



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

AMP No. 2023-27

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement - Direct Contracting** 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 Various Books for the SEC Library (Lot 2) <i>See Annex A for Technical Specifications</i>	Within fifteen (15) calendar days upon receipt of approved PO/NTP.	<b>Php 8,970.00</b>

**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)** 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;

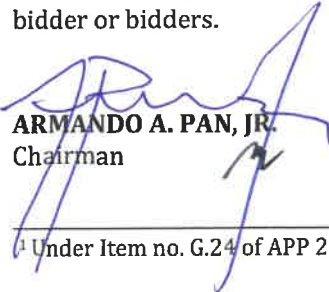
*Note:*

*a. Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*

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 March 20, 2023 (Monday)** 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.24 of APP 2023 and covered by PR No. 2023-02-059



Attachment 1

**PRICE QUOTATION FORM**  
AMP No. 2023-27

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

THE BIDS AND AWARDS COMMITTEE  
c/o PROCUREMENT DIVISION  
7<sup>th</sup> Floor, 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.	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	Supply and Delivery of Various Books for the SEC Library (Lot 2) <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: \_\_\_\_\_



*Attachment 2*

**TERMS AND CONDITION:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (30) 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 Single/Lowest Calculated and Responsive Quotation
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 accepted technical proposal and specified in the Notice of Award.
8. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.
9. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the LCRQ.
11. **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.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods 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.



**Terms of Reference  
PURCHASE OF VARIOUS BOOKS FOR THE SEC LIBRARY  
Batch 1**

**I. PROJECT TITLE**

Purchase of various books for the SEC Library (Batch 1)

**II. APPROVED BUDGET FOR THE CONTRACT**

The approved budget for the contract is **THIRTY EIGHT THOUSAND EIGHT HUNDRED SIXTY FIVE PESOS (Php38,865.00)**, inclusive of all government taxes and charges.

**III. MODE OF PROCUREMENT**

The purchase of various materials will be through **Alternative Method of Procurement through Negotiated Procurement** from the publishers who own the exclusive publishing rights to the materials, ensuring that these are not published elsewhere.

**IV. LOCATION**

SEC Library, 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209

**V. PROJECT OBJECTIVE**

The main objective of the project is to update the current holdings of SEC Library by purchasing updated and latest legal, business accounting and other related materials. The books for purchase are distributed into:

1. Lot 1 - Purchase of various books from Rex Bookstore, Inc.
2. Lot 2 - Purchase of Various Books from Central Bookstore, Inc.

**VI. SPECIFICATIONS**

Each book must include the plastic covering and custom-embossed agency name and year of acquisition (e.g. SEC Philippines, 2023).

<b>LOT 1 - REX BOOKSTORE, INC. (RBSI)</b>						
<b>No.</b>	<b>Title</b>	<b>Author</b>	<b>Year</b>	<b>Type</b>	<b>Copy</b>	<b>Price</b>
1	The Revised Corporation Code of the Philippines Annotated	Atty. Hector De Leon and Atty. Hector De Leon, Jr.	2022	cb	1	
2	Philippine Corporate Law	Dean Cesar L. Villanueva Atty. Teresa S. Villanueva-Tiansay	2021	cb	1	
3	Commentaries and Jurisprudence on the	Atty. Timoteo B. Aquino	2020	cb	1	

	Revised Corporation Code of the Philippines	Atty. Maria Margaret Bernadette A. Aquino				
4	Securities Regulation Code Annotated	Atty. Lucila M. Decasa	2013	cb	1	
5	Divina on Commercial Law: A Comprehensive Guide (Volume I)	Dean Nilo T. Divina	2021	cb	1	
6	Divina on Commercial Law: A Comprehensive Guide (Volume II)	Dean Nilo T. Divina	2021	cb	1	
7	Essentials of Intellectual Property Law (A Guidebook on R.A. No. 8293 As Amended & Related Laws)	Atty. Ernesto C. Salao	2019	pb	1	
8	Comments and Cases on Partnership, Agency and Trusts	Atty. Hector S. De Leon Atty. Hector M. De Leon, Jr.	2019	cb	1	
9	Compact Reviewer in Taxation	Atty. Leonor D. Boado	2022	cb	1	
10	Questions and Answers in Remedial Law	Atty. Reynaldo U. Agranzamendez	2022	cb	1	
11	Civil Procedure Vol. 1	Dean Willard B. Riano	2022	cb	1	
12	Civil Procedure Vol. II (The Bar Lectures Series)	Dean Willard B. Riano	2022	cb	1	
13	Bar Review Methods and Techniques (Slaying the Bar Exams Dragon)	Atty. Rufus Rodriguez	2021	pb	1	
14	Rules of Court (Book Size)	REX Education Editorial Staff	2021	cb	1	
15	Civil Law Reviewer	Atty. Desiderio Jurado	2019	hb	1	
16	The Civil Code of the Philippines Annotated Volume IV (Prescription; Obligation and Contracts)	Justice Edgardo L. Paras	2021	cb	1	
					<b>Total</b>	

<b>LOT 1 - CENTRAL BOOKSTORE, INC. (RBSI)</b>						
<b>No.</b>	<b>Title</b>	<b>Author</b>	<b>Year</b>	<b>Type</b>	<b>Copy</b>	<b>Price</b>
1	Partnership and Corporation Accounting	Lopez-Mariano, N.D	2020	pb	1	
2	Accounting 2 Partnership and Corporation	Serrana, Mario	2011	pb	1	
3	Business Organizations (Partnership and Corporation)	Ignacio	2020	pb	1	
4	Notes and Cases in Commercial Law or Mercantile Law	Lat	2019	pb	1	
5	Primer-Reviewer on Remedial Law (Volume 1, Civil Procedure)	Riguera, M.	2022	cb	1	
6	Primer-Reviewer on Remedial Law (Volume 2, Civil Procedure)	Riguera, M.	2022	cb	1	
<b>Total</b>						