



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-22 ( 2<sup>nd</sup> Re-posting )

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

SAPP CY 2020	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. II.E.24	202003059	Lot	Supply, Delivery and Installation of Modular Workstations and Fit-outs for Additional Office Space for SEC Head Office  (Pls. see Attachment 2 and 3 for technical specifications, Lay-out and Bill of quantities)	Php 940,800.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. Omnibus Sworn Statement with duly authorized Secretary's Certificate, if a corporation.  
**(Attachment 4)**

SEC Condition of Sales:

1. Delivery Schedule: Thirty (30) days upon receipt of Notice to Proceed (NTP)
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: HRAD, 3/F Secretariat Building, PICC Complex, Pasay City


Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of September 12, 2020** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done manually or through Facsimile No. 8818-5330 or via email at bacsecretariat@sec.gov.ph

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

  
**EMMANUEL Y. ARTIZA**  
Chairman, BAC

**PRICE QUOTATION FORM**  
**REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-22**  
**( 2<sup>nd</sup> Re-posting)**

Date: \_\_\_\_\_

The Bids and Awards Committee  
 c/o Procurement Division  
 3<sup>rd</sup> Floor, Secretariat Building,  
 PICC Complex, Pasay 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:

Item No.	Article and Descriptions	Qty.	Unit Price (Php )	Total Price, VAT Inclusive (Php)
1	Supply, Delivery and Installation of Modular Workstations and fit-outs for Additional Office Space for SEC Head Office  <b>(Pls. see Attachment 2 and 3 for technical specifications, Lay-out and Bill of Quantities)</b>	Lot		
		<b>TOTAL</b>		

**AMOUNT IN WORDS:** \_\_\_\_\_ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

TECHNICAL REQUIREMENTS FOR THE SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS AND FIT-OUTS FOR ADDITIONAL SPACE FOR SEC-HEAD OFFICE			STATEMENT OF COMPLIANCE
<b>PRODUCT SPECIFICATIONS:</b> Bidder should be capable of providing the following features and capabilities or higher.			
Item	Particulars	Qty.	
<b>I.</b>	<b>COMMISSION SECRETARY</b>		
a.	2180 (H)x1000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	3	
b.	2180(H)x500(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1	
c.	2180(H)x400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1	
d.	1270(H)x700(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1	
<b>II.</b>	<b>RECORDS ROOM</b>		
a.	2180 (H)x1000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	4	
b.	2180(H)x800(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1	
c.	2180(H)x400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	2	
d.	1270(H)x700(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1	
e.	2180(H)x900(L)mm Modular partition door 50mm thk white powder coated aluminum end trims; including door lock, brackets, post, connectors and accessories to complete the work.	1	
<b>III.</b>	<b>STOCK ROOM</b>		
a.	2180 (H)x1000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	4	

b.	2180(H)x800(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1
c.	2180(H)x400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	2
d.	1670(H)x700(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	1
e.	2180(H)x900(L)mm Modular partition door 50mm thk white powder coated aluminum end trims; including door lock, brackets, post, connectors and accessories to complete the work.	1
<b>IV.</b>	<b>MEDIA / CONFERENCE ROOM</b>	
a.	2490(H)x1000(L)mm Glass Wall partition 10mm tempered glass with frosted Sticker and aluminum frame powder coat finished; including brackets, post, connectors and accessories to complete the work.	7
b.	2490(H)x400(L)mm Glass Wall Door 10mm tempered glass with frosted sticker and aluminum frame; including door locks, brackets, post, connectors and accessories to complete the work.	2
c.	2490(H)x900(L)mm Glass Wall Door 10mm tempered glass with frosted sticker; including door locks, brackets, post, connectors and accessories to complete the work	1
d.	Conference table wood design laminate V-leg 1800(L)x1200(D)x750(H)	1
e.	Jr. Executive Chairs (color: black) *Mid Back with armrests, leatherette finish, chrome base with caster wheels	6
<b>V.</b>	<b>STAFF</b>	
a.	1000(H)x1400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	25
b.	1000(H)x1000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum end trims; including brackets, post, connectors and accessories to complete the work.	41
c.	Table Top 1400(L)x600(D)mm. *Wood design laminate inclusive of brackets	20
d.	Side Table top 460(L)x450 (D)mm *Wood design laminate inclusive of brackets	20
<ul style="list-style-type: none"> <li>• <b>Delivery:</b> Within thirty (30) days upon receipt of Notice to Proceed</li> <li>• <b>Place of Delivery:</b> Securities and Exchange Commission –Head Office 3<sup>rd</sup> Flr Secretariat Bldg., PICC Complex, Pasay City</li> <li>• <b>Installation:</b> To be performed by winning bidder's certified technical person upon arrival and delivery of equipment</li> </ul>		

