



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

(RFQ) No. 2022-SVP-107

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	- Supply and Delivery of SEC Recognition Plaques for External Stakeholders <i>See Attachment 3 for Project Specification</i>	Within thirty (30) calendar days upon receipt of approved PO/NTP.	Php 400,000.00

Delivery Place: The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City.

Interested suppliers are required to submit **Price Quotation (use Attachment 1), and sign and accomplish the Project Specification**, 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 4) *[for projects with ABC above Php 50,000.00];* and
4. Latest Income Tax Return *[for projects with ABC above Php 500,000.00].*

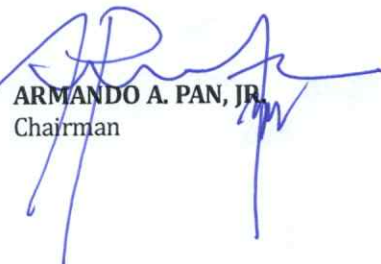
Notes:

- 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 2 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 December 6, 2022 (Tuesday)** at the Procurement Division, 7F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City. Submission may be done electronically or via email (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

PRICE QUOTATION FORM
RFQ No. 2022-SVP-107

Date: _____

THE BIDS AND AWARDS COMMITTEE c/o
PROCUREMENT DIVISION
7th Floor, The SEC Headquarters, 7907 Makati Avenue
Salcedo Village, Bel-Air, 1209 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 (pcs)	Technical Specifications/Terms of Reference/ Description	Unit Price	Total Price (VAT Inclusive)
1	4 56 49 8 61 8 <u>180</u>	<i>Supply and Delivery of SEC Recognition Plaques for External Stakeholders</i>		
		Item No. 1: Capital Market Development Champion	Php _____	Php _____
		Item No. 2: SEC Awardees for Head Office	Php _____	Php _____
		Item No. 3: SEC Awardees for Extension Office	Php _____	Php _____
		Item No. 4: SEC Campaign Network Partners for Head Office	Php _____	Php _____
		Item No. 5: SEC Campaign Network Partners for Extension Office	Php _____	Php _____
		Item No. 6: SEC Investor Champions	Php _____	Php _____
		<i>Please see Project Specification (Attachment 3) for more details</i>		
		Grand Total		Php _____

AMOUNT IN WORDS: _____
_____ (VAT inclusive)

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

I hereby certify that the statements of compliance to the foregoing technical specification are true & correct.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____



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. **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.**
10. 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.



Project Specification

I. Project Title

Supply and Delivery of SEC Recognition Plaques for External Stakeholders

II. Requirements

Item	Description	Qty
1	Capital Market Development Champion	4
2	SEC Awardees for Head Office	56
3	SEC Awardees for Extension Offices	49
4	SEC CAMPAIGN Network Partners for Head Office	8
5	SEC CAMPAIGN Network Partners for Extension Offices	61
6	SEC Investor Champions	2

III. Objective

To purchase various recognition plaques for SEC External stakeholders.

IV. Item Specifications

Bidder should be capable of providing the following items with their corresponding features and capabilities or higher.

Note: Design of Plaques may be adjusted during fabrication phase, as needed.

1. Capital Market Development Champion

Material	Crystal Glass
Top Dimension	Height = 7 in (from base) Length = 6 in Thickness = 1 ½ in
Top Design	Hexagonal Beveled at all sides (front and back)
Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in
Base Design	Diamond
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with White Paint
Box	Customized/Specialized Velvet Box Outer Box – Hardbound Case, Black, Inside Cloth – Silk, Emerald Green With Polyurethane Foam Inserts With engraved name of awardee, Gold

2. SEC Awardees for Head Office

Material	Crystal Glass
Top Dimension	Height = 8 in (from base) Length = 6 in Thickness = 1/2 in
Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip 1 ½ in trimmed at base
Base Dimension	Width = 2 ½ in Length = 5 ½ in Thickness = 3/8 in
Base Design	Rectangular Beveled at all side and edges
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with Black Paint

Box	Customized/Specialized Velvet Box Outer Box – Hardbound Case, Black, Inside Cloth – Silk, Emerald Green With Polyurethane Foam Inserts With engraved name of awardee, Gold
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3. SEC Awardees for Extension Office

Material	Crystal Glass
Top Dimension	Height = 6 in (from base) Length = 4.5 in Thickness = 3/8 in
Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip 1/2 in trimmed at base
Base Dimension	Width = 2 in Length = 3 5/8 in Thickness = 3/8 in
Base Design	Rectangular Beveled at all side and edges
Logo & Text	Printed Frosted Sticker with Colored Logo and Black Text
Box	Customized/Specialized Velvet Box Outer Box – Hardbound Case, Black, Inside Cloth – Silk, Emerald Green With Polyurethane Foam Inserts With engraved name of awardee, Gold

