



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of quotations for the following requirements in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Supply and Delivery of Tumblers, Lanyard, Mugs with Lid, Flash Drive for SEC Internship Program <i>See Annex B for Technical Specifications</i>		
	Tumblers	300 pcs	Php 165,000.00
	Lanyard	200 pcs	Php 20,000.00
	Mugs with Lid	200 sets	Php 50,000.00
	Flash Drive	200 pcs	Php 65,000.00

Mode of Procurement	Negotiated Procurement – Small Value Procurement (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)				
Reference Number	AMP No. 2024-013				
Procurement Schedules	<table border="0"> <tr> <td>Advertisement</td> <td>23 January 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>31 January 2024 10:00 A.M.</td> </tr> </table>	Advertisement	23 January 2024	Deadline to Submit Quotation	31 January 2024 10:00 A.M.
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Submission of Quotation	Manual Procurement Unit, 7 th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.				

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	<p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><i>Name of the Bidder</i> <i>Address of the Bidder</i> <i>Contact Information</i> <i>The Project (see Description Above) and Reference Number</i> <i>Deadline to Submit Quotation</i></p> <p>Electronic Electronic submission shall be made through email at fpbaluyot@sec.gov.ph</p>
Delivery Period	Within fifteen (15) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A); and
2. **Technical Specifications** (use Annex B)

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.

The bidder with the single or lowest calculated and responsive quotation, or 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 [for projects with ABC above Php 50,000.00]; and
4. Latest Income Tax Return [for projects with ABC above Php 500,000.00].

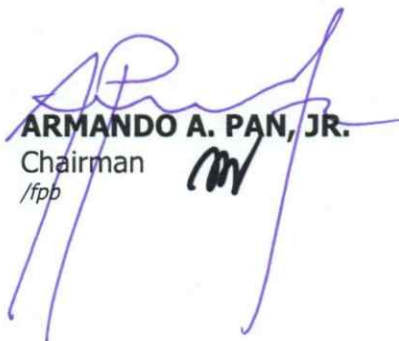
Notes:

- 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/>.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.
3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
7. 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.
8. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. 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.
10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.


ARMANDO A. PAN, JR.
Chairman
/fpp

PRICE QUOTATION FORM
Reference No. AMP No. 2024-013

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE
Procurement Unit, 7th Floor
The SEC Headquarters, 7907 Makati Ave.,
Salcedo Village, Brgy., 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 (inclusive of all taxes)
1	Supply and Delivery of: <i>See Annex B for Technical Specifications, which forms part of the quotation.</i>			
	300 pcs	Tumblers	Php _____	Php _____
	200 pcs	Lanyard	Php _____	Php _____
	200 sets	Mugs with Lid	Php _____	Php _____
	200 pcs	Flash Drive	Php _____	Php _____
TOTAL				P _____

AMOUNT IN WORDS:

Brand and/or Model of the item being Offered:

(If the Offer has no brand and/or Model, attach in the Quotation proof of offer, in the form of brochure, unamended sales literature, or any equivalent document.)

The above-quoted price is inclusive of all costs and applicable taxes. **In case of discrepancy between the amount in figures and the amount in words, the latter shall prevail.**

