



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-48

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated 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:

2022 S-APP 05	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.81	202205139	Transportation Services for SEC Head Office (See attachment 2 for Technical Specifications)	Php980,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (Attachment 3)

Unnotarized omnibus sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPPB Resolution No. 09-2020

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) Calendar days from receipt of approved NTP
2. Validity: Sixty (60) calendar days from submission of bid


Award of contract shall be made to the bidder with the lowest calculated 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 **5:00 PM of May 24, 2022** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done manually or through Facsimile No. 818-5330 or via email address fpbaluyot@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.



ARMANDO A. PAN JR.
Chairman, BAC

PRICE QUOTATION FORM

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)
1	Transportation Services for SEC Head Office See Attachment 2 for the Technical Specifications	1 lot	Php _____	Php _____

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

REQUIREMENTS

- a. One (1) unit – 10-Wheeler Truck Wing Van (including sufficient fuel)
- b. One (1) Driver
- c. Two (2) Helpers

SPECIFICATIONS

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

Item No.	Description	Minimum Specification Requirement
1	Truck	Well-maintained 10-wheeler Truck Wing Van
		20-ton capacity
		Inclusive of sufficient fuel per trip
		Estimated number of trips = 49
		Basic tools and spare tire
2	Driver	Pertinent documents for assigned function (e.g. Professional Driver's License, Company ID, Vehicle Insurance, etc.)
3	Helper	Pertinent documents for assigned function (e.g. Identification card/Company ID, etc.)
4	Loading and Unloading	No limit/No grace period
5	Commodity	Office Furniture, Unserviceable Equipment, Documents at Offices and Warehouse, Modular Partitions and the like

SCHEDULE OF PICK-UP AND DROP-OFF

	First Trip	Second Trip (as needed)
Pick-up Location	SEC Head Office, Secretariat Bldg., PICC Complex, Pasay City	
Est. Time of Departure	10:00 AM	2:00 PM
Drop-Off Location	SEC Head Quarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City (formerly known as UCPB Building) and/or SEC Building, EDSA Greenhills, Mandaluyong City	
Est. Time of Arrival	12:00 NN	4:00 PM

Note:

1. Estimated Total Number of Trips = **49**
2. Estimated time of departures and arrivals may vary on actual transfer

MANPOWER REQUIREMENTS

The Supplier shall have a manpower that is properly and fully qualified to perform the class of work provided herein, and that all are authorized, properly trained, equipped, organized and financed to perform such work.

TERMS AND CONDITIONS

1. Service Provider shall be held liable for any losses or damages during the loading, transport and unloading of goods, proven that it is due to the company's negligence.

2. All necessary clearance/permits, coordination and their corresponding fees shall be borne with the Service Provider (i.e. Truck Ban Exemption or Travel Clearance between Local Government Units (LGUs) of Pasay, Makati, and Mandaluyong and all other similar requirements needed for the project.
3. Bid Price includes expensed in fuel, 1 driver, 2 helpers fee, parking fees, toll fees and other applicable fees and taxes. No hidden fees.
4. Schedule of trip shall be done 2 to 3 days prior to the actual date of delivery.
5. Terms of Payment:
 - a. 100% payment shall be made on the end of the contract and billing shall be based on the actual number of trips made not to exceed the estimated number of trips (49). Actual Trips shall be properly documented with accomplishment reports submitted to HRAD-GSD and certified by the HRAD Director or his/her duly authorized representative.
 - b. Payment is subject to applicable taxes.
 - c. When the Supplier fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any of the Supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages in the amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity.

I hereby certify to comply with the above Technical Specifications.

**Name of Company/Bidder
of Representative**

Signature over Printed Name

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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 or authorized representative of [Name of Bidder] with office address at [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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 and members 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Iurat]

[Format shall be based on the latest Rules on Notarial Practice]