge banding; with 60mm dia. 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OFFICE FURNITURE		
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2	<p>Executive High Back Ergonomic Chair: Black</p> <ul style="list-style-type: none"> - Frame Steel or Aluminum frame for durability and stability. - Seat and Backrest: High-quality foam padding with upholstery options such as leather or mesh. - Five-star base made of durable chrome steel material, often with caster wheels for mobility. - Padded armrests with adjustable height, typically made of plastic, metal, or soft-touch materials. - Overall Chair Height: Adjustable, with a range typically from 36 to 42 inches. - Pneumatic height adjustment mechanism allowing for smooth height adjustment. - Built-in lumbar support that can be adjustable in height and depth for proper spinal alignment. - Multi-tilt mechanism allowing recline and tilt lock options for customizable comfort. - Contoured Seat and Backrest: Designed to conform to the natural curvature of the spine for optimal support. - Waterfall Seat Edge: Helps reduce pressure on the legs and promote healthy blood circulation. - 360-degree Swivel: Allows for easy movement and access to different areas of the workspace. - Chair seating capacity of at least 80 kg - Base capacity of at least 200 kg - Dimension (LxWxD): 940mm x 640mm x 650mm 	10 set
3	<p>Office 4-seater Gang Chair or Approved Equivalent: Black</p> <ul style="list-style-type: none"> - Chrome Metal Frame and leg for durability and stability. 	2 set

	<ul style="list-style-type: none"> - Upholstery: PU leather Black, leatherette seat and back. - Beam section with top-quality steel, powder coated. - Designed to support the weight of multiple adults with a minimum of 150 kg weight rating per seat. - Dimension (WxDxH): 2330mm x 630mm x 810mm 	
4	<p>Office 3-seater Gang Chair or Approved Equivalent: Black</p> <ul style="list-style-type: none"> - Chrome Metal Frame and leg for durability and stability. - Upholstery: PU leather Black, leatherette seat and back. - Beam section with top-quality steel, powder coated. - Designed to support the weight of multiple adults with a minimum of 150 kg weight rating per seat. - Dimension (WxDxH): 1600mm x 580mm x 710mm 	1 set
5	<p>Arm Chair or Approved Equivalent: Dark Gray</p> <ul style="list-style-type: none"> - Steel, powder coated legs - Seat: Wood with polyurethane foam 2.0 lb/cu., Felt Liner - Fabric: 100% polyester - Dimension (WxDxH): 600mm x 660mm x 730mm 	2 sets
WORKSTATION ELECTRICAL ROUGHING -INS.		
1	3.5sqmm THHN/THWN Power Cable	150 m
2	CAT5e Ethernet LAN Cable	305 m
3	4C-#22AWG Telephone Cable	150 m

	4	Surface Type Utility Box with Blank Cover	4 sets
	5	Convenience Outlet: -2-gang faceplate with 2-gang cover -2-gang grounding duplex universal receptacle, quick connect terminal	10 sets
	6	¾" x 3m plastic molding	5 pcs
	7	RJ11 Connector (for telephone)	50 pcs
	8	RJ45 Connector (for LAN cable)	50 pcs
	9	Electrical Tape	5 rolls
	10	Installation of Workstation Roughing-ins including other electrical and civil-related work to complete the project.	1 lot
Installation	To be performed by the winning bidder's certified technical person upon arrival and delivery for the materials.		
Terms of Payment	Payment will be made in full upon completion of works and the issuance of the certificate of completion by the End-user.		
Green Specification	Use recyclable packaging materials. Minimize packaging to reduce waste.		
Warranty	All moving items/parts (chairs, tables, furniture, etc.) with mechanism failure, defective construction, faulty joints, and springs, must be covered by a full parts and labor warranty and/or replacement warranty for one (1) year from the date of delivery and installation. Lifetime service repair for all fixed items (modular partitions, etc.)		



SEC BUTUAN EXTENSION OFFICE
FLOOR PLAN LAYOUT