



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-099

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	Transport and Hauling Services for the Transfer of SEC Properties <i>See Annex A for Technical Specifications</i>	As the need arises and in accordance with the provisions under the Technical Specification	Php 250,000.00

Delivery Place: The SEC Headquarters, 7907 Makati Ave., Salcedo Village, 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; and
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (see Note b) [for projects with ABC above Php 50,000.00]

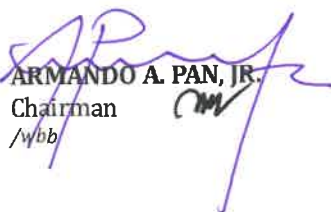
Notes:

- 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:
<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 **12:00 N.N of October 11, 2023 (Wednesday)** at the Procurement Division, 7F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, 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
/wbb

PRICE QUOTATION FORM
AMP No. 2023-099

Date: _____

THE BIDS AND AWARDS COMMITTEE
c/o PROCUREMENT DIVISION
7th Floor, The SEC Headquarters, 7907 Makati
Avenue, Salcedo Village, Bel-air 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:

Unit	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
lot	1	Transport and Hauling Services for the Transfer of SEC Properties <i>See Annex A for the Technical Specifications</i>	P _____	P _____
TOTAL				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: _____

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 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 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.

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Transport and Hauling Services for the Securities and Exchange Commission

II. REQUIREMENTS

- A. One (1) unit - 6-Wheeler Truck
- B. One (1) Driver
- C. One (1) Helper

III. OBJECTIVE

To supply one (1) unit of 6-Wheeler truck, one (1) driver, and one (1) helper to facilitate the transport of SEC properties from the SEC Headquarters in Makati City to the SEC Building in Ortigas, Mandaluyong City and vice versa

IV. TECHNICAL SPECIFICATIONS

Bidders should be capable of providing the following features and capabilities or higher.

Item No.	Description	Minimum Specification Requirement
1	Truck	Well maintained 6-Wheeler Truck
		6500 cbm
		Inclusive of sufficient fuel per trip
		Estimated Number of Trips =30
		Basic Tools and Spare Tire
2	Driver	Pertinent Documents for assigned function.(ex. Professional Driver's License, Company ID, Vehicle Insurance, etc.)
3	Helper	Pertinent Documents for assigned function. (ex. Identification Card/Company ID etc.)
4	Loading and Unloading	No limit / No grace period
5	Commodity	Office Furnitures, Unserviceable Equipment, Documents at Offices and Warehouse, Modular Partitions and the like

V. SCHEDULE OF PICK-UP AND DROP-OFF

	1 st Trip	2 nd Trip (as needed)
Pick-up Location	The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City	
Est. Time of Departure	8:00 AM	10:00 AM
Drop-Off Location	SEC Building, EDSA, Greenhills, Mandaluyong City	
Est. Time of Arrival	12:00 NN	1:00 PM

Note:

1. Estimated Total Number of Trips = **30**
2. Est. time of departures and arrivals may vary on actual transfer.

VI. MANPOWER REQUIREMENTS

The Supplier shall have a manpower that is properly and fully qualified to perform the class of work provided herein, and that all are authorized, properly trained, equipped, organized and financed to perform such work.

VIII. TERMS AND CONDITIONS

1. Service Provider shall be held liable for any losses or damages during the loading, transport and unloading of goods, proven that it is due to the company's negligence.
2. All necessary clearance/permits, coordination and their corresponding fees shall be borne with the Service Provider (ie. Truck Ban Exemption or Travel Clearance between Local Government Units (LGU's) of Makati, and Mandaluyong and all other similar requirements needed for the project.
3. Bid Price includes expenses in fuel, 1 driver, 1 helper fee, parking fees, toll fees and other applicable fees and taxes. No hidden fees.
4. Schedule of trip shall be done 2 to 3 days prior to the actual date of delivery,
5. Terms of Payment:
 - a. Supplier can partial bill once 10 trips are completed or 100% payment shall be made on the end of the contract and billing shall be based on the actual number of trips made not to exceed the estimated number of trips (30). Actual Trips shall be properly documented with accomplishment reports submitted to HRAD-GSD and certified by the HRAD Director or his/her duly authorized representative.
 - b. Payment is subject to applicable taxes.
 - c. When the Supplier fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any the Supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted the procuring entity concerned.

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

Authorized Representative:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____