

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of a quotation for the following requirement in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Qty.	Approved Budget for the Contract, inclusive of taxes
1	Supply and Delivery of SEC Recognition Plaques for External Stakeholders <i>See Annex B for Technical Specifications</i>	217 pcs	Php783,000.00

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. 2024-101		
Procurement Schedules	Advertisement	29 October 2024	
	Deadline to Submit Quotation	04 November 2024 12:00 P.M.	
Submission of Quotation	Manual	Procurement Unit, 7 th 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 mvabuyog@sec.gov.ph	

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

- Price Quotation** (use Attachment 1) and;
- Technical Specifications (Annex A)**

In the event that the national or local government declares suspension of work by reason of a fortuitous event or an event beyond the control of the SEC, the deadline to submit quotations is automatically moved to the next working day, same time, and place of submission.

The awardee shall be required as a condition for the issuance of a 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; and
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (for projects with ABC above Php50,000.00).
4. Latest Income Tax Return (for projects with ABC above Php500,000.00)

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of 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 an 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/LCRB 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 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/services to confirm their conformity to the technical specifications.
11. Payment shall be processed after every maintenance service 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 a 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
/mva

PRICE QUOTATION FORM
Reference No. AMP No. 2024-101

Date: _____

The Chairman**BIDS AND AWARDS COMMITTEE**

Procurement Unit, Supply Chain Division
 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:

LOT	Technical Specifications/ Terms of Reference / Description	Qty.	Unit Price	Total Price (inclusive of all taxes)
1	<p><i>Supply and Delivery of SEC Recognition Plaques for External Stakeholders</i></p> <p><i>Item 1 – Capital Market Development Champion</i></p> <p><i>Item 2 – SEC Awardees for Headquarters (HQ)</i></p> <p><i>Item 3 – SEC Awardees for Extension Offices (EO)</i></p> <p><i>Item 4 – SEC Campaign Network Partners for HQ</i></p> <p><i>Item 5 – SEC Campaign Network Partners for EO</i></p> <p><i>Item 6 – SEC Investor Champion</i></p> <p><i>(Please see Annex B Technical Specifications, which forms part of the quotation)</i></p>	<p>1</p> <p>90</p> <p>60</p> <p>5</p> <p>60</p> <p>1</p>	<p>Php _____</p> <p>Php _____</p> <p>Php _____</p> <p>Php _____</p> <p>Php _____</p> <p>Php _____</p>	<p>Php _____</p> <p>Php _____</p> <p>Php _____</p> <p>Php _____</p> <p>Php _____</p> <p>Php _____</p>
	Total Amount			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 and e-Mail Address : _____

TECHNICAL SPECIFICATIONS

<p>Product's/Service's General Description</p>	<p>Supply and Delivery of SEC Recognition Plaques for External Stakeholders</p>															
<p>Technical Requirements</p>	<p>Item 1: Capital Market Development Champion</p> <table border="1" data-bbox="528 378 1461 748"> <tr> <td>Material</td> <td>Crystal Glass</td> </tr> <tr> <td>Top Dimension</td> <td>Height = 7 in (from base) Length = 6 in Thickness = 1 ½ in</td> </tr> <tr> <td>Top Design</td> <td>Hexagonal Beveled at all sides (front and back)</td> </tr> <tr> <td>Base Dimension</td> <td>Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in</td> </tr> <tr> <td>Base Design</td> <td>Diamond</td> </tr> <tr> <td>Logo</td> <td>Top Engraved / Etched</td> </tr> <tr> <td>Text</td> <td>Top; Engraved / Etched with White Paint</td> </tr> </table>		Material	Crystal Glass	Top Dimension	Height = 7 in (from base) Length = 6 in Thickness = 1 ½ in	Top Design	Hexagonal Beveled at all sides (front and back)	Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in	Base Design	Diamond	Logo	Top Engraved / Etched	Text	Top; Engraved / Etched with White Paint
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	Item 5: SEC CAMPAIGN Network Partners for Extension Offices	
	Material	Crystal Glass
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	Base Design	Diamond
	Logo	Top: Engraved / Etched
	Text	Top: Engraved / Etched with Black Paint
	Item 6: Plaque for SEC Investor Champions	
	Frame Material	1 in. wooden frame
	Frame Dimension	Height = 12 in Length = 10 in Side Thickness = 1 in Front Thickness = ¾ in
	Body Material	Rectangular Brass Metal
	Top Element Material	Hexagonal Glass with Engraved Logo and Design
	Top Element Color	Jade
	Top Element Dimension	Height= 150mm Length= 125mm Sides= 75mm Thickness = Tapered from 2mm at the side to 5 mm in the middle
	Bottom Element Material	Beveled Glass with Frosted Sticker Backing Dual Colored (Light Green and Dark Green)
	Bottom Element Text	Brass Plate with Engraved Text
	Bottom Element Logo and 88 th Anniversary Icon	Engraved with SEC Colors
Intended application	To purchase various recognition plaques for SEC External stakeholders.	
Packaging	<ul style="list-style-type: none"> ● Customized/Specialized Velvet Box ● Outer box – Hardbound Case, Black ● Inside Cloth – Silk, Emerald Green ● With Polyurethane Foam Inserts ● With engraved name of awardee, Gold 	
Evidence and Verification	Bidders must submit a Proof-of-concept (POC) or conduct a Product Demonstration or any equivalent form of trial/testing to the end-user during the post-qualification phase for each item being offered, to ensure the actual quality of the product.	
Warranty & Disclosure	<ul style="list-style-type: none"> ● One (1) Year Warranty Replacement from the date of delivery. 	

