



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-115

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	Supply and Delivery of Plaques <i>See Annex A for the Technical Specifications and Sample Designs</i>	Within seven (7) calendar days upon receipt of Purchase Order/Notice to Proceed/Work Order	Php 400,000.00

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]*

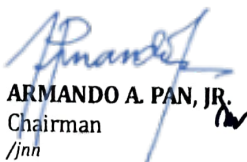
Notes:

- 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 24, 2023 (Tuesday)** 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 (jnnuada@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
/jnn

PRICE QUOTATION FORM
AMP No. 2023-115

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	Supply and Delivery of Plaques <i>See Annex A for the Technical Specifications and Sample Designs</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.

ITEM 1: CAPITAL MARKET DEVELOPMENT CHAMPION



ITEM 2: SEC AWARDEES FOR HEAD OFFICE



ITEM 3: SEC AWARDEES FOR EXTENSION OFFICE



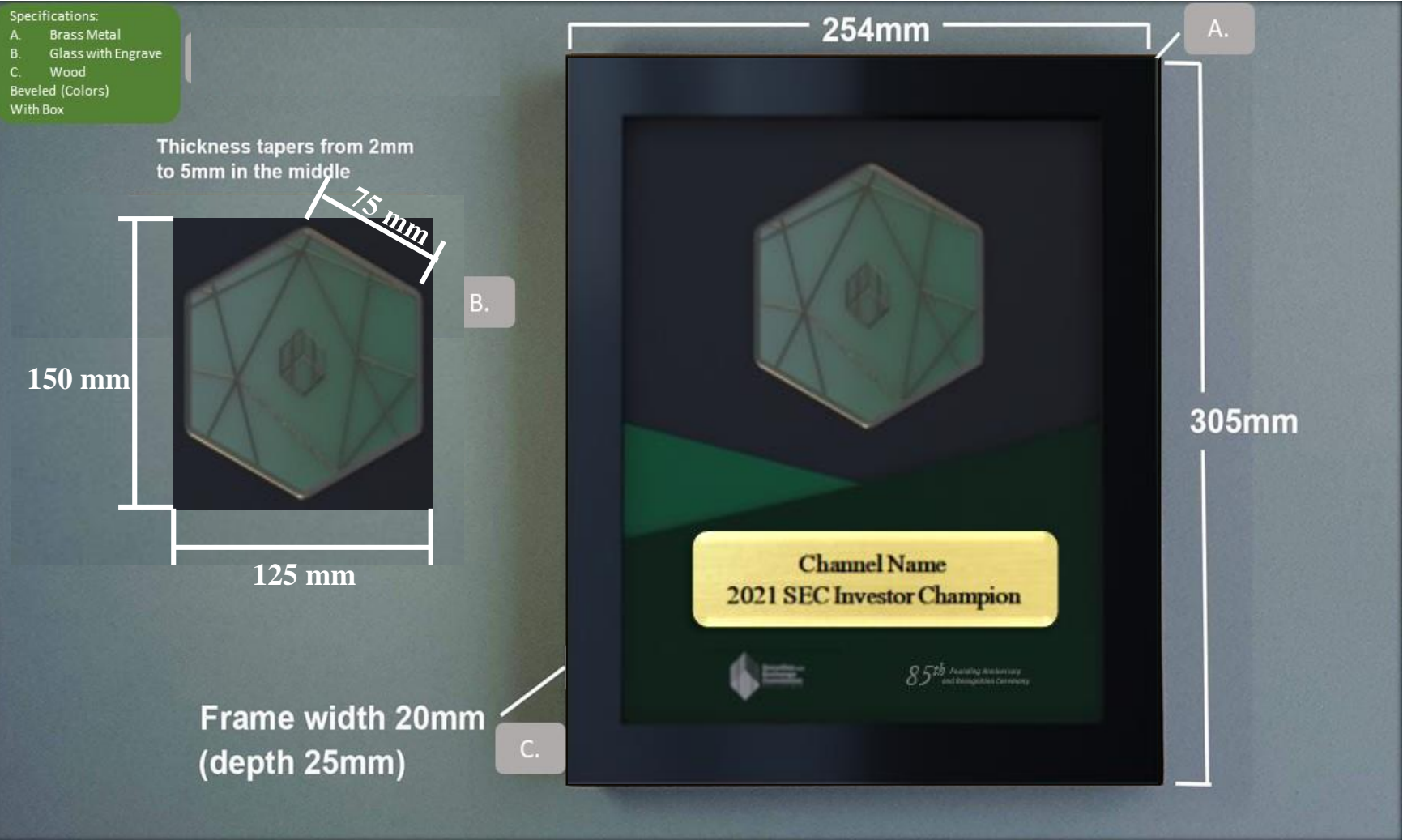
ITEM 4: SEC CAMPAIGN NETWORK PARTNERS FOR HEAD OFFICE



