



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

(RFQ) No. 2022-SVP-69

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement - Small Value Procurement** for the lot below in accordance with Section 53.9 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot	Description	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
1	Medical, Dental and Laboratory Supplies Expenses <sup>1</sup> <i>See Annex 1 for Technical Specifications</i>	Within thirty (30) calendar days upon receipt of approved PO/NTP.	Php 633,000.00

**Delivery Place:** The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit **Price Quotation (use Attachment 1)** on or before the deadline.

Only the awardee shall be required as condition for the issuance of 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;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (see Attachment 3) [*for projects with ABC above Php 50,000.00*];
4. Latest Income Tax Return [*for projects with ABC above Php 500,000.00*];
5. Company's License to Operate (LTO) from Food and Drug Administration (FDA);
6. Medicine's Certificate of Product Registration (CPR) from FDA; and
7. Company's Current Good Manufacturing Practice (CGMP).

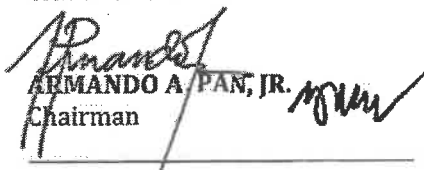
**Notes:**

- a. Certificate of Platinum Membership may be submitted in lieu of the 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/>.

Other terms and conditions are stated under Attachment 3 which forms part of this RFQ.

**Submission of duly signed Price Quotation Form and other documents shall not later than 5:00 P.M of September 02, 2022 (Friday) at the Procurement Division, 7F, SEC Headquarter, Makati Avenue, Makati City. Submission may be done electronically or via email ([bacsecretariat@sec.gov.ph](mailto:bacsecretariat@sec.gov.ph)).**

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

<sup>1</sup> Under Item no. G.59 of APP 2022 and covered by PR No. 2022-08-223

**PRICE QUOTATION FORM**  
RFQ No. 2022-SVP-69

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

THE BIDS AND AWARDS COMMITTEE  
c/o PROCUREMENT DIVISION  
7<sup>th</sup> Floor, SEC Headquarters, Makati Avenue  
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 No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	1 lot	Medical, Dental and Laboratory Supplies Expenses <i>See Annex A for Technical Specifications, which forms part of the quotation.</i>	P _____	P _____
			<b>TOTAL</b>	P _____

**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: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

## 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.

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

**SUBSCRIBED AND SWORN** to before me this \_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**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

**AUTHORITY OF SIGNATORY (For Corporation)**

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at \_\_\_\_\_, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

PRINTED NAME/SIGNATURE  
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

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Series of \_\_\_\_\_.

**AUTHORITY OF SIGNATORY**  
(For Sole Proprietor/Partnership)

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];
2. As the Sole Proprietor/Managing Partner 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];
3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project].

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

PRINTED NAME/SIGNATURE

SUBSCRIBED AND SWORN TO before me in the City of \_\_\_\_\_ this \_\_\_ day of \_\_\_\_\_ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

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### Technical Specification

#### I. Project Title

Supply and Delivery of Medicines & Medical Supplies (Lot I), and Dental Supplies (Lot II)

#### II. Approved Budget for the Contract (ABC)

Lot I: Medicines & Medical Supplies	– Php 316,098.00
Lot II: Dental Supplies	– <u>Php 316,902.00</u>
Total	Php 633,000.00

#### III. Specifications

Lot I: Medicines & Medical Supplies

ITEM NO.	QUANTITY	DESCRIPTION
1	6 boxes/semester	CO - AMOXICLAV 625 mg 100's
2	6 boxes/semester	CEFUROXIME 500 mg. caps 60's
3	6 boxes/semester	ATORVASTATIN 20 mg. tabs 100's
4	6 boxes/semester	PARACETAMOL 500 mg. tabs 100's
5	3 boxes/semester	HYOSCINE-N-BUTYLBROMIDE 10 mg.tabs100's
6	4 boxes/semester	BUTAMIRATE CITRATE 50 mg.tabs 100's
7	4 boxes/semester	CIPROFLOXACIN 500 mg.tabs. 100's
8	5 boxes/semester	PHENYLPROPANOLAMINE+PARACETAMOL tabs. 100's
9	6 boxes/semester	LEVOCETIRIZINE Dihydrochloride 5 mg. caps 100's
10	10 boxes/semester	MONTELUKAST/LEVOCETIRIZINE 10/5 mg. 30's
11	4 boxes/semester	LOPERAMIDE 2 mg. caps. 100's
12	6 boxes/semester	MEFENAMIC ACID 500 mg. cap. 100's
13	6 boxes/semester	EPERISONE HCL 50 mg. 100's
14	6 boxes/semester	OMEPRAZOLE 20 mg.caps. 100's
15	4 pcs./semester	METHYLSALICYLATE tube 30 gms.
16	10 boxes/semester	ETORICOXIB 90 mg. tabs. 30's
17	10 boxes/semester	AL + MOH tabs. 100's
18	10 boxes/semester	AZITHROMYCIN 500 mg. tab.30's
19	10 boxes/semester	LOSARTAN 50 mg.tabs. 30's
20	5 boxes/semester	METFORMIN 500 mg.tabs. 100's
21	5 boxes/semester	DOMPERIDONE 100's
22	5 boxes/semester	SODIUM RABEPRAZOLE (10 mg.) 14's
23	5 boxes/semester	AMLODIPINE 5mg. 100's
24	3 boxes/semester	ORAL REHYDRATION SALTS 100'S
25	4 boxes/semester	BETAHISTINE HCL 8 mg. 100's
26	5 pcs./semester	LORATADINE + BETAMETHASONE 100'S
27	6 boxes/semester	FENOFIBRATE 200 mg. 50's
28	10 boxes/semester	ACETYLCYSTEINE 600 mg. 10's
29	5 boxes/semester	CELECOXIB 200mg. tabs. 100's
30	10 pcs/semester	FUSIDIC ACID OINTMENT 15 gms.
31	10 pcs/semester	CLOBETASOL CREAM 5 gms.
32	10 pcs/semester	ALCOHOL PAD 100's
33	10 packs/semester	MEDIPLAST STRIPS pack 100's
34	4 bots/semester	ONE TOUCH ULTRA STRIPS bot. 25's
35	200pcks./semester	GAUZE 4X4 INDIVIDUALLY WRAPPED
36	12 pcs./semester	MICROPORE TAPE (SMALL)
37	10 boxes/semester	FEBUXOSTAT 40 mg. 30'S
38	6 pcs./semester	MICROPORE TAPE (LARGE)