	<ul style="list-style-type: none"> The bidder will be liable for any loss or damage of the goods, Incurred during the delivery. 																																																																								
Green Specifications	<ul style="list-style-type: none"> Packaging must use eco-friendly materials 																																																																								
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Place of Delivery	<p>All items should be delivered at the SEC-HQ within the delivery schedule for inspection purposes, before delivery to SEC Extension Offices at the following addresses:</p> <table border="1"> <thead> <tr> <th>Office</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>SEC-HQ</td> <td>The SEC Headquarters 7907 Makati Avenue, Bel-Air, Salcedo Village, Makati City 1209</td> </tr> <tr> <td>BACEO</td> <td>SEC - Bacolod Extension Office P. Hernaez St. Extension, Brgy. Taculing, Bacolod City</td> </tr> <tr> <td>BAGEO</td> <td>SEC - Baguio Extension Office 3/f Newtown Square, Navy Base Road, Baguio City</td> </tr> <tr> <td>BUTEO</td> <td>SEC - Butuan Extension Office JC Aquino Training Center, JC Aquino Ave., Brgy. Libertad Butuan City</td> </tr> </tbody> </table>	Office	Address	SEC-HQ	The SEC Headquarters 7907 Makati Avenue, Bel-Air, Salcedo Village, Makati City 1209	BACEO	SEC - Bacolod Extension Office P. Hernaez St. Extension, Brgy. Taculing, Bacolod City	BAGEO	SEC - Baguio Extension Office 3/f Newtown Square, Navy Base Road, Baguio City	BUTEO	SEC - Butuan Extension Office JC Aquino Training Center, JC Aquino Ave., Brgy. Libertad Butuan City																																																														
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	CAGEO	SEC - Cagayan De Oro Extension Office SEC Building, 14 th St. cor. Tomasaco Del Lara St., Cagayan De Oro City
	CEBEO	SEC - Cebu Extension Office 12th Floor, AppleOne-Equicom Tower, Mindanao Ave. Biliran Road, Cebu Business Park, Cebu City, 6000 Cebu
	DAVEO	SEC - Davao Extension Office SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City
	ILOEO	SEC - Iloilo Extension Office SEC Bldg., Gen. Hughes St., Iloilo City
	KOREO	SEC - Korondal Extension Office Room B9-11, 2nd Flr., South Cotobato Gym and Cultural Center (SCGCC), SCGCC Compound, Alunan Ave., Brgy. Zone IV, Koronadal City, South Cotobato
	LEGEO	SEC - Legazpi Extension Office SEC Office, 2/f Avon Building, Rizal St. Albay District, Legazpi City
	TACEO	SEC - Tacloban Extension Office 2nd Floor, NEDA Building, NEDA Regional Office VIII Government Center, Brgy. Paras, Palo, Leyte
	TAREO	SEC - Tarlac Extension Office 2/f Legislative Bldg., Tarlac City
	ZAMEO	SEC - Zamboanga Extension Office SEC Building, San Jose Panigayan St., Zamboanga City

ITEM 1: CAPITAL MARKET DEVELOPMENT CHAMPION



ITEM 2: SEC AWARDEES FOR HEADQUARTERS



ITEM 3: SEC AWARDEES FOR EXTENSION OFFICES



ITEM 4: SEC CAN! PARTNER AWARDEES FOR HEADQUARTERS



ITEM 5: SEC CAN! PARTNER AWARDEES FOR EXTENSION OFFICES



ITEM 6: SEC INVESTOR CHAMPIONS

