



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	Catering Services for the La Union Leg of the SEC Roadshow on Capital Formation for MSMEs and Startups <i>See Annex B for Technical Specifications</i>	150 pax	Php 210,000.00

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. 2024-095				
Procurement Schedules	<table> <tr> <td>Advertisement</td> <td>02 October 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>07 October 2024 10:00 AM</td> </tr> </table>	Advertisement	02 October 2024	Deadline to Submit Quotation	07 October 2024 10:00 AM
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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> <i>The Project (see Description Above) and Reference Number</i></p>				

	<i>Deadline to Submit Quotation</i>
	Electronic Electronic submission shall be made through email at fpbaluyot@sec.gov.ph
Delivery Period and Place	10 October 2024, 7AM to 6PM, at the La Union Convention Center, San Fernando City, La Union

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.



OLIVER O. LEONARDO

Vice Chairman

/fpb

PRICE QUOTATION FORM
Reference No. AMP No. 2024-095

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	150 pax	AM Snacks and Drinks	Php _____	Php _____
	150 pax	Lunch	Php _____	Php _____
	150 pax	PM Snacks and Drinks	Php _____	Php _____
<i>See Annex B for Technical Specifications</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 : _____

TECHNICAL SPECIFICATIONS

Product's/Service's General Description	Catering services for the La Union leg of the SEC Roadshow on Capital Formation for MSMEs and Startups										
Objective	To search, identify, and recommend to the Commission en Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service provider for the La Union leg of the SEC Roadshow on Capital Formation for MSMEs and Startups.										
Rationale	A catering service provider that can sufficiently and reliably provide meals, snacks, and complete set-up during the conduct of the La Union leg of the SEC Roadshow on Capital Formation for MSMEs and Startups is required to maximize the attainment of the roadshow objectives. This includes creating an engaging environment for attendees through the use of the LED wall for presentations and visual displays, basic lighting to enhance the ambiance, and a sound system to ensure clear audio for presentations and discussions.										
Catering Arrangement	<table border="1" data-bbox="571 1025 1436 1608"> <thead> <tr> <th data-bbox="571 1025 1114 1059">Meals</th> <th data-bbox="1121 1025 1436 1059">No. of Persons</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 1070 1114 1104">AM snacks and drinks</td> <td data-bbox="1121 1070 1436 1104">150</td> </tr> <tr> <td data-bbox="571 1115 1114 1350">Lunch: Rice At least 2 meat dishes 1 vegetable dish At least 1 dessert 1 drink</td> <td data-bbox="1121 1115 1436 1350">150</td> </tr> <tr> <td data-bbox="571 1361 1114 1395">PM snacks and drinks</td> <td data-bbox="1121 1361 1436 1395">150</td> </tr> <tr> <td colspan="2" data-bbox="571 1406 1436 1597">Service is buffet-style, except for the 3 VIP tables (with full service) With free-flowing coffee With two (2) water stations with hot and cold mineral water LED wall screen with operator for 8 hours (9x24ft) Basic lights and sounds</td> </tr> </tbody> </table> <p data-bbox="571 1641 1436 1776">The catering service provider must provide complete table arrangements, as outlined below. The theme/color scheme should be a combination of two or three of the following colors: white, green, silver, and gold.</p>	Meals	No. of Persons	AM snacks and drinks	150	Lunch: Rice At least 2 meat dishes 1 vegetable dish At least 1 dessert 1 drink	150	PM snacks and drinks	150	Service is buffet-style, except for the 3 VIP tables (with full service) With free-flowing coffee With two (2) water stations with hot and cold mineral water LED wall screen with operator for 8 hours (9x24ft) Basic lights and sounds	
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Client Satisfaction Rating	The catering service provider must have a positive client satisfaction rating.										

Sustainability Initiatives

- The catering service provider shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substance usage, the reduction of waste and energy consumption, and water saving.
- The catering service provider must not use the following materials/items during mealtime:
 - a. Plastic cups
 - b. Styrofoams
 - c. Plastic straws
 - d. Food/juice tetra pack packaging
 - e. Plastic utensils

Conference Room Layout	No. of Persons
Classroom type set-up	130
3 round tables (for VIPs)	15
2 Secretariat/Registration tables	5