

## ***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 Furniture and Equipment at the Securities and Exchange Commission  <i>See Annex B for Technical Specifications</i>	1 lot	Php 950,000.00

<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. 2024-086		
<b>Procurement Schedules</b>	Advertisement	13 September 2024	
	Deadline to Submit Quotation	20 September 2024 10:00 A.M.	
<b>Submission of Quotation</b>	Manual	Procurement Unit, 7 <sup>th</sup> 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
<b>Delivery Period</b>	Fifteen (15) days upon receipt of Notice to Proceed (NTP)/ Purchase Order (PO).
<b>Delivery Place</b>	<p><b>The SEC Headquarters</b> 7907 Makati Avenue, Bel-Air, Salcedo Village, Makati City 1209</p> <p><b>SEC Building – Cagayan de Oro Extension Office</b> Cor 14<sup>th</sup> and Tomasaco Del Lara Sts., Cagayan de Oro City</p> <p>The bidder will be liable for any loss or damage of the goods, incurred during the delivery. All items must be delivered to SEC Headquarters to be inspected prior to the delivery to Cagayan de Oro Extension Office.</p> <p><b>Pickup and Delivery Time shall be strictly between 8:00 AM to 3:00 PM only.</b></p>

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A); and
2. **Technical Specifications** (use Annex B)

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.

**SGD**

**ARMANDO A. PAN, JR.**

Chairman

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**PRICE QUOTATION FORM**  
**Reference No. AMP No. 2024-086**

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:

<b>Lot No.</b>	<b>QTY</b>	<b>Technical Specifications/ Terms of Reference / Description</b>	<b>Unit Price</b>	<b>Total Price (inclusive of all taxes)</b>
1	<i>Office of Commissioner Quevedo</i>			
	10 units	Conference Chairs	Php _____	Php _____
	1 unit	Conference Table	Php _____	Php _____
	2 units	Side Table	Php _____	Php _____
	1 unit	Coffee Table	Php _____	Php _____
	1 unit	Executive Table	Php _____	Php _____
	1 unit	Executive Chair	Php _____	Php _____
	2 units	Sofa (2-seater)	Php _____	Php _____
	1 unit	Sofa (1-seater)	Php _____	Php _____
	<i>Office of Commissioner Fernandez</i>			
	10 units	Conference Chairs	Php _____	Php _____
	1 unit	Conference Table (10-seater)	Php _____	Php _____
	1 unit	Conference Table (6-seater)	Php _____	Php _____
	1 unit	Wardrobe Cabinet	Php _____	Php _____
	<i>Office of Commissioner Francisco</i>			
	16 units	Conference Chairs	Php _____	Php _____
	<i>Management Services Department</i>			
	16 units	Conference Chairs	Php _____	Php _____

	2 units	Conference Table (6-seater)	Php _____	Php _____
Cagayan de Oro Extension Office				
	1 unit	Executive Table	Php _____	Php _____
	1 unit	Executive Chair	Php _____	Php _____
	--	Delivery Charge	Php _____	Php _____
<b>TOTAL</b>				P _____

**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>Product's/Service's General Description</b>	Supply and Delivery of Furniture and Equipment at the Securities and Exchange Commission
<b>Intended application</b>	To supply and delivery modern and sustainable furniture at the SEC
<b>Item Description</b>	<p><b>Office of Commissioner Quevedo</b></p> <ol style="list-style-type: none"> <li> <p><b>1. Conference Chairs (10 units)</b>  Chair Type: High Back Executive Leather Chair  Gas Lift Seat Height Adjustment  Adjustable Tilt Tension  Tilt Lock  Caster Wheels  Armrest: PVC  Star Base: Chrome  Color: Black  Dimensions: W: 635mm  D: 685mm  H: 1130-1215mm</p> </li> <li> <p><b>2. Conference Table (1 unit)</b>  Type: Rectangular  Material: MDF Board, Solid Wood Surface  Color: Walnut Veneer  Integrated Cable Management: Turnover Wire Box  Seat Capacity: 10-Seater</p> </li> <li> <p><b>3. Side Table (2 units)</b>  Type: Modern Contemporary Round Side Table  Material: Top-Smoke Glass  Legs-Geometric in Champagne Plating  Color: Black  Dimension: D: 55cm  H: 56cm</p> </li> <li> <p><b>4. Coffee Table (1 unit)</b>  Type: Modern Contemporary Round Center Table  Material: Top-Smoke Glass  Legs-Geometric in Champagne Plating  Color: Black  Dimension: D: 61cm  H: 45cm</p> </li> <li> <p><b>5. Executive Table (1 unit)</b>  Material: MDF Wood  Color: Black  Dimensions: H: 75cm  L: 160cm  W: 80cm</p> </li> <li> <p><b>6. Executive Chair (1 unit)</b>  Chair Type: High Back Executive Leather Chair  Gas Lift Seat Height Adjustment  Adjustable Tilt Tension  Tilt Lock  Caster Wheels  Cloth Type: PVC</p> </li> </ol>

Armrest: Bentwood; Padded  
Star Base: Steel Inside and Benwood Cover  
Color: Black  
Dimensions: W: 635mm  
D: 685mm  
H: 1130-1215mm

