



**BIDS AND AWARDS COMMITTEE**



**BAGONG PILIPINAS**

**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).

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Approved Budget for the Contract, inclusive of taxes</b>
1	Supply and Delivery of Drinking Water for SEC Extension Office  <i>See Annex B for Technical Specifications</i>	1 lot	Php52,000.00

<b>Mode of Procurement</b>	Negotiated Procurement – Small Value Procurement  (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)				
<b>Reference Number</b>	AMP No. 2024-085				
<b>Procurement Schedules</b>	<table> <tr> <td>Advertisement</td> <td>10 September 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>13 September 2024 10:00 A.M.</td> </tr> </table>	Advertisement	10 September 2024	Deadline to Submit Quotation	13 September 2024 10:00 A.M.
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<b>Submission of Quotation</b>	<p>Manual Procurement Unit, 7<sup>th</sup> 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>  <i>The Project (see Description Above) and Reference Number</i>  <i>Deadline to Submit Quotation</i></p>				

	Electronic Electronic submission shall be made through email at fpbaluyot@sec.gov.ph
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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. 2024-085

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	Drinking Water for SEC Cebu Extension Office  <i>See Annex B for Technical Specifications</i>	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**

<b>Item No.</b>	<b>Particulars</b>
1	Purified drinking water
2	Minimum of sixteen (16) stages of purification/filtration process
3	Content: 5 gallons per bottle
4.	Shape and quality of bottle round and polycarbonate resin type (brand new)
5.	Provision for closed delivery van/truck
6.	One (1) unit of brand-new hot and cold water dispensers with the following specifications: Power source: 220v/60Hz Rated Input power (heating): 500W Rated Input power (cooling): 80W Refrigerate/pout: R12/42g
7.	Manual monthly cleaning of hot and cold water dispenser
8.	Automated water refilling process, pressurized cleaning and disinfecting of empty bottles
9.	Monthly submission of Microbiological Water Test Laboratory Certificate and semi-annual submission of Chemical and Physical Water Test Laboratory Certificate from a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA)
10.	Random sampling water samples done not more than twelve (12) times within the contract period, which shall be jointly conducted by the Supplier and the SEC and sent to an accredited water-testing laboratory with costs chargeable to Supplier.
11.	Sanitary Permit/s for the duration of the contract
12.	One (1) on-call technician to repair defective water dispensers with response time of not more than twenty-four (24) hours from verbal or written notification.  In the event that the defective water dispenser cannot be repaired on site, the supplier shall provide a temporary replacement unit.  Water dispensers beyond repair shall be replaced with new units within 24 hours.

**Delivery:** Within fifteen (15) calendar days from the issuance of Notice to Proceed

**Delivery Schedule:** Once a week (Every Friday); weekly total of 20 bottles of purified drinking water.

**Place of Delivery:** 12F AppleOne Equicom Tower, Mindanao Avenue cor. Biliran Rd., Cebu Business Park, Luz, Cebu City

**Note:** Indicative number and for bidding purposes only. The SEC CEO may increase or decrease the supply of purified drinking water for any reason and, in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase shall not exceed the ABC.

## SCHEDULE OF REQUIREMENTS

Item No.	Description	Quantity	Delivery Schedule
1	Supply of Purified Drinking Water	At least 1,040 bottles of 5 gallons/year Or At least 20 bottles/week  (20 bottles/week)	Once a week;  Weekly total of 20 bottles of purified drinking water  (Every Friday)
2	Hot and Cold Water Dispenser	3 units	Within fifteen (15) calendar days from the issuance of Notice to Award

**Note:**

Indicative number and for bidding purposes only. The "Purchaser" may increase or decrease the supply of purified drinking water for any reason and, in such event, there shall be a corresponding downward and upward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase shall not exceed the ABC.