4. SEC CAMPAIGN Network Partners for Head Office

Material	Crystal Glass
Top Dimension	Height = 7 in (from base) Length = 6 in Thickness = 1 1/2 in
Top Design	Hexagonal Beveled at all sides (front and back)
Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 1/2 in
Base Design	Diamond
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with Black Paint
Box	Customized/Specialized Velvet Box Outer Box – Hardbound Case, Black, Inside Cloth – Silk, Emerald Green With Polyurethane Foam Inserts With engraved name of awardee, Gold

5. SEC CAMPAIGN Network Partners for Extension Offices

Material	Crystal Glass
Top Dimension	Height = 6 in (from base) Length = 5 in Thickness = 1 1/2 in
Top Design	Hexagonal Beveled at all sides (front and back)
Base Dimension	Length = 3.5 in, beveled from sides to bottom Thickness = 1 1/2 in
Base Design	Diamond
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with Black Paint
Box	Customized/Specialized Velvet Box Outer Box – Hardbound Case, Black, Inside Cloth – Silk, Emerald Green With Polyurethane Foam Inserts With engraved name of awardee, Gold

6. SEC Investor Champions

Frame Material	1 in. wooden frame
Frame Dimension	Height = 12 in Length = 10 in Side Thickness = 1 in Front Thickness = ¾ in
Body Material	Rectangular Brass Metal
Top Element Material	Hexagonal Glass with Engraved Logo and Design
Top Element Color	Jade
Top Element Dimension	Height = 150 mm Length = 125 mm Sides – 75 mm Thickness = Tapered from 2mm at side to 5 mm in middle
Bottom Element Material	Beveled Glass with Frosted Sticker Backing Dual Colored (Light Green and Dark Green)
Bottom Element Text	Brass Plate with Engraved Text
Bottom Element Logo & 86 th Anniversary Icon	Engraved with SEC Colors
Box	Customized/Specialized Velvet Box Outer Box – Hardbound Case, Black, Inside Cloth – Silk, Emerald Green With Polyurethane Foam Inserts With engraved name of awardee, Gold

V. Delivery Schedule

Date of Delivery: Within Thirty (30) days upon receipt of Notice to Proceed.

Item	Description	Qty	Place of Delivery
1	Capital Market Development Champion	4	SEC Head Office
2	SEC Awardees for Head Office	56	SEC Head Office
3	SEC Awardees for Extension Offices	4	Baguio Extension Office
		6	Tarlac Extension Office
		5	Legazpi Extension Office
		-	Iloilo Extension Office
		10	Bacolod Extension Office
		3	Cebu Extension Office
		6	Cagayan De Oro Extension Office
		10	Davao Extension Office
5	Zamboanga Extension Office		
4	SEC CAMPAIGN Network Partners for Head Office	8	SEC Head Office
5	SEC CAMPAIGN Network Partners for Extension Offices	3	Baguio Extension Office
		14	Tarlac Extension Office
		10	Legazpi Extension Office
		3	Iloilo Extension Office
		6	Bacolod Extension Office
		7	Cebu Extension Office
		5	Cagayan De Oro Extension Office
		7	Davao Extension Office
6	Zamboanga Extension Office		
6	SEC Investor Champions	2	SEC Head Office

Place of Delivery:

Office	Address
SEC - Head Office	3 rd Floor Secretariat Building, PICC Complex, Pasay City
SEC - Cagayan De Oro Extension Office	SEC Building, 14 th St. cor. Tomasaco Del Lara St., Cagayan De Oro City
SEC - Zamboanga Extension Office	SEC Building, San Jose Panigayan St., Zamboanga City
SEC - Baguio Extension Office	3/f Newtown Square, Navy Base Road, Baguio City

SEC - Legazpi Extension Office	SEC Office, 2/f Avon Building, Rizal St. Albay District, Legazpi City
SEC - Tarlac Extension Office	2/f Legislative Bldg., Tarlac City
SEC - Cebu Extension Office	SEC Bldg. V. Rama Ave., Guadalupe, Cebu City
SEC - Iloilo Extension Office	SEC Bldg., Gen. Hughes St., Iloilo City
SEC - Davao Extension Office	SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City
SEC - Bacolod Extension Office	P. Hernaez St. Extension, Brgy. Taculing, Bacolod City

VI. Warranty & Disclosure

- One (1) Year Warranty Replacement from the date of delivery.
- The bidder will be liable for any loss or damage of the goods, incurred during the delivery.

VII. Quality Assurance

Bidder must submit a Proof-of-concept (POC) or conduct a Product Demonstration or any equivalent form of trial/testing to the end-user during the post-qualification phase for each items being offered, to ensure the actual quality of the product.