<ul style="list-style-type: none"> <li>• <b>Warranty:</b> 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.)</li> </ul>	
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I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

Company Name: : \_\_\_\_\_  
Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Date : \_\_\_\_\_

# BILL OF QUANTITIES

**PROJECT :** SUPPLY, DELIVERY AND INSTALLATION OF MODULAR WORKSTATIONS AND FIT-OUTS FOR ADDITIONAL OFFICE SPACE FOR SEC-HEAD OFFICE

**LOCATION :** SEC PICC, ROXAS BOULEVARD PASAY CITY

PARTICULARS	QTY	UNIT	UNIT COST	AMOUNT
<b>I. MODULAR WORKSTATIONS</b>				
<b>A. OFFICE OF THE COMMISSION SECRETARY</b>				
<b>1. COMMISSION SECRETARY</b>				
a. 2180(H)x1000(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.	3	pcs		
b. 2180(H)x500(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	pc		
c. 2180(H)x400(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	pcs		
d. 1270(H)x700(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	pc		
<b>2. RECORDS ROOM</b>				
a. 2180(H)x1000(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	pcs		
b. 2180(H)x800(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	pc		
c. 2180(H)x400(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	pcs		
d. 1270(H)x700(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	pc		

e.	2180(H)x900(L)mm Modular partition Door 50mm thk white powder coated aluminum endtrims; including door lock, brackets, post, connectors and accessories to complete the work.	1	pc		
<b>3. STOCK ROOM</b>					
a.	2180(H)x1000(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	pcs		
b.	2180(H)x800(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	pc		
c.	2180(H)x400(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	pcs		
d.	1670(H)x700(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	pc		
e.	2180(H)x900(L)mm Modular partition Door 50mm thk white powder coated aluminum endtrims; including door lock, brackets, post, connectors and accessories to complete the work.	1	pc		
<b>4. MEDIA / CONFERENCE ROOM</b>					
a.	2490(H)x1000(L)mm Glass Wall partition 10mm tempered glass with frosted Sticker and aluminum frame powder coat finished; including brackets, post, connectors and accessories to complete the work.	7	pcs		
b.	2490(H)x400(L)mm Glass Wall partition 10mm tempered glass with frosted Sticker and aluminum frame; including brackets, post, connectors and accessories to complete the work.	2	pc		
c.	2490(H)x900(L)mm Glass Wall Door 10mm tempered glass with frosted Sticker; including door locks, brackets, post, connectors and accessories to complete the work.	1	pc		
d.	Conference table wood design laminate V-leg 1800(L)x1200(D)x750(H)	1	pc		
e.	Jr. Executive Chairs (color: black) * Mid Back with armrests, leatherette finish, chrome base with caster wheels	6	pcs		
<b>5. STAFF</b>					
a.	1000(H)x1400(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.	25	pcs		
b.	1000(H)x1000(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.	41	pcs		

c.	Table Top 1400(L)x600(D)mm	20	pcs		
	* Wood design laminate inclusive of brackets				
d.	Side table top 450(L)x450(D)mm	20	pcs		
	* Wood design laminate inclusive of brackets				
GRAND TOTAL					



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**Omnibus Sworn Statement**


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REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at of *[Name of Bidder]* *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_, Philippines.\_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant  
exhibiting to me his/her \_\_\_\_\_ *(Government issued ID name, number and validity  
date)*\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*

