



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 and Delivery of SEC Podium Seal <i>See Annex B for Technical Specifications</i>	10 pcs.	Php 200,000.00

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. 2024-079		
Procurement Schedules	Advertisement	22 August 2024	
	Deadline to Submit Quotation	05 September 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 jamroa@sec.gov.ph	

<p>Delivery Schedule</p>	<p>The delivery shall be made within sixty (60) calendar days upon receipt of notice to proceed to the SEC Headquarters Makati for quality checking and COA inspection.</p> <p>After the quality checking and inspection, the supplier shall deliver the brass seal within thirty (30) calendar days at the following extension offices:</p> <ol style="list-style-type: none"> 1. <i>Baguio Extension Office:</i> 3/F, Newtown Square, Navy Base Road, Baguio City 2. <i>Tarlac Extension Office:</i> 2nd Floor, Legislative Building, Tarlac City Hall, Tarlac City 3. <i>Legazpi Extension Office:</i> 2nd Floor RDC Primeland Bldg., 1 Landco Business Park, Brgy. Capantawan, Legazpi City 4. <i>Iloilo Extension Office:</i> SEC Bldg. Gen. Hughes St., Iloilo City 5. <i>Cebu Extension Office:</i> 12th Flr, AppleOne-Equicom Tower, Mindanao Ave. Biliran Rd., Cebu Business Park, Cebu City 6. <i>Davao Extension Office:</i> 2F SDC Bldg., Ma-a Road, Brgy. Maa, Davao City 7. <i>Bacolod Extension Office:</i> Unit 10 & 11 Redkey Building Corner. Hernaez & Jocson Streets, Taculing, Bacolod City 8. <i>Cagayan De Oro Extension Office:</i> SEC Bldg. Corner 14th and Tomasaco Del Lara Sts. Cagayan de Oro City 9. <i>Zamboanga Extension Office:</i> 2F JV Bldg., San Jose Panigayan St., Zone IV Zamboanga City, Zamboanga del Sur 7000
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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. PAÑ, JR.
Chairman
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PRICE QUOTATION FORM
Reference No. AMP No. 2024-079

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	10 pcs	SEC Podium Seal	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.**

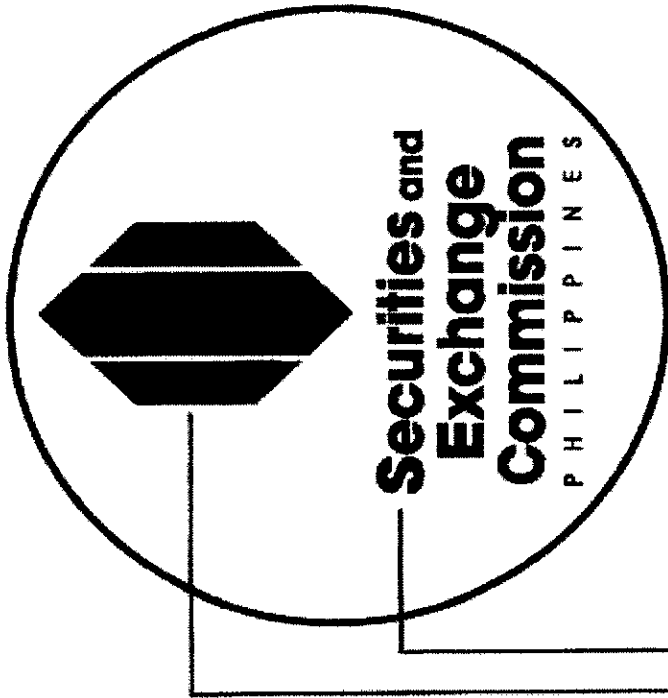
Very truly yours,

Authorized Representative

Signature: _____
 Printed Name: _____
 Company Name: _____
 Contact Number: _____
 e-Mail Address: _____

TECHNICAL SPECIFICATIONS

Product's/Services' General Description	Supply and Delivery of Ten (10) SEC Podium Seal	
	Size (Diameter)	10 in
	Thickness	1/16"
	Material	Brass
	Text and Logo	Embossed
	Backing Material	¾" Wood
	Buildup Side	¾" Brass
Intended Application	For SEC CAN! Events and Exhibits	
Packaging /Green Specifications	Particulars	
	Customized/Specialized Velvet Box, Hardbound Case (Black), Inside Cloth –Silk (Emerald Green) with Polyurethane Foam Inserts, with engraved SEC Logo (Gray Scale)	
Evidence and Verification	Bidder must submit a sample of a small brass with the following: <ol style="list-style-type: none"> 1. Polished Brass (high gloss) 2. Embossed and Debossed Text with ink/paint 3. Embossed and Debossed SEC Logo with ink/paint 	
Warranty	All items must be covered by a full parts and labor service warranty for a period of Twelve (12) months from the date of delivery	



Size (Diameter): 10"
Brass Thickness: 1/16"
Material: Polished Brass
Text and Logo: Embossed
Backing Material: 3/4" Wood
Buildup Side: 3/4" Brass

Color and Font

- **Font Type** – AvantGarde Md BT
- **Font Style** – Caps and small caps
- **Full Color** –

RGB - 14 277 149 CMYK - 94 0 34 12 HTML code - #941995 Web safe color is #941995 RGB - 15 189 105 CMYK - 88 0 19 48 HTML code - #0B2265 Web safe color is #0B2265 RGB - 0 72 48 CMYK - 100 0 33 72 HTML code - #004830 Web safe color is #003333	Securities and Exchange Commission PHILIPPINES RGB - 0-72-48 CMYK - 100-0-33-72 HTML code - #004830 Web safe color is #003333
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