

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 Logo Pin and Philippine Flag Pin <i>See Annex B for Technical Specifications</i>	1,000 pcs. each	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. 2024-078		
Procurement Schedules	Advertisement	22 August 2024	
	Deadline to Submit Quotation	29 August 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 cndcastillo@sec.gov.ph	
Delivery Period	Within forty-five (45) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein. Deliveries must be made between 9:00 AM to 2:00 PM from Tuesday to Thursday.		
Delivery Place	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. 2024-078

Annex A

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:

Item No.	Qty.	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	1000 pcs	SEC Logo Pin	Php _____	Php _____
1	1000 pcs	Philippine Flag Pin	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: _____

Product's/Service's General Description	Supply and Delivery of 1,000 pieces of SEC Logo Pin and 1,000 pieces of Philippine Flag Pin														
Technical Requirements	<p>The items shall be in an individual box with the following descriptions:</p> <table border="1" data-bbox="592 488 1278 869"> <thead> <tr> <th data-bbox="592 488 954 521">SEC Logo Pin</th> <th data-bbox="954 488 1278 521">Philippine Flag Pin</th> </tr> </thead> <tbody> <tr> <td data-bbox="592 521 954 562">Non-Fade/Laminated finish</td> <td data-bbox="954 521 1278 562">Non-Fade/Laminated finish</td> </tr> <tr> <td data-bbox="592 562 954 645">Size: 22mm x 14mm (Proportionate to the SEC Logo)</td> <td data-bbox="954 562 1278 645">Size: 20mm x 14mm</td> </tr> <tr> <td data-bbox="592 645 954 707">Use bronze/high quality brass as material</td> <td data-bbox="954 645 1278 707">Use bronze/high quality brass as material</td> </tr> <tr> <td data-bbox="592 707 954 741">With pin (see picture)</td> <td data-bbox="954 707 1278 741">With pin (see picture)</td> </tr> <tr> <td data-bbox="592 741 954 797">Appearance: Must use the exact colors of the SEC Logo</td> <td data-bbox="954 741 1278 797">Appearance:</td> </tr> <tr> <td data-bbox="592 797 954 869">Shall be in an individual box</td> <td data-bbox="954 797 1278 869">Shall be in an individual box</td> </tr> </tbody> </table>	SEC Logo Pin	Philippine Flag Pin	Non-Fade/Laminated finish	Non-Fade/Laminated finish	Size: 22mm x 14mm (Proportionate to the SEC Logo)	Size: 20mm x 14mm	Use bronze/high quality brass as material	Use bronze/high quality brass as material	With pin (see picture)	With pin (see picture)	Appearance: Must use the exact colors of the SEC Logo	Appearance:	Shall be in an individual box	Shall be in an individual box
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Marking and Labelling	The required markings and labelling under the Consumer Act of the Philippines (Republic Act No. 7394) shall be observed.														
Green Specifications	It should be packaged in recyclable materials and must use environment-friendly materials.														