



**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).

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Approved Budget for the Contract, inclusive of taxes</b>
1	Lease Agreement for Copier Machines for the SEC Headquarters and the Extension Offices for a period of Two (2) Months  <i>See Annex B for Technical Specifications</i>	lot	Php 570,000.00

<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. 2024-098		
<b>Procurement Schedules</b>	Advertisement	8 October 2024	
	Deadline to Submit Quotation	11 October 2024 8:00 A.M.	
<b>Submission of Quotation</b>	Manual	Procurement Unit, Management Services Department, 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 <a href="mailto:cndcastillo@sec.gov.ph">cndcastillo@sec.gov.ph</a>	
<b>Delivery Schedule</b>	Units shall be delivered to SEC headquarters and various extension offices by 14 October 2024		

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:*

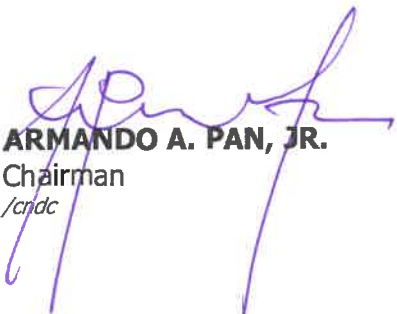
- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link: <https://www.sec.gov.ph/procurement/prescribed-templates/>.*

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  
*/crdc*

**PRICE QUOTATION FORM**  
**Reference No. AMP No. 2024-098**

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	1 lot	Lease Agreement for Copier Machines for the SEC Headquarters and the Extension Offices for a period of Two (2) Months  <i>See Annex B for Technical Specifications, which forms part of the quotation.</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>Product's/Service's General Description</b>	Lease Agreement for Copier Machines for the SEC Headquarters and the Extension Offices for a period of Two (2) Months
<b>Requirements</b>	<ol style="list-style-type: none"> <li>1. Thirty-Nine (39) units Digital Copier Machine</li> <li>2. One In-house operator/technician</li> </ol>
<b>Intended application</b>	To make available to various SEC offices copier machines that are capable of generating/reproducing needed copies of documents within a specified time and speed requirements, as well as providing the necessary consumables, maintenance and repair services for such machines without added cost to the Securities and Exchange Commission.
<b>Item/Machine Specifications</b>	Bidder should be capable of providing Thirty-Nine (39) units, branded multi-function copying machines, not older than three (3) years old from the manufacturing date, with the following features and capabilities.
	<p><b>Item 1: Five (5) units</b></p> <ol style="list-style-type: none"> <li>1. Capable of at least 60 copies per minute</li> <li>2. With Reverse Automatic Document Feeder (RADF)</li> <li>3. Network Printing capabilities</li> <li>4. Scanning capabilities</li> <li>5. Capable of password features</li> <li>6. 4 Paper Tray and 1 Manual Bypass</li> <li>7. With Sorting and Preview Capabilities</li> </ol>
	<p><b>Item 2: Thirty-Four (34) units</b></p> <ol style="list-style-type: none"> <li>1. Capable of at least 35 copies per minute</li> <li>2. With Reverse Automatic Document Feeder (RADF)</li> <li>3. Network Printing capabilities</li> <li>4. Scanning capabilities</li> <li>5. Capable of password features</li> <li>6. 4 Paper Tray and 1 Manual Bypass</li> <li>7. With Sorting and Preview Capabilities</li> </ol>
	<p><b><i>SEC has the option to request for upgrade and/or additional unit without increase in cost provided it has exceeded the request for minimum copy volume for the last three months or a new office/department has been established, respectively.</i></b></p> <p><b>Estimated Average Monthly Consumption = 255,000 copies</b></p>
<b>Obligation and Responsibilities of Contractor</b>	<ol style="list-style-type: none"> <li>1. Contractor shall provide for 8 hours, Monday to Friday one (1) in house technician/operator and one (1) reliever at SEC Head Office who will maintain the copiers. This technician/operator shall require printing request for all the copying jobs and shall be responsible for consolidation of consumption on a monthly basis.</li> <li>2. Contractor shall provide one (1) On-call Customer Service Technician who shall respond within one (1) hour to service calls upon advice of end-user and perform regular maintenance services on the copiers.</li> </ol>