ITEM 5: SEC CAMPAIGN NETWORK PARTNERS FOR EXTENSION OFFICES



ITEM 6: SEC INVESTOR CHAMPIONS



Annex A

TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

Product's/Service's General Description	Supply and Delivery of SEC Recognition Plaques for External Stakeholders	Statement of Compliance
Technical Requirements'	Item 1: Capital Market Development Champion	
	Material	Crystal Glass
	Top Dimension	Height = 7 in (from base) Length = 6 in Thickness = 1 ½ in
	Top Design	Hexagonal Beveled at all sides (front and back)
	Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in
	Base Design	Diamond
	Logo	Top; Engraved / Etched
	Text	Top; Engraved / Etched with White Paint
	Item 2: SEC Awardees for Head Office	
	Material	Crystal Glass
	Top Dimension	Height = 8 in (from base) Length = 6 in Thickness = 1/2 in
	Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip 1 ½ in trimmed at base
	Base Dimension	Width = 2 ½ in Length = 5 ½ in Thickness = 3/8 in
	Base Design	Rectangular Beveled at all side and edges
	Logo	Top; Engraved / Etched
	Text	Top; Engraved / Etched with Black Paint
	Item 3: SEC Awardees for Extension Offices	
	Material	Crystal Glass
	Top Dimension	Height = 6 in (from base) Length = 4.5 in Thickness = 3/8 in
	Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip ½ in trimmed at base
	Base Dimension	Width = 2 in Length = 3 5/8 in Thickness = 3/8 in
	Base Design	Rectangular Beveled at all side and edges
	Logo & Text	Printed Frosted Sticker with Colored Logo and Black Text
	Item 4: SEC CAMPAIGN Network Partners for Head Office	
	Material	Crystal Glass
	Top Dimension	Height = 7 in (from base) Length = 6 in

		Thickness = 1 ½ in	
	Top Design	Hexagonal Beveled at all sides (front and back)	
	Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in	
	Base Design	Diamond	
	Logo	Top; Engraved / Etched	
	Text	Top; Engraved / Etched with Black Paint	
	Item 5: SEC CAMPAIGN Network Partners for Extension Offices		
	Material	Crystal Glass	
	Top Dimension	Height = 6 in (from base) Length = 6.5 in Thickness = 1 ½ in	
	Top Design	Hexagonal Beveled at all sides (front and back)	
	Base Dimension	Length = 3.5 in, beveled from sides to bottom Thickness = 1 ½ in	
	Base Design	Diamond	
	Logo	Top; Engraved / Etched	
	Text	Top; Engraved / Etched with Black Paint	
	Item 6: Plaque for SEC Investor Champions		
	Frame Material	1 in. wooden frame	
	Frame Dimension	Height = 12 in Length = 10 in Side Thickness = 1 in Front Thickness = ¾ in	
	Body Material	Rectangular Brass Metal	
	Top Element Material	Hexagonal Glass with Engraved Logo and Design	
	Top Element Color	Jade	
	Top Element Dimension	Height = 150 mm Length = 125 mm Sides - 75 mm Thickness = Tapered from 2mm at side to 5 mm in middle	
	Bottom Element Material	Beveled Glass with Frosted Sticker Backing Dual Colored (Light Green and Dark Green)	
	Bottom Element Text	Brass Plate with Engraved Text	
	Bottom Element Logo & 87 th Anniversary Icon	Engraved with SEC Colors	
Intended application	To purchase various recognition plaques for SEC External stakeholders.		
Packaging	<ul style="list-style-type: none"> • Customized/Specialized Velvet Box • Outer Box - Hardbound Case, Black, • Inside Cloth - Silk, Emerald Green • With Polyurethane Foam Inserts • With engraved name of awardee, Gold 		
Evidence and Verification	Bidder must submit a Proof-of-concept (POC) or conduct a Product Demonstration or any equivalent form of trial/testing to the end-user during the post-qualification phase for each items being offered, to ensure the actual quality of the product.		

