



SECURITIES AND EXCHANGE COMMISSION
 Secretariat Building, PICC Complex, Pasay City
 SUPPLEMENTAL ANNUAL PROCUREMENT PLAN FOR 2021-4

CODE	Program/Activity/Project	PMO/End-user	Mode of Procurement	Is this an Early Procurement Activity	Schedule of Each Procurement Activity				Funding Source	Estimated Budget (PHP)			Remarks
					Ads/Post of ITB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
I. COMPETITIVE BIDDING													
F.	<i>Code (PAP)</i>	SUPPLIES, EQUIPMENT and SERVICES											
	302010001	12	Supply, Delivery and Installation of Modular Partitions and Fit-Outs for SEC Legaspi Extension Office.	HRAD	NP-Small Value Procurement	N	3rd Quarter		RCC	713,716.00		713,716.00	
TOTAL										713,716.00		713,716.00	

Prepared and submitted by:


 NORLAN M. DE LAS ALAS
 BAC Secretariat

Recommending Approval:

For the Bids and Awards Committee:


 ARMANDO A. PAN, Jr.
 Chairman, Bids and Awards Committee

Approved By:


 EMILIO B. AQUINO
 Chairperson

Date: _____



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 ARMANBO A. PAN, Jr.
 Chairman, Bids and Awards Committee

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Prepared and submitted by:


 NORLAN M. DE LAS ALAS
 BAC Secretariat

Recommending Approval:
 For the Bids and Awards Committee:


 ARMANDO A. PAN, Jr.
 Chairman, Bids and Awards Committee

Approved By:


 EMILIO B. AQUINO
 Chairperson

Date: _____



FINANCIAL MANAGEMENT DEPARTMENT

MEMORANDUM

FOR : **Commission Secretary ARMANDO A. PAN, Jr.**
Chairman, Bids and Awards Committee

FROM : The Director, FMD

SUBJECT : **FY 2021 SUPPLEMENTAL LIST OF PROJECTS TO BE INCLUDED IN
THE ANNUAL PROCUREMENT PLAN (APP)**

DATE : May 3, 2021

-
1. In compliance with the Revised Implementing Rules and Regulations (IRR) of RA 9184, we are forwarding herewith the Supplemental List of Projects for Inclusion in the FY 2021 Annual Procurement Plan. Attached also for your immediate reference are the following: a) Project Procurement Management (PPMP) of the project submitted by the concern department; b) Terms of Reference (TOR) presented by project; and c) SEC Resolution indicating the approval for funding.
 2. We are only forwarding projects that can be immediately procured since the TOR/Technical or production specifications for the projects have already been included.
 3. Additional projects will be on a separate issuance, hence, the supplemental APP.
 4. In view of the foregoing, we urge the immediate preparation and presentation of APP to the to the Commission En Banc to be able to immediately start procurement.
 5. For your appropriate action, please.


ADELAIDA C. NAVARRO-BANARIA

CC : Office of COMMISSIONER KARLO S. BELLO

SUPPLEMENTAL LIST OF PROGRAMS/PROJECTS FOR FY 2021

Department: **DEPARTMENT OF FINANCE - 11**
 Agency: **SECURITIES AND EXCHANGE COMMISSION - 0110000000**
 Number: **04**

Code (PAP)	Procurement Program/Project	PMO/ End-User	Source of Funds	Estimated Budget (PHP)						Remarks <small>(brief description of Program/Activity/Project)</small>
				FROM		TO		Variance		
				MOOE	CO	MOOE	CO	MOOE	CO	
302010001	Supply, Delivery and Installation of Modular Partitions and Fit-Outs	SEC-LEO	RCC (Supplemental)				713,716.00			with attached PPMP, TOR & SEC Resolution
	-nothing follows-									
	Total			-	-	-	713,716.00	-	-	

Summary:

RCC	-	-	-	713,716.00	-	-
SRC	-	-	-	-	-	-
Total	-	-	-	713,716.00	-	-

Prepared by:

LESTER V. DELA MERCED
 Asst. Director, Budget and Fiscal Division

Recommending Approval:

