



BIDS AND AWARDS COMMITTEE

**REQUEST FOR PROPOSAL**

Messaging Solutions Provider, Inc.  
 MSPI Place, 1294 Batangas Street,  
 Makati City

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

Description	Quantity	Approved Budget for the Contract, inclusive of taxes
Preventive Maintenance for Digital Mailing Machines  <i>See Annex B for Technical Specifications</i>	1 lot	Php 49,317.70

<b>Mode of Procurement</b>	Alternative Mode of Procurement – Direct Contracting  (Section 50 of the Implementing Rules and Regulations of Republic Act No. 9184)	
<b>Reference Number</b>	AMP No. 2024-012	
<b>Procurement Schedules</b>	Deadline to Submit Quotation	29 January 2024 12:00 P.M.
<b>Submission of Quotation</b>	Manual Procurement Unit, Supply Chain Division, Management Services Department, 7 <sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.  Quotation (one copy only) shall be placed in an envelope with markings containing the following information:  <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>	Electronic submission shall be made through email at <a href="mailto:mvabuyog@sec.gov.ph">mvabuyog@sec.gov.ph</a>

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<b>Delivery Period</b>	Within thirty (30) calendar days upon receipt of approved Purchase Order/Contract/Notice to Proceed or from the date stated therein.
<b>Delivery Place</b>	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

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

1. **Price Quotation** (use Annex A),

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

The awardee shall be required as a condition for the issuance of a 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. Current/Valid Certificate of Exclusive Distributorship Agreement.

*Notes:*

- a. *Certificate of Platinum Membership may be submitted in lieu of 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 RFP:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from the award.
3. Prices proposed shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price proposals shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. 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.
6. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
7. 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 the sample may be considered as grounds for disqualification.
8. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. 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.

11. 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  
/mva

**PRICE QUOTATION FORM**  
Reference No. AMP No. 2024-012

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

**The Chairman**  
**BIDS AND AWARDS COMMITTEE**  
Procurement Division, 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:

<b>QTY</b>	<b>Technical Specifications/ Terms of Reference / Description</b>	<b>Unit Price</b>	<b>Total Price (inclusive of all taxes)</b>
1 Lot	Preventive Maintenance for Digital Mailing Machines <i>See Annex B for Technical Specifications, which forms part of the quotation.</i>	Php _____	Php _____
<b>TOTAL</b>			Php _____

**AMOUNT IN WORDS:**

\_\_\_\_\_

\_\_\_\_\_

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 and e-Mail Address: \_\_\_\_\_

**TERMS OF REFERENCE  
PREVENTIVE MAINTENANCE FOR DIGITAL MAILING MACHINES**

<b>I. SCOPE OF WORK</b>	<p>Based on the requirements of the Securities and Exchange Commission below is the scope of work which the Service Provider shall provide for the maintenance of the SEC-owned two (2) Units Pitney Bowes Postage Metering Mailing Machine DM300C herein referred to as the Equipment:</p> <ol style="list-style-type: none"> <li>1. Preventive Maintenance (PM) Service <ol style="list-style-type: none"> <li>a. Service Provider shall provide regular on-site preventive maintenance on two (2) Units of Pitney Bowes Postage Metering Mailing Machine DM300C. This service shall include but not be limited to the performance by the Service Provider of adjusting, cleaning, and lubrication of said EQUIPMENT. Upon request, the Service Provider shall also make additional inspections and repairs during ordinary business hours to ensure the EQUIPMENT stays in good working condition and reduces the possibility of product failure.</li> </ol> </li> <li>2. Remedial Maintenance (RM) Service <ol style="list-style-type: none"> <li>a. Should the Equipment in the course of its normal use and operation, be found not to be in good working condition, the Service Provider, shall provide remedial maintenance service thereon, which shall entitle the SEC to on-site diagnostic and repair services.</li> <li>b. This service shall include but is not limited to giving advice to the SEC on temporary remedial procedures while a permanent solution is being sought, the diagnosis and correction of product malfunction and failures; the repair, adjustment, and/or replacement of parts and the performance of any and all other necessary service needed to restore the EQUIPMENT to normal operating condition.</li> <li>c. The Service Provider's undertaking includes the replacement of all worn-out parts without charge on labor services, provided the SEC will shoulder the cost of spare parts.</li> </ol> </li> </ol>
<b>II. SERVICE COMMITMENT</b>	<ol style="list-style-type: none"> <li>1. The Service Provider will offer the total skills, expertise, and tools in the maintenance of the EQUIPMENT and skilled manpower to inspect, repair, and recondition the equipment under maintenance at least every three (3) months, to</li> </ol>



	<p>ensure its efficiency, good working condition, and smooth operation.</p> <p>2. The Service Provider shall submit the quarterly invoice service report and other supporting documents required by SEC within one (1) week after the end of each quarter for the processing of payments.</p>
<p><b>III. TERMS</b></p>	<p>1. The Contract shall take effect upon receipt of the Service Provider of the Work Order/ Notice to Proceed, unless sooner terminated by mutual consent of the parties. In the event the Service Provider fails to provide adequate service and/or incurs unreasonable delays in the maintenance work enumerated under Preventive Maintenance (PM) and Remedial Maintenance (RM) hereof, the SEC may pre-terminate the Contract immediately, upon written notