



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-111

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	Printing of The SEC Reports 2020-2023 (Q1) <i>See Annex 1 for Technical Specifications</i>	Within fifteen (15) working days from approval of sample print	Php 334,000.00

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)** 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)

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 P.M of 25 October 2023 (Wednesday)** at the Procurement Division, 7F SEC The Headquarters, 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. 2023-111

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:

No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	50 pcs	Printing of The SEC Reports 2020-2023 (Q1) <i>Please submit a sample of previous work which is in compliance with the minimum technical specifications of this project</i>	P _____	P _____
See Annex 1 for Technical Specifications, which forms part of the quotation.			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

Project: Printing of The SEC Reports 2020-2023 (Q1)

I. BACKGROUND

The SEC Reports 2020-2023 (Q1) is a publication of the Securities and Exchange Commission (SEC) which demonstrates its unwavering commitment to pursuing programs and reforms from 2020 to 2023 (Q1). It also highlights the Commission's initiatives in support of the President's eight-point socioeconomic agenda, as well as efforts to mitigate the impacts of the COVID-19 pandemic through digital transformation.

II. SCOPE OF WORK

The printing company shall print 50 copies of The SEC Reports 2020-2023 (Q1) in close coordination with the SEC Economic Research and Training Department – Strategic Management and Planning Division (ERTD-SMPD), including but not limited to the following tasks:

1. Revise the layout, if necessary, in consultation with SEC ERTD-SMPD;
2. Submit Press Proof and obtain a final sign-off from SEC ERTD-SMPD before submitting electronic files for printing/mass production; and
3. Submit a digital copy of The SEC Reports 2020-2023 (Q1) to the SEC ERTD-SMPD to be stored in a USB device and should be in print-ready format compatible with commercial printing.
4. Deliver the printed and digital copies of The SEC Reports 2020-2023 (Q1) within 15 working days upon approval of the sample print in a packaging using recyclable materials, to prevent damage or deterioration during transit of the same.

III. ELIGIBILITY REQUIREMENTS

1. Must be registered with the Philippine Government Electronic Procurement Systems (PhilGEPS);
2. Must be a reputable company with printing capabilities and/or printing company that can operate and provide off-set printing services with at least 5 years in the business;
3. Must have experience in lay-outing and printing of a government agency report for at least 3 years; and
4. Must be able to provide 3 to 5 samples of quality brochures/manuals/annual reports (hardbound) produced/printed within the last three (3) years (for presentation purposes only).

IV. APPROVED BUDGET OF THE CONTRACT

The approved budget of the contract is Three-Hundred and Thirty-Four Thousand Pesos (Php 334,000.00), or Six Thousand Six Hundred Eighty Pesos (Php 6,680.00) per copy, to be charged against the FY 2023 SEC Approved Operating Budget under RA 11232.

V. DESCRIPTION AND SPECIFICATIONS

Technical Specifications		Statement of Compliance
QUANTITY	50 copies	
SIZE	Hardbound cover – 12.5 x 12.5 inches (Folded)	
	Inside – 12 x 12 inches (folded); 24 x 12 inches (spread)	
STOCK	C2S #120 on Pasteboard #30	
	Inside – Matte #100	
	Flyleaves – Matte lamination (1 side flyleaf) #120	

PRINT	HARDBOUND COVER – Full Color	
	INSIDE – Full Color (2 sides)	
	FLYLEAVES – Full Color (2 sides) Dust Jacket – Full Color (1 side)	
PAGES	322 pages; excluding cover and flyleaves	
BINDING	Hardbound with dust cover, perfect binding with Smyth Sewing	
LAMINATION	Cover – Matte (1 side)	
PROCESS	Offset Printing; file supplied	
PROOFING	Hard copy sample print	
OTHERS	Digital Copy (print-ready) saved in a USB flash drive	
DELIVERY	Within 15 working days from approval of the sample print	

VI. COMPLETION AND ACCEPTANCE

1. A Certificate of Completion shall be issued only upon receipt of the complete and acceptable copies of The SEC Reports 2020-2023 (Q1); and
2. The SEC reserves the right to reject the printed publication or require replacement at no cost to the government, should there be a failure on the part of the Printing Services Provider to comply with the technical specifications.

VII. TERMS OF PAYMENT

Payment to the Printing Services Provider of the contract price shall be made upon full delivery by the Printing Services Provider and acceptance by the SEC of the 50 copies of The SEC Reports 2020-2023 (Q1).

VIII. TERMS AND CONDITIONS

The SEC reserves its property rights over all material provided to the Printing Services Provider. The Printing Services Provider must observe strict confidentiality of the information and data in the said materials. No article or photograph may be used or reproduced by the Printing Services Provider without written consent to and clearance from the Commission.

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: _____