ADELAIDA C. NAVARRO-BANARIA
 Director, Financial Management Department

Republic of the Philippines
Department of Finance
Securities and Exchange Commission
LEGAZPI CITY EXTENSION OFFICE
 2/F RDC Primeland Bldg., Landco Business Park, Capantawan, Legazpi City

2021 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
SUPPLEMENTAL BUDGET FOR SUPPLY, DELIVERY AND INSTALLATION OF MODULAR PARTITIONS AND FIT-OUTS

END-USER/UNIT: LEGAZPI CITY EXTENSION OFFICE

Charged to **GAA**

Projects, Programs and Activities (PAPs)

Code	General Description	Quantity/Size	Estimated Budget	Mode of Procurement	Schedule/Milestone of Activities											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Mobilization/Installation	1	43,300.00	bidding					✓							
2	Modular Partitions: Fabric with Glass Panels	5	112,394.00	bidding					✓							
3	Modular Partitions: Fabric Panels	32	233,279.00	bidding					✓							
4	Worktop tables	14	60,199.00	bidding					✓							
5	Electrical Materials	527	71,959.00	bidding					✓							
6	Electrical works and others	1	107,900.00	bidding					✓							
	Subtotal		629,031.00													
	12% VAT		75,483.72													
	Discounted Price		(61,250.00)													
	10% Contingency		70,451.00													
	TOTAL BUDGET		713,716.00													

Prepared By:



NINNA CELESTE N. ORLINA
Special Disbursing Officer

Submitted By:



ATTY. NORMA A. TAN-OLAYA
Officer-In-Charge

Project: Supply, Delivery and Installation of Modular Partitions and Fit-outs for SEC Legazpi Extension Office

SUMMARY (BUDGET BREAKDOWN)

DESCRIPTION	COMPANY NAME					AVERAGE AMOUNT
	SJM Modular Partition	Functionsmith Inc.	Filcrafters Incorporation	R & DY Furniture Trading	Khomi Inc.	
1 Mobilization / House Rental / Installation	77,000.00	40,000.00	54,000.00	18,000.00	27,500.00	43,300.00
2 Modular Partitions: Fabric with Glass Panels	124,763.00	114,831.00	113,725.00	100,000.25	108,651.00	112,394.00
3 Modular Partitions: Fabric Panels	259,580.00	250,092.00	235,980.00	205,482.12	214,260.00	233,279.00
4 WorkTop Tables	49,350.00	76,485.50	47,375.00	70,925.00	56,850.00	60,199.00
5 Electrical Materials	71,959.04	(No Quote)	(No Quote)	(No Quote)	(No Quote)	71,959.00
6 Electrical Works and others: - Move and restore office equipment, tables, cabinets, etc. - Electrical Roughing-ins - Cable Holes on Table with Grommet - Miscellaneous & other accessories to complete the work - Cleaning and Disposal - As-Built Plan	115,800.00	100,000.00	(No Quote)	(No Quote)	(No Quote)	107,900.00
Total						629,031.00
12% VAT						75,483.72
Discounted Price	123,306.00			37,741.00	22,702.00	61,250.00
Plus 10% Contingency						70,451.00
PROPOSED AMOUNT						713,716.00

Specification

I. Project Title

Supply, Delivery and Installation of Modular Workstations and Fit-outs for the Relocated Office Space for SEC-Legazpi Extension Office

II. Requirements

See attached Bill of Quantities

III. Objective

To supply and deliver modular workstations and fit-outs to be installed at the new office space at the SEC-Legazpi Extension Office.

IV. Scope of Work

Labor:

A. Supply of Labor, tools, delivery and Installation of Modular Partitions.

Modular partitions under the Worktop Table must include the following:

1. 2-gang outlet which includes the electrical wiring inside the modular partitions
2. Cable holes on tables with grommet
3. Provision of LAN and Telephone Line knockout

B. Dismantling existing modular partitions.

C. Move and restore office equipment, tables, cabinets, etc. to give way for the installation of partitions

D. Hauling of debris within the building premises

V. Item Specifications

Bidder should be capable of providing the following features and capabilities or higher.

