



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-124

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	Procurement of Food Catering Services for the 10th Corporate Governance Forum <i>See Annex 1 for Terms of Reference</i>	24 November 2023 9:00 A.M to 3:00 P.M.	Php 557,000.00

Delivery Place: SEC e-Center; 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 (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 ; and
4. Latest Income Tax Return

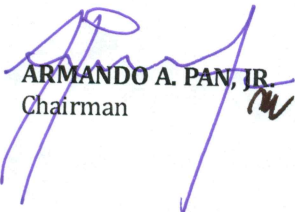
Notes:

- 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 NN of 17 November 2023 (Friday)** 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 (fpbaluyot@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

PRICE QUOTATION FORM
AMP No. 2023-124

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	375 pax	Procurement of Food Catering Services for the 10th Corporate Governance Forum <i>(Please see Annex A for the Terms of Reference)</i>	P _____	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 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 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 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 i

TERMS OF REFERENCE

<p>Service's General Description</p>	<p>The Securities and Exchange Commission (SEC) seeks to engage the services of a food catering company that will handle the preparation and serving of the food requirements of the SEC in the conduct of the 10th Annual SEC-PSE Corporate Governance Forum to be held on 24 November 2023.</p> <p>Event details are as follows:</p> <p>Title: 10th Annual SEC-PSE Corporate Governance Forum</p> <p>Date: 24 November 2023</p> <p>Time: 9:00 AM – 3:30 PM</p> <p>Venue: SEC E-Center, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, 1209 Makati City</p> <p>Attendees: Directors and Officers of publicly-listed companies (PLCs); speakers and lecturers of Corporate Governance Institutional Training Providers (CG-ITPs)</p> <p>Expected No. of Attendees: 375 participants</p> <p>Theme: Corporate</p>
<p>Technical Requirements</p>	<p>Menu Requirements</p> <ol style="list-style-type: none"> 1. AM and PM Snacks <ul style="list-style-type: none"> - Offer a diverse selection of snacks to cater to different preferences and dietary needs. - Include nutritious options. - Offer a selection of pastries. - Snacks should be ready and served at the scheduled time. 2. Lunch <ol style="list-style-type: none"> a. Appetizers <ul style="list-style-type: none"> - A selection of appetizers that cater to various tastes and dietary preferences. - Vegetarian and gluten-free options must be available. - Include both hot and cold appetizers for variety. b. Main Course <ul style="list-style-type: none"> - Offer a range of main courses to accommodate different preferences (e.g., meat, poultry, seafood, vegetarian). - Ensure that there are options for attendees with dietary restrictions or allergies. c. Desserts <ul style="list-style-type: none"> - Provide a diverse dessert menu, including options for those with a sweet tooth or a preference for lighter desserts. - Consider offering a signature dessert that aligns with the event theme.

	<p>d. Beverages</p> <ul style="list-style-type: none"> - Provision of free-flowing water, coffee and tea - Non-alcoholic beverages <p>The service provider should submit its proposed set menus based on the above-mentioned minimum requirements on or before 15 September 2023.</p> <p>Service Requirements</p> <ul style="list-style-type: none"> - Skilled and professional serving staff in appropriate attire. - Efficient setup and cleanup services. - Timely meal service according to the event schedule.
Intended application	For the conduct of the 10th Annual SEC-PSE Corporate Governance Forum to be held on 24 November 2023.
Packaging	Manufacturer's Standard
Marking and Labelling	Manufacturer's Standard
Evidence and Verification:	Provision for a food-tasting activity three (3) days prior to the event
Green Specifications	No plastic or disposable utensils and packing to be used
	Kindly feel free to propose a better set, setup, and/or package appropriate for the event.

Conforme:

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

Signature over Printed Name : _____

Position/Designation : _____

Contact Details : _____