Very truly yours,

Authorized Representative

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

e-Mail Address: _____

TECHNICAL SPECIFICATIONS

Product's/Service's General Description	Supply and Delivery of Tumblers, Lanyard, Mugs with Lid and Flash Drives for SEC Internship Program																										
Requirements	<ul style="list-style-type: none"> A. Three Hundred (300) Tumblers B. Two Hundred (200) Photographic Lanyards with Cardholder C. Two Hundred (200) Mugs with Lid D. Two Hundred (200) Flash Drive 																										
Product Specifications	<p>A. Bidder should be capable of providing the following features and capabilities or higher:</p> <table border="1" data-bbox="596 801 1406 1675"> <thead> <tr> <th data-bbox="596 801 715 902">Item No.</th> <th data-bbox="715 801 1406 902">Tumblers</th> </tr> </thead> <tbody> <tr> <td data-bbox="596 902 715 969">1</td> <td data-bbox="715 902 1406 969">Vacuum flask insulated tumbler</td> </tr> <tr> <td data-bbox="596 969 715 1048">2</td> <td data-bbox="715 969 1406 1048">Must be made from 18/8 Food grade stainless steel</td> </tr> <tr> <td data-bbox="596 1048 715 1115">3</td> <td data-bbox="715 1048 1406 1115">BPA and toxin-free</td> </tr> <tr> <td data-bbox="596 1115 715 1182">4</td> <td data-bbox="715 1115 1406 1182">at least 750ml capacity</td> </tr> <tr> <td data-bbox="596 1182 715 1294">5</td> <td data-bbox="715 1182 1406 1294">Insulation: Cold: at least 12 hours Hot: at least 8 hours</td> </tr> <tr> <td data-bbox="596 1294 715 1361">6</td> <td data-bbox="715 1294 1406 1361">Leak-proof lid</td> </tr> <tr> <td data-bbox="596 1361 715 1429">7</td> <td data-bbox="715 1361 1406 1429">Non-slip base</td> </tr> <tr> <td data-bbox="596 1429 715 1496">8</td> <td data-bbox="715 1429 1406 1496">Carry handle</td> </tr> <tr> <td data-bbox="596 1496 715 1563">9</td> <td data-bbox="715 1496 1406 1563">With coffee filter</td> </tr> <tr> <td data-bbox="596 1563 715 1675">10</td> <td data-bbox="715 1563 1406 1675">Customizable (see attached sample photo) - High-quality UV-printed or Laser engraved Logo</td> </tr> </tbody> </table> <p>B. Bidder should be capable of providing the following features and capabilities or higher:</p> <table border="1" data-bbox="596 1809 1406 1989"> <thead> <tr> <th data-bbox="596 1809 715 1910">Item No.</th> <th data-bbox="715 1809 1406 1910">Lanyard with Card Holder</th> </tr> </thead> <tbody> <tr> <td data-bbox="596 1910 715 1989">1</td> <td data-bbox="715 1910 1406 1989">Photographic Lanyard</td> </tr> </tbody> </table>	Item No.	Tumblers	1	Vacuum flask insulated tumbler	2	Must be made from 18/8 Food grade stainless steel	3	BPA and toxin-free	4	at least 750ml capacity	5	Insulation: Cold: at least 12 hours Hot: at least 8 hours	6	Leak-proof lid	7	Non-slip base	8	Carry handle	9	With coffee filter	10	Customizable (see attached sample photo) - High-quality UV-printed or Laser engraved Logo	Item No.	Lanyard with Card Holder	1	Photographic Lanyard
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2	Dimensions: - Standard lanyard length - 1" height
3	With buckle release
4	With 645 Hook
5	Customizable (see attached sample photo) - Sublimation Printed Logo

C. Bidder should be capable of providing the following features and capabilities or higher:

Item No.	Mugs with Lid
1	Ceramic
2	At least 325ml capacity
3	Leak-proof lid
4	Microwave, oven, and dishwasher safe
5	Customizable (see attached sample photo) - Sublimation Printed Logo

D. Bidder should be capable of providing the following features and capabilities or higher:

Item No.	Flash Drive
1	Stainless
2	SuperSpeed USB3.0 (backward compatible with USB2.0)
3	at least 16 GB
4	USB Interface (Type A) Windows Vista™, Windows® 7, Windows® 8, 8.1 and 10 or Mac OS X 10.6.6/10.7/ 10.8/ 10.9
5	Customizable (see attached sample photo) - Engraved Logo

Intended Application	To be used as onboarding and offboarding kits for SEC student-interns
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Packaging	Manufacturer's Standard
Marking and Labelling	Manufacturer's Standard
Evidence and Verification:	A sample of each product shall be submitted to the BAC during the evaluation for verification of compliance with specifications.
Green Specifications	<ul style="list-style-type: none">• Outer box/Carton box must be 100% recycled fiber, or must be recyclable in the Philippines.• The bidder must have effective waste management policies and procedures and/or a waste management program.

Sample Photo
(Tumbler)



Sample Photo
(ID Lace with card holder)



Sample Photo
(Mug with Lid)



Sample Photo
(Flash Drive)

