



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

AMP No. 2023-105

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	<b>Bus Rental for the Conduct of 2023 Commission-Wide Supervision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference</b>	November 29, 2023 and December 01, 2023	430,000.00

Interested suppliers are required to submit the Price Quotation Form (use Attachment 1) on or before the deadline, together with the following documents:

1. Tourist Land Transport Operator/Certificate; and
2. Department of Tourism Accreditation.

Only the awardee/s shall be required as a 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:

3. Valid Mayor's/Business Permit;
4. PhilGEPS Registration Number; and
5. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney [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 p.m. of November 8, 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 ([mvabuyog@sec.gov.ph](mailto:mvabuyog@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  
/mva

**PRICE QUOTATION FORM**  
AMP No. 2023-105

Date: \_\_\_\_\_

THE BIDS AND AWARDS COMMITTEE  
c/o PROCUREMENT DIVISION  
7<sup>th</sup> 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:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	10 units	<b>Bus Rental for the Conduct of 2023 Commission-Wide Supervision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference</b>  <i>(Please see Terms of Reference in Annex A)</i>	P _____	P _____
			Total	<b>P</b> _____

**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: \_\_\_\_\_

## “Annex A”

### TERMS OF REFERENCE

***Bus Service Rental for the Conduct of 2023 SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference***

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

Specifications	Statement of Compliance
<b>The Service Provider must:</b>	
<p>1. Be able to provide vehicles described below:</p> <ul style="list-style-type: none"> <li>- Year model not earlier 2015 (2015-2023)</li> <li>- 48-50 seater bus with luggage compartment</li> <li>- Fully air-conditioned, clean, comfortable, presentable and in good running condition</li> <li>- Must be equipped with fire extinguisher, provision of cooler for water/drinks, umbrellas, and first aid kits</li> <li>- Provision of safety kits such as but not limited to spray alcohol, air purifier, Lysol spray, temperature scanner, and other relevant items</li> <li>- With appropriate signage (For SEC approval)</li> <li>- With RFID for major expressways</li> <li>- With comprehensive insurance</li> <li>- Maximum of 50 passengers per bus (10 bus unit)</li> </ul>	
<p>2. Qualifications of the Drivers</p> <ul style="list-style-type: none"> <li>- Fit to work</li> <li>- Must be polite and courteous, drives carefully/cautiously, adheres to road courtesy and traffic regulations, prompt in reporting based on agreed time</li> <li>- Must be presentable, clean cut (hair)</li> <li>- Must be equipped with working mobile phones for easy coordination and communication</li> <li>- Must be a holder of a valid Philippine professional driver’s license with restriction of D category M3</li> <li>- With trip ticket available when on/during duty</li> </ul>	
<p>3. Bus conductor to be assigned in the project qualifications</p> <ul style="list-style-type: none"> <li>- Fit to work</li> <li>- Must be polite and courteous, can drive carefully/cautiously, adheres to road courtesy and traffic regulations, prompt in reporting based on agreed time</li> <li>- Must be presentable, clean cut (hair)</li> <li>- Must be equipped with working mobile phones for easy coordination and communication</li> <li>- With trip ticket available when on/during duty</li> <li>- Must be able to assist the assigned driver during the trip</li> <li>- Must be able to assist passengers in loading and unloading (pax and</li> </ul>	

<p>luggages)</p> <ul style="list-style-type: none"> <li>- Must ensure complete passenger list before proceeding with the trip</li> </ul> <p>4. Company</p> <ul style="list-style-type: none"> <li>- Tourist Land Transport Operator/Certificate</li> <li>- Department of Tourism Accreditation</li> <li>- At least five (5) years experience/ expertise in land transportation service</li> <li>- The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.</li> <li>- Must provide coordinator/ dispatcher during the event proper</li> <li>- Provide/ assign additional driver/ bus conductor, if necessary</li> <li>- Provide additional bus, in case of vehicle malfunction on the originally assigned bus</li> </ul>	
<p>5. Service must be inclusive of the following expenses: toll fees, parking fees, city permits, driver's fee, driver's meals, and gasoline consumption.</p>	
<p><b>Scope of Services</b></p>	
<p><b>November 29, 2023</b>  <b>Pick-up point:</b> SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-air, Makati City (Valero Access Road 1) / 6:00 A.M  <b>Drop-off Point:</b> Any point within 300 kilometers in the provinces of Cavite, Laguna, Batangas, and Zambales</p> <p><b>December 1, 2023</b>  <b>Pick-up point:</b> Any point within 300 kilometers in the provinces of Cavite, Laguna, Batangas, and Zambales / 10:00A.M  <b>Drop-off Point:</b> SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-air, Makati City (Valero Access Road 1)</p>	

I hereby certify that the Statement of Compliance to the foregoing technical specifications are true and correct.

AUTHORIZE REPRESENTATIVE:

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Company Name : \_\_\_\_\_

Date/Contact No. : \_\_\_\_\_

**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 grounds for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of samples may be considered as grounds 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.