	<ol style="list-style-type: none"> <li>3. This technician/operator shall remain the contract employee of the Contractor but shall be administratively under the supervision of SEC</li> <li>4. Contractor shall maintain the copiers in continuous good running and operating condition and shall conduct regular rigid cleaning/overhauling and maintenance of copiers during non-working days.</li> <li>5. Contractor at its own expense shall provide regularly all machine parts, toner, developer, diluents and other consumables necessary for the operations and use of the copiers including drum regardless of operating time/number of copies.</li> <li>6. Contractor shall provide immediately a service unit with the same specifications in the event of a machine breakdown. Contractor shall be penalized at ₱ 500.00 per day for its failure to replace a defective unit or upon demand by SEC.</li> <li>7. Contractor shall provide Monthly Statement of Account and Original copies of Sales Invoice with Monthly Consumption Report and Meter Reading Report witnessed and verified by the end-user representative as basis for the monthly payment of copier charges.</li> <li>8. For those end-users without an assigned operator, the Contractor shall provide proper training on the operations and maintenance of the copiers to the representatives of the said end-users without additional cost to SEC.</li> <li>9. All machines can be used as a scanner and printer with no additional cost to SEC. The Contractor shall provide all the needed accessories/programs.</li> <li>10. Freight charges shall be shouldered by the Contractor/Service Provider.</li> </ol>		
<b>Packaging</b>	Fully wrapped twice with honeycomb paper and recycled cardboard boxes for the corners or any sustainable materials.		
<b>Green Specifications</b>	The bidder must have effective waste management policies and procedures and/or a waste management program.		
<b>Payment</b>	<ol style="list-style-type: none"> <li>1. Rental rate shall be on a monthly basis and billing shall be based on the reading reflected on the individual meter of the unit.</li> <li>2. Automatic deduction of two percent (2%) spoilage from the monthly billing of copies reproduced.</li> <li>3. The contractor shall waive installation cost, security charges and other additional charges imposed on rental of copying machine.</li> </ol>		
<b>Delivery Schedule</b>	<ol style="list-style-type: none"> <li>1. Delivery Schedule – 60 days upon the receipt of Notice to Proceed (NTP)</li> <li>2. Commissioning Schedule – upon delivery</li> </ol>		
<b>Pickup and Delivery Place and Time</b>			
<b>1. The SEC Headquarters</b> 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City			
<b>Floor Location</b>	<b>Department/Office</b>	<b>Item No.</b>	<b>Qty</b>
Basement 1	Medical / Dental Clinic	Item 2	1

3 <sup>rd</sup> Floor	ICTD – PRU	Item 2	1
4 <sup>th</sup> Floor	ICTD – SOD	Item 2	1
	CRMD – CFRD	Item 2	1
	CRMD – CAD, CMD	Item 1	1
5 <sup>th</sup> Floor	CRMD – OD, CFRD, CPRD	Item 2	3
6 <sup>th</sup> Floor	FMD – OD, COA	Item 2	2
	FMD – AD, TD, BFD	Item 1	1
7 <sup>th</sup> Floor	HRAD	Item 1	1
8 <sup>th</sup> Floor	CGFD – OD, FLCD	Item 2	2
9 <sup>th</sup> Floor	EIPD	Item 2	1
		Item 1	1
10 <sup>th</sup> Floor	ERTD	Item 2	1
12 <sup>th</sup> Floor	OCS	Item 2	1
Commissioners Floor	Four (4) Commissioners	Item 2	4
14 <sup>th</sup> Floor	OGC	Item 1	1
15 <sup>th</sup> Floor	OC	Item 2	2
17 <sup>th</sup> Floor	MSRD	Item 2	2
18 <sup>th</sup> Floor	OGA	Item 2	2
<b>2. SEC Building</b> EDSA cor. Ortigas Ave., Mandaluyong City		Item 2	1
<b>3. SEC - Cagayan De Oro Extension Office</b> SEC Building, 14 <sup>th</sup> St. cor. Tomasaco Del Lara St., Cagayan De Oro City		Item 2	1
<b>4. SEC - Zamboanga Extension Office</b> SEC Building, San Jose Panigayan St., Zamboanga City		Item 2	1
<b>5. SEC - Baguio Extension Office</b> 3F Newtown Square, Navy Base Road, Baguio City		Item 2	1
<b>6. SEC - Legazpi Extension Office</b> 2F RDC Primeland Bldg., 1 LandCo, Business Park, Brgy. Capantawan, Legazpi City		Item 2	1
<b>7. SEC - Tarlac Extension Office</b> 2F Legislative Bldg., Tarlac City		Item 2	1
<b>8. SEC - Cebu Extension Office</b>		Item 2	1

SEC Bldg. V. Rama Ave., Guadalupe, Cebu City		
<b>9. SEC - Iloilo Extension Office</b> SEC Bldg., Gen. Hughes St., Iloilo City	Item 2	1
<b>10. SEC - Davao Extension Office</b> SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City	Item 2	1
<b>11. SEC - Bacolod Extension Office</b> P. Hernaez St. Extension, Brgy. Taculing, Bacolod City	Item 2	1

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.

**Pickup and Delivery Time shall be strictly between 8:00 AM to 3:00 PM only.**