



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-49

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Small Value Procurement** for the item stated below, in accordance with **Section 53.9** 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:

DESCRIPTION	Approved Budget for the Contract (ABC) inclusive of VAT
Supply, Delivery and Installation of the following signages for Legaspi Extension Office: 1. 36 inches x 224 inches' Single Face Panaflex 2. 36 inches x 60 inches' Single Face Panaflex	Php 36,562.00

Interested suppliers are required to submit the following documents:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number

Note: Certificate of Platinum Membership may be submitted in lieu of the above documents

SEC Condition of Sales:

1. Delivery Schedule: Within thirty (30) calendar days upon receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days
3. Delivery Place: *SEC-Legaspi Extension Office, 2nd Floor 1 Landco Business Park RDC Primeland Bldg., Brgy. Capantawan Legazpi District, Legazpi 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 **05:00 P.M. of May 26, 2022 (Thursday)** at the Procurement Division, SEC Headquarter, 7907 Makati Avenue, Makati City. Open submission may be done, manually, through Facsimile No. 8818-5330, or via email (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 until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate 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.


ARMANDO A. PAN JR.
BAC Chairman

PRICE QUOTATION FORM
RFQ No. No. 2022-SVP-49

Date: _____

The Bids and Awards Committee
c/o Procurement Division
3rd 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	Total Price (VAT Inclusive)
	Supply, Delivery and Installation of the following signages for Legaspi Extension Office:			
	1. 36 inches x 224 inches' Single Face Panaflex	1	Php _____	Php _____
	2. 36 inches x 60 inches' Single Face Panaflex	1	Php _____	Php _____
	3. Delivery Charge, if applicable			Php _____
TOTAL				Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

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

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Date : _____

PhilGEPS Registration No : _____
Company Name : _____
Address : _____

TECHNICAL SPECIFICATION

I. Project Title

Supply, Delivery and Installation of Single Face Panaflex Signages at SEC Legazpi Extension Office

II. Requirements

A. One (1) lot Panaflex 36" x 224" S/F Signage

B. One (1) lot Panaflex 36" x 60" S/F Signage

III. Objective

Signages for new rented office space of SEC-Legazpi Extension Office

IV. Product Specifications

Item No.	Minimum Product Specification	Statement of Compliance
1	36 inches x 224 inches (1 unit)	
2	36 inches x 60 inches (1 unit)	
	•Box-Type Panaflex	
	•Single Face	
	•Branded Outdoor Sticker Cut-Out	
	•Primed & painted All Metal Frames	

V. Warranty

3 Years Warranty-Fading

VI. Delivery Schedule

Delivery of One (1) lot of Panaflex 36' x 224" & One (1) lot of 36" x 60" Single Face Signages within sixty (60) days upon receipt of Notice to Proceed.

Place of Delivery:

Securities of Exchange Commission-Legazpi Extension Office 2nd Floor RDC Bldg, 1 , Lando Business Park Barangay Capantawan, Legazpi City

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct.

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____

:

Date

:

Company Name

:

Contact no.

:

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s. to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications,
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, the GPPB_TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **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.**
11. 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.

Signature over Printed Name

Position/Designation