Warranty & Disclosure	<ul style="list-style-type: none"> One (1) Year Warranty Replacement from the date of delivery. The bidder will be liable for any loss or damage of the goods, incurred during the delivery. 				
Green Specifications	<ul style="list-style-type: none"> Packaging must use eco-friendly materials Deliver the plaques using recyclable materials to prevent damage or deterioration during transit of the same. 				
Delivery Schedule	Item	Description	Qty	Office	
	1	Capital Market Development Champion	1	SEC-HQ	
	2	SEC Awardees for Head Office	60	SEC-HQ	
	3	SEC Awardees for Extension Offices	5	BAGEO	
			5	TACEO	
			5	LEGEO	
			5	ILOEO	
			5	BACEO	
			5	CEBEO	
			5	CAGEO	
			5	DAVEO	
			5	ZAMEO	
			5	TAREO	
	4	SEC CAMPAIGN Network Partners for Head Office	8	SEC-HQ	
	5	SEC CAMPAIGN Network Partners for Extension Offices	5	BAGEO	
			9	TACEO	
			3	LEGEO	
			8	ILOEO	
			3	BACEO	
			3	CEBEO	
			7	CAGEO	
			10	DAVEO	
			7	ZAMEO	
	6	SEC Investor Champion	1	SEC-HQ	
Place of Delivery	Office	Address			
	SEC-HQ	The SEC Headquarters 7907 Makati Avenue, Bel-Air, Salcedo Village, Makati City 1209			
	CAGEO	SEC - Cagayan De Oro Extension Office SEC Building, 14 th St. cor. Tomasaco Del Lara St., Cagayan De Oro City			
	ZAMEO	SEC - Zamboanga Extension Office SEC Building, San Jose Panigayan St., Zamboanga City			
	BAGEO	SEC - Baguio Extension Office 3/f Newtown Square, Navy Base Road, Baguio City			
	LEGEO	SEC - Legazpi Extension Office SEC Office, 2/f Avon Building, Rizal St. Albay District, Legazpi City			
	TAREO	SEC - Tarlac Extension Office 2/f Legislative Bldg., Tarlac City			
	CEBEO	SEC - Cebu Extension Office 12 th Floor, AppleOne-Equicom Tower, Mindanao Ave. Biliran road, Cebu Business Park, Cebu City, 6000 Cebu			
	ILOEO	SEC - Iloilo Extension Office SEC Bldg., Gen. Hughes St., Iloilo City			
	DAVEO	SEC - Davao Extension Office SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City			
	BACEO	SEC - Bacolod Extension Office P. Hernaez St. Extension, Brgy. Taculing, Bacolod City			

	TACE O	SEC - Tacloban Extension Office 2 nd Floor, NEDA Building, NEDA Regional Office VIII Government Center, Brgy. Paras, Palo, Leyte	
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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: _____

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Beveled
“Thk 1 1/2
Beveled
“Thk 1
Clear

ITEM 6: SEC INVESTOR CHAMPIONS

- Specifications:
- A. Brass Metal
 - B. Glass with Engraving
 - C. Wood
- Beveled (Colors)
With Box

Thickness tapers from 2mm to 5mm in the middle

75 mm

150 mm



125 mm

B.

Frame width 20mm
(depth 25mm)

254mm

A.

305mm