**7. Sofa (2 unit)**

Type: Two-Seater Sofa  
Material: Frame – Plywood & Gmelina Wood  
Loose Seat Cushion – Polyurethane foam  
Fixed Back – Polyurethane foam  
Cover – 100% Polyester  
Leg – Wooden Leg  
Color: Fabric Bristol Navy Blue  
Armrest: 64cm  
Seat: 61cm D x 42cm H x 125cm W  
Dimension: 80cm D x 88cm H x 162cm W

**8. Sofa (1 unit)**

Type: Three-Seater Sofa  
Material: Frame – Plywood & Gmelina Wood  
Loose Seat Cushion – Polyurethane foam  
Fixed Back – Polyurethane foam  
Cover – 100% Polyester  
Leg – Wooden Leg  
Color: Fabric Bristol Navy Blue  
Armrest: D: 64cm  
Seat: D: 61cm  
H: 42cm  
W: 186cm  
Dimension: D: 80cm  
H: 88cm  
W: 223cm

**Office of Commissioner Fernandez**

**1. Conference Chairs (10 units)**

Chair Type: High Back Executive Leather Chair  
Gas Lift Seat Height Adjustment  
Adjustable Tilt Tension  
Tilt Lock  
Caster Wheels  
Armrest: PVC  
Star Base: Chrome  
Color: Black  
Dimensions: W: 635mm  
D: 685mm  
H: 1130-1215mm

**2. Conference Table (1 unit)**

Type: Rectangular  
Material: MDF Board, Solid Wood Surface  
Color: Walnut Veneer  
Integrated Cable Management: Turnover Wire Box  
Seat Capacity: 10-Seater

**3. Conference Table (1 unit)**

Type: Rectangular  
Material: Melamine Tabletop, Aluminum Alloy Legs  
Color: Walnut Veneer  
Integrated Cable Management: Turnover Wire Box  
Seat Capacity: 6-Seater  
Dimensions: L: 2400mm  
W: 1100mm



H: 750mm  
**4. Wardrobe Cabinet (1 unit)**  
Type: Three-Door  
Material: Particle Board and Paper Laminate  
Color: Acacia Walnut  
Dimensions: L: 114cm  
W: 48cm  
H: 185cm

**Office of Commissioner Francisco**

**1. Conference Chairs (16 units)**  
Chair Type: High Back Executive Leather Chair  
Gas Lift Seat Height Adjustment  
Adjustable Tilt Tension  
Tilt Lock  
Caster Wheels  
Armrest: PVC  
Star Base: Chrome  
Color: Black  
Dimensions: W: 635mm  
D: 685mm  
H: 1130-1215mm

**Management Services Department**

**1. Conference Chairs (16 units)**  
Chair Type: High Back Executive Leather Chair  
Gas Lift Seat Height Adjustment  
Adjustable Tilt Tension  
Tilt Lock  
Caster Wheels  
Armrest: PVC  
Star Base: Chrome  
Color: Black  
Dimensions: W: 635mm  
D: 685mm  
H: 1130-1215mm

**2. Conference Table (2 units – 6-Seater)**  
Type: Rectangular  
Material: Melamine Tabletop, Aluminum Alloy Legs  
Color: Walnut Veneer  
Integrated Cable Management: Turnover Wire Box  
Seat Capacity: 6-Seater  
Dimensions: L: 2400mm  
W: 1100mm  
H: 750mm

**Cagayan De Oro Extension Office**

**1. Executive Table (1 unit)**  
Material: MDF Wood  
Color: Black  
Dimensions: H: 75cm  
L: 160cm  
W: 80cm

**1. Executive Chair (1 unit)**  
Chair Type: High Back Executive Leather Chair

	<p>Gas Lift Seat Height Adjustment Adjustable Tilt Tension Tilt Lock Caster Wheels</p> <p>Cloth Type: PVC Armrest: Bentwood; Padded Star Base: Steel Inside and Benwood Cover Color: Black Dimensions: W: 635mm D: 685mm H: 1130-1215mm</p>
<b>Evidence and Verification</b>	Contractor must submit a Materials Approval Form and/or Detailed Product Brochure subject for End-user approval during post-qualification.
<b>Packaging</b>	Fully wrapped twice with honeycomb paper and recycled cardboard boxes for the corners or any sustainable materials.
<b>Warranty &amp; Disclosure</b>	Standard Manufacturer's Warranty against factory defects including Parts and Labor for Twelve (12) Months from the date of acceptance.
<b>Green Specifications</b>	The bidder must have effective waste management policies and procedures and/or a waste management program.
<b>Delivery Schedule</b>	Fifteen (15) days upon receipt of Notice to Proceed (NTP)/ Purchase Order (PO).
<b>Pickup and Delivery Place and Time</b>	<p><b>The SEC Headquarters</b></p> <p>7907 Makati Avenue, Bel-Air, Salcedo Village, Makati City 1209</p> <p><b>SEC Building</b></p> <p>Cor 14<sup>th</sup> and Tomasaco Del Lara Sts., Cagayande Oro City</p> <p>The bidder will be liable for any loss or damage of the goods, incurred during the delivery. All items must be delivered to SEC Headquarters to be inspected prior to the delivery to Extension Offices.</p> <p><b>Pickup and Delivery Time shall be strictly between 8:00 AM to 3:00 PM only.</b></p>