



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-078

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).

Description	Quantity	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
Collateral for the SEC Roadshow on Capital Market Formation for SMEs		Within Ten (10) calendar days upon receipt of approved PO/NTP.	Php 237,250.00
Item 1 : Conference Folder	650 pcs.		Php 35,750.00
Item 2: Customized note pad	650 pcs.		Php 52,000.00
Item 3: Canvass tote bag	650 pcs.		Php 149,500.00

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)** 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 2) [for projects with ABC above *Php 50,000.00*].

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: //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 14 August 2023 (Monday)** at the Procurement Division, 7F, The SEC Headquarter, Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City. Submission may be done electronically or via email (iatorresjr@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
 Chairman
/iat

PRICE QUOTATION FORM
AMP No. 2023-078

Date: _____

THE BIDS AND AWARDS COMMITTEE
c/o PROCUREMENT DIVISION
7th Floor, The SEC Headquarters, 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:

Item No.	Technical Specifications / Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	Conference Folder	₱ _____	₱ _____
2	Customized note pad	₱ _____	₱ _____
3	Canvass tote bag	₱ _____	₱ _____
		TOTAL	₱ _____
<i>See Annex 1 for Technical Specifications, which forms part of the quotation.</i>			

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: _____

Technical Specifications

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance”.

Bidder should be capable of providing with the following item description.

Item	Minimum Product Specification	Statement of Compliance
1	Conference Folder <ul style="list-style-type: none"> • Legal size • 300-400 gsm (220 lbs) • Coated, matte • With print on 2 sides (see attached sample photo) • Die-cut folder • 2 pocket holder (colored) • Colored (2 sides, full colored) 	
2	Customized note pad <ul style="list-style-type: none"> • A5 size • 50 pages/pad • 80 gsm • Colored print (see attached sample photo) 	
3	Canvass tote bag <ul style="list-style-type: none"> • Color black • With base • Legal size • With print on 2 sides (see attached sample photo) 	
Green Specification for Item 1 and Item 2: <ul style="list-style-type: none"> • The supplier shall supply products which are made out of raw materials from at least 50% recycle fiber. • The supplier shall supply products which is at least Elementary Chlorine Free (ECF). • Any paper wrapping and carton box packing must be made from 100% recycled fiber. • The bidder must also have effective waste management policies and procedures and/or a waste management program. 		
Green Specification for Item 3: <ul style="list-style-type: none"> • The supplier shall supply products which are made out of sustainable and organic cotton canvas or sheeting. • Any paper wrapping and carton box packing must be made from 100% recycled fiber. • The bidder must also have effective waste management policies and procedures and/or a waste management program. 		

Evidence and Verification:

A sample of the products shall be submitted to the BAC Secretariat during the evaluation for verification of compliance with specifications. *(raw file/s of logo/design can be requested from the BAC Secretariat)*

Conference Folder



Securities and
Exchange
Commission
1111 F Street, N.W.
Washington, D.C. 20549

SEC ROADSHOW ON
CAPITAL FORMATION
FOR MSMEs AND START UPS

Markets and Securities Regulation Department
Office for the Advancement of Strategic Investments in SMEs
(MASI-OAS)



- 1-800-368-1047
- 202-955-6091
- www.sec.gov
- @sec
- @sec
- sec
- sec

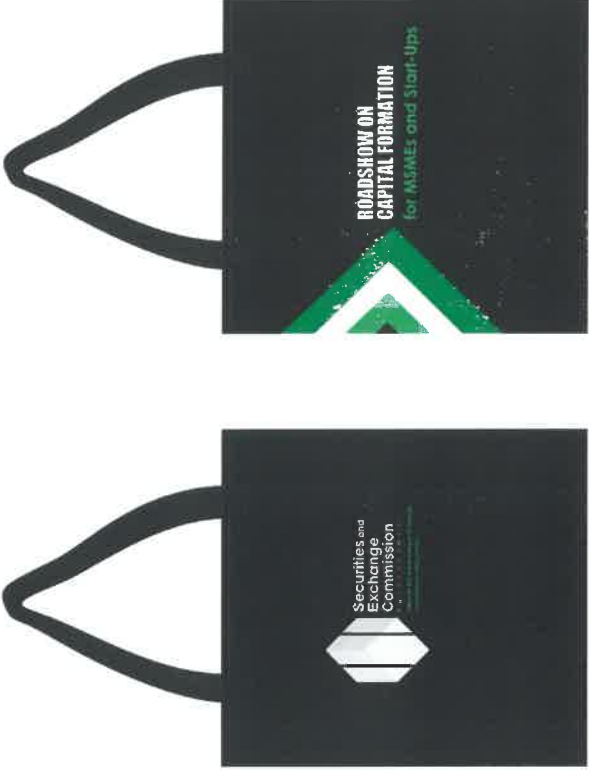


Note pad



SECURITIES AND EXCHANGE COMMISSION
ROADSHOW ON CAPITAL FORMATION
for MSMEs and Start-Ups

Canvass Tote Bag



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

AUTHORIZED REPRESENTATIVE:

Signature	:	_____
Company Name	:	_____
Printed Name	:	_____
Position	:	_____
Date	:	_____

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 thirty (30) calendar days from the date of submission.
3. Price quotation/s which shall be 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 (for goods and infrastructure) or, the Highest Rated Quotation (for consulting services).
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated 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 not delivered within the prescribed delivery period shall be imposed for a 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.