Item	Particulars	Qty	Unit
I.	Fabric with Glass Panels		
a.	1500(H)x4360(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
b.	1500(H)x3900(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
c.	1500(H)x2300(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
d.	1500(H)x2590(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
e.	1500(H)x2400(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
II.	Fabric Panels		
a.	1200(H)x1310(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.

b.	1200(H)x570(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
c.	1200(H)x1040(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
d.	1200(H)x2350(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
e.	1200(H)x1550(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
f.	1200(H)x860(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
g.	1200(H)x2630(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	2	Nos.
h.	1200(H)x1130(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
i.	1200(H)x1560(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4	Nos.
j.	1200(H)x2400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4	Nos.
k.	1200(H)x650(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	6	Nos.
l.	1200(H)x810(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4	Nos.
m.	1200(H)x1330(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
n.	1200(H)x2050(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
o.	1200(H)x2310(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
p.	1200(H)x2000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
q.	1200(H)x1350(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
III.	Worktop Table		
a.	600(L)x2350(D)mm Wood design laminated board inclusive of grommet and brackets	1	No.
b.	600(L)x2330(D)mm Wood design laminated board inclusive of grommet and brackets	1	No.
c.	600(L)x2390(D)mm Wood design laminated board inclusive of grommet and brackets	1	No.
d.	600(L)x1560(D)mm Wood design laminated board inclusive of grommet and brackets	5	Nos.
e.	600(L)x810(D)mm Wood design laminated board inclusive of grommet and brackets	4	Nos.

f.	600(L)x1950(D)mm Wood design laminated board inclusive of grommet and brackets	2	Nos.
IV.	Electrical Rough-ins		
a.	3.5sqmm THHN/THWN Power Cable	150	Mtrs.
b.	CAT5e Ethernet LAN cable	305	Mtrs.
c.	4C-#22AWG Telephone Cable	150	Mtrs.
d.	Surface Type Utility Box with Blank Cover	3	Sets
e.	Convenience Outlet: 1. 2-Gang Faceplate with 2-Gang Cover 2. 2-Gang Grounding Duplex Universal Receptacle, Quick Connect Terminal	14	Sets
f.	¾" x 3m Plastic Molding	2	Nos.
g.	RJ11 Connector (For Telephone)	100	Pcs.
h.	RJ45 Connector (For LAN Cable)	100	Pcs.
i.	Electrical Tape	5	Rls.
j.	Rubber Tape	3	Rls.

VI. Delivery

Delivery of Modular Workstations and Fit-outs, within thirty (30) days upon receipt of notice to proceed.

Place of Delivery:

Securities and Exchange Commission – Legazpi Extension Office 2/F and 3/F of RDC Prime Building 1, Landco Business Park, Barangay Capantawan, Legazpi City

VII. Installation

Installation to be performed by winning bidder's certified technical person upon arrival and delivery of equipment.

VIII. Warranty and After Sales Service

- All moving items/parts (chairs, tables, furniture, etc.) with mechanism failure, defective construction, faulty joints and springs, must be covered by a full parts and labor warranty and/or replacement warranty for a period of one (1) year from the date of delivery and installation.
- Lifetime Service Repair for all fixed items (modular partitions, doors, etc.)



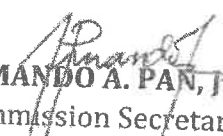
MEMORANDUM

F O R : Legazpi Extension Office
Financial Management Department (FMD)
F R O M : Office of the Commission Secretary
S U B J E C T : Procurement of Modular Office Space Partitions
D A T E : 27 April 2021

Quoted below is the resolution from the Minutes of the Meeting of the Commission En Banc held on 25 March 2021 which reads:

"RESOLVED, To APPROVE the procurement and installation of modular office space partitions with built in working station tables for the new office space leased by Legazpi Extension Office;

RESOLVED Also, To APPROPRIATE the estimated total amount of Seven Hundred Thirteen Thousand Seven Hundred Sixteen Pesos (Php713,716.00) to defray the cost of the project. The foregoing amount shall be charged against the retained income of the Revised Corporation Code and as additional/supplemental to the FY 2021 SEC Budget, subject to the availability of funds and the usual accounting and auditing rules and procedures."


ARMANDO A. PAN, JR.
Commission Secretary