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

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Company Name : _____

Contact Number : _____

ITEM 1: CAPITAL MARKET DEVELOPMENT CHAMPION



ITEM 2: SEC AWARDEES FOR HEAD OFFICE



ITEM 3: SEC AWARDEES FOR EXTENSION OFFICE



ITEM 4: SEC CAMPAIGN NETWORK PARTNERS FOR HEAD OFFICE

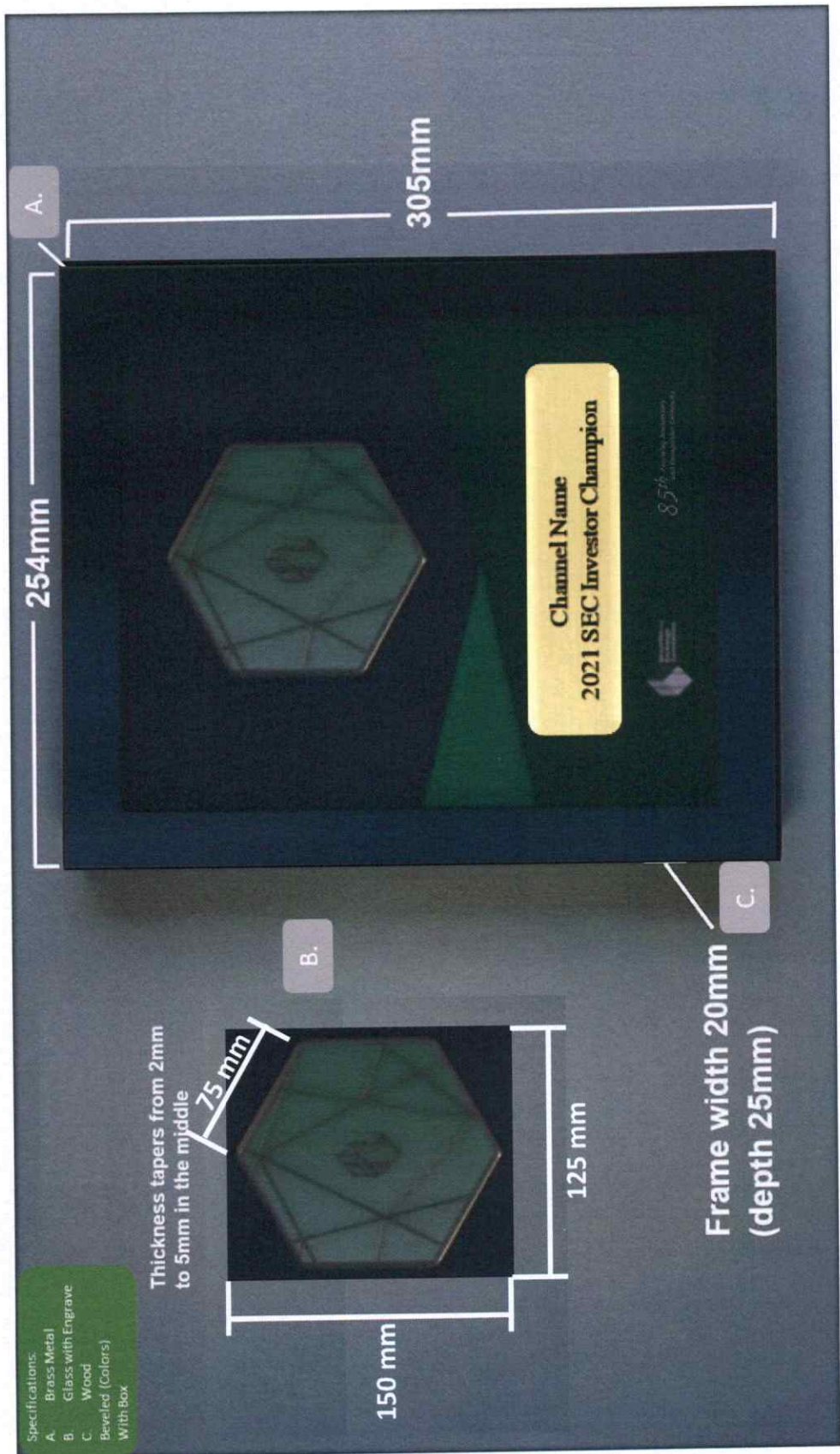


ITEM 5: SEC CAMPAIGN NETWORK PARTNERS FOR EXTENSION OFFICES



ITEM 6: SEC INVESTOR CHAMPIONS

- Specifications:
- A. Brass Metal
 - B. Glass with Engrave
 - C. Wood
- Beveled (Colors)
With Box



A.

254mm

305mm

B.

Thickness tapers from 2mm to 5mm in the middle

75 mm

150 mm

125 mm

Frame width 20mm (depth 25mm)

C.

Channel Name
2021 SEC Investor Champion



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 ____

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.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
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.

NOTARY PUBLIC

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Page No. _____
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