Lot II: Dental Supplies

ITEM NO.	QUANTITY	DESCRIPTION
1	8 packs	DISPOSABLE BIBS 100'S
2	40 boxes	SURGICAL FACE MASKS 50'S
3	50 boxes	GLOVES SMALL (POWDER-FREE)
4	15 bottles	CHLORHEXIDINE GLUCONATE .20% AND ZINC ORAL RINSE 500ML
5	12 bottles	MOUHWASH 500ML
6	6 bottles	ANTI MOISTURE FOR DENTAL MIRROR 60ML
7	14 packs	DISPOSABLE SALIVA EJECTORS 100'S
8	12 pcs	DISPOSABLE SURGICAL SUCTION TIPS
9	10 packs	MICRO APPLICATORS 100'S (REGULAR)
10	15 tubes	37% PHOSPHORIC ACID ETCHANT GEL
11	10 packs	PROPHY BRUSHES 100'S
12	15 tubes	PROPHY PASTE (MINT) 50g
13	12 bottles	SINGLE BOND UNIVERSAL ADHESIVE 5ML
14	8 packs	COTTON ROLLS 10 sleeves
15	30 bottles	SEPTOL DISINFECTANT 120ML
16	30 pieces	ROUND RESTORATIVE BURS #1
17	20 pieces	ROUND RESTORATIVE BURS 1/2
18	6 bottles	DESENSITIZER
19	30 pieces	FINISHING BURS
20	6 boxes	SHORT NEEDLE 30G 100'S
21	6 boxes	LONG NEEDLE 27G 100'S
22	10 tubes	CARBENOXOLONE SODIUM GEL 2%
23	30 packs	PAPER CUPS 8OZ 50'S
24	3 sets	COMPOSITE POLISHING DISC
25	12 packs	STAINLESS STEEL TOFFLEMIRE MATRIX BANDS 12'S #1 UNIVERSAL .0015"
26	12 packs	STAINLESS STEEL TOFFLEMIRE MATRIX BANDS 12'S #2 broad .0015"
27	8 boxes	CELLULOID STRIPS 50'S
28	6 boxes	ARTICULATING PAPER 4'S
29	15 jars	LIDOCAINE OINTMENT 5%
30	10 pieces	PROSTHODONTIC BURS FLAT ENDED
31	10 pieces	SURGICAL BURS STRAIGHT
32	1 box	SURGICAL BLADE NO.15
33	1 box	SURGICAL BLADE NO.11
34	5 boxes	SURGICAL SUTURE RESORBABLE
35	10 tubes	LIGHTCURE COMPOSITE A2
36	10 tubes	LIGHTCURE COMPOSITE A3
37	10 tubes	LIGHTCURE COMPOSITE B2
38	5 tubes	LIGHTCURE COMPOSITE A1
39	5 tubes	LIGHTCURE COMPOSITE A3.5
40	10 syringes	FLOWABLE COMPOSITE A3
41	10 syringes	FLOWABLE COMPOSITE A2
42	10 syringes	FLOWABLE COMPOSITE A3.5
43	10 boxes	LIDOCAINE CARTRIDGE 50'S
44	6 pieces	DENTURE POLISHING BURS
45	4 pieces	COMPOSITE ACRYLIC ORGANIZER
46	2 pieces	ALLIGATOR CLIPS
47	1 piece	COTTON ROLL DISPENSER
48	1 box	GAUZE PADS 2"X 2" 100'S
49	20 pieces	MOUTH MIRRORS
50	10 pieces	COTTON PLIERS
51	10 pieces	DENTAL EXPLORERS
52	5 pieces	WOODSON INSTRUMENT
53	2 sets	IRM INTERIM RESTORATIVE MATERIAL
54	2 sets	GLASS IONOMER 1 25G POWDER 20G LIQUID
55	6 syringes	CAVITY LINER
56	2 pieces	STRAIGHT LUXATOR

57	2 pieces	STRAIGHT ELEVATOR
58	2 pieces	DENTAL FORCEPS #17
59	1 piece	DENTAL FORCEPS #18R
60	1 piece	DENTAL FORCEPS #18L
61	3 pieces	DENTAL CARTRIDGE SYRINGE
62	1 piece	DENTAL COTTON HOLDER
63	1 piece	DENTAL WASTE RECEIVER

*for*  
MAKE CLAIM WNA