



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

AMP No. 2023-054

29 May 2023

**MESSAGING SOLUTIONS PROVIDER INC.**

MSPI Place, 1294 Batangas St.  
Brgy. San Isidro, Makati City

Subject : **Supply and Delivery of Genuine Parts and Consumables for DM300C Postage Meter**

Gentlemen:

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement - Direct Contracting** for the items stated below in accordance with Section 50(c) of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

The SEC requests you to submit a PRICE PROPOSAL for the subject below:

| Lot | Description  | Delivery Schedule   | Approved Budget for the Contract inclusive of VAT |
|-----|--|---|---|
| 1   | Supply and Delivery of Genuine Parts and Consumables for DM300C Postage Meter <sup>1</sup><br><b>See Attachment 1 for Specifications</b> | Within thirty (15) calendar days upon receipt of approved PO/NTP. | <b>Php 95,124.00</b>                              |

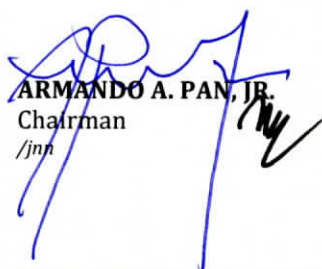
Please submit your proposal not later than **5:00 PM on 01 June 2023** at the Procurement Division 7<sup>th</sup> Floor, The SEC Headquarters, Salcedo Village, Bel-air, 1209 Makati City. Submission may be done manually or electronically through email ([jnnuada@sec.gov.ph](mailto:jnnuada@sec.gov.ph)).

You will also be required to submit the following documents before signing of contract and once award is made:

1. Valid Mayor's/Business Permit or its equivalent document; and
2. PhilGEPS Registration Number.

SEC Conditions of Sale:

1. Validity: Sixty (60) calendar days from submission of bid; and
2. Delivery Site: The SEC Headquarters, 7909 Makati City, Salcedo Village, Bel-air, Makati City.

  
**ARMANDO A. PAN, JR.**  
Chairman  
/jnn

<sup>1</sup> Under Item no. II.37 of APP 2023 and covered by PR No. 2023-05-179



**PRICE QUOTATION FORM**  
AMP No. 2023-054

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:

1. 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            | Genuine Parts and Consumables for DM300C Postage Meter |  |            |                             |
|              | 1 pc   | Main Board   | P _____    | P _____                     |
|              | 8 pcs  | Ink Cartridge  | P _____    | P _____                     |
| <b>TOTAL</b> |  |  |            | P _____                     |

**AMOUNT IN WORDS:**

\_\_\_\_\_ (VAT inclusive)

2. We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of NTP.
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
4. The prices quoted above are inclusive of all costs and applicable taxes.

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_