

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	Bus Service Rental for the Conduct of 2024 Performance Review and Internal Targets Updating (SPRINT) Conference <i>See Annex B for Technical Specifications</i>	1 lot	Php710,000.00

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. 2024-091				
Procurement Schedules	<table> <tbody> <tr> <td>Advertisement</td> <td>20 September 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>25 September 2024 10:00 A.M.</td> </tr> </tbody> </table>	Advertisement	20 September 2024	Deadline to Submit Quotation	25 September 2024 10:00 A.M.
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Submission of Quotation	<p>Manual Procurement Unit, 7th Floor, 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></p>				

	<p style="text-align: center;"><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 fpbaluyot@sec.gov.ph</p>
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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*].

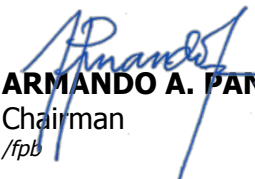
Notes:

- 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. PAN, JR.
Chairman
/fpb

PRICE QUOTATION FORM
Reference No. AMP No. 2024-091

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

Procurement Unit, 7/F 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 items identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	1 lot	Bus Service Rental for an estimated 650 pax from Makati City to Clark, Pampanga and Vice Versa	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

	Specifications																		
Technical Requirements	<p>The Bus Service Rental will be utilized on 28 October 2024 (Monday) from 6:00 AM to 12:00 PM and 30 October 2024 (Wednesday) from 8:00 AM to 04:00 PM, inclusive of waiting time and travel time (to and from the pick-up point and drop-off point).</p> <p>1. Passengers</p> <p>There will be an estimated of at least SIX HUNDRED FIFTY (650) PARTICIPANTS requiring the bus rental service.</p> <p>2. Scope of Services</p> <p>2.1. Transportation services (Pick-up and drop-off only) of the participants of the Commission-Wide Performance Review and Internal Targets Updating (SPRINT) Conference.</p>																		
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<p>The bus must be available at the pick-up location at least two hours (2) before the departure time.</p> <p>3. Vehicles for the Project</p> <p>3.1. Service must be inclusive of the following expenses: toll fees, parking fees, city permits, driver's fee, driver's meals, and gasoline consumption.</p> <p>3.1.1. Toll fees</p> <p>3.1.2. Parking fees</p> <p>3.1.3. City Business Center Entrance Fees (i.e., entry to Makati City)</p> <p>3.1.4. Diesel</p>																			

3.1.5. Driver's fees, meals, and accommodation (if applicable)

4. Requirements and Conditions

The provider must meet the corresponding requirements:

4.1. Bus

4.1.1. Year model not later than 2016 (2016-2024)

4.1.2. 48-50 seater bus with luggage compartment

4.1.3. Fully air-conditioned, clean, comfortable, presentable and in good running condition

4.1.4. Must be equipped with fire extinguisher, provision of cooler for water/drinks, umbrellas, and first aid kits

4.1.5. Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant items

4.1.6. With appropriate signage (For SEC approval)

4.1.7. With RFID for major expressways

4.1.8. With comprehensive insurance

4.1.9. Maximum of 50 passengers per bus

4.2. Driver to be assigned in the project

4.2.1. Qualifications of the Drivers

- Fit to work
- Must be polite and courteous, drives carefully/cautiously, adheres to road courtesy and traffic regulations, prompt in reporting based on agreed time
- Must be presentable, clean cut (hair)
- Must be equipped with working mobile phones for easy coordination and communication
- Must be a holder of a valid Philippine professional driver's license with restriction of D category M3
- With trip ticket available when on/during duty

4.2.2. Functions

- Must be able to safely transport passengers from pick-up point to destination.

4.3. Bus conductor to be assigned in the project

4.3.1. Qualifications

- Fit to work
- Must be polite and courteous, can drive carefully/cautiously, adheres to road courtesy and traffic regulations, prompt in reporting based on agreed time
- Must be presentable, clean cut (hair)
- Must be equipped with working mobile phones for easy coordination and communication
- With trip ticket available when on/during duty

4.3.2. Functions

- Must be able to assist the assigned driver during the trip
- Must be able to assist passengers in loading and unloading (pax and luggages)
- Must ensure complete passenger list before proceeding with the trip

4.4. Company

- Tourist Land Transport Operator/Certificate
- Department of Tourism Accreditation
- At least five (5) years experience/ expertise in land transportation service
- The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- Must provide coordinator/ dispatcher during the event proper
- Provide/ assign additional driver/ bus conductor, if necessary
- Provide additional bus, in case of vehicle malfunction on the originally assigned bus at most earliest possible time

5. In the event of force majeure (including but not limited to natural disasters, acts of war, government restrictions, pandemics, or any other events beyond control), the rescheduling of trips will be permitted without incurring any additional charges to the Securities and Exchange Commission (SEC). Both parties agree to coordinate

	the earliest possible alternative date for the trip, subject to availability and operational feasibility.
Availability/ Place of Delivery	<p>The Bus Service Rental will be utilized on 28 October 2024 (Monday) from 6:00 AM to 12:00 PM and 30 October 2024 (Wednesday) from 08:00 AM to 04:00 PM, inclusive of waiting time and travel time (to and from the pick-up point and drop-off point)</p> <p>Pick Up Location:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission Headquarters – 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City. • Quest Plus Clark, Mimosa leisure Estate, Clark Pampanga
Terms of Payment	<p>A. Payment of 100% of the Contract amount will be made after issuance by the SEC of Certificate of Completion and Acceptance and submission of the following required documents:</p> <p>B. Payment is subject to applicable taxes.</p>
Green Specifications	All buses must be Euro Compliant.
Manpower Requirements	The Supplier shall have a manpower that is properly and fully qualified to perform the class of work provided herein, and that all are authorized, properly trained, equipped, organized and financed to perform such work.
Support Services Requirements	It is essential that the Supplier Provide additional bus, in case of vehicle malfunction on the originally assigned bus.