



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-114

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	Catering Services for an Official Event of the Securities and Exchange Commission <i>See Annex A for Terms of Reference</i>	November 10, 2023 5:00 P.M to 11:00 P.M	Php 750,000.00

Delivery Place: 11F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City

Interested bidders are required to submit **Price Quotation (use Attachment 1)**, and signed and accomplished **Terms of Reference/Scope of Work (Annex A)**, 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]; and
4. Latest Income Tax Return [for projects with ABC above Php 500,000.00].

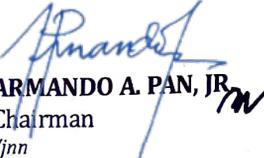
Notes:

- 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 3 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. 2023-114

Date: _____

THE BIDS AND AWARDS COMMITTEE
c/o PROCUREMENT DIVISION
7th Floor; The
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:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	300 pax	Catering Services for an Official Event of the Securities and Exchange Commission on November 10, 2023 <i>(Please see Annex A for the Terms of Reference)</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: _____

TECHNICAL SPECIFICATIONS

Technical Requirements	CATERING SERVICES REQUIREMENTS	
	Participants	SEC Officials and Guests
	Date/Time	300 Pax
	No. of Pax	November 10, 2023/ 5:00PM to 11:00 PM
	Provide the following: <ul style="list-style-type: none"> • Managed buffet style • 42 sets of 7-seater round table with complete set-up • Dining utensils, linens, flower centerpiece with lighted lamps • Linens in accordance to motif - black and emerald green • 300 pcs of tiffany chairs • 2 sets of dressed-up Buffet tables 2 way each with complete serving utensils • Crew and staff to serve and manage food and beverage service • 1 set dressed-up Buffet table for Salad Bar and Desserts table (as chosen) with service personnel • Red Carpet on 3 designated areas (common area, executive elevator entrance and path walk) • Food Tasting will be done as soon as the final menu has been chosen • 4 Cocktail Tables 	
Scope and Work Deliverables	A. November 9, 2023 <ul style="list-style-type: none"> • All equipment delivered by midnight • All dining tables and chairs already set-up by early morning 	
	B. November 10, 2023 <ul style="list-style-type: none"> • All previously installed materials at the SEC E-Center cleared and removed by midnight 	
Green Specifications	<ul style="list-style-type: none"> • The service supplier shall provide a vegetarian option. • The service supplier shall eliminate the use of non-essential disposable products like plastic bags, single-use utensils, etc. When disposable products are used, the supplier shall use recycled materials where possible. 	

I hereby certify that the submitted quotation is compliant with the foregoing technical specifications.

Authorized Representative:

Signature: _____
 Printed Name: _____
 Company Name: _____
 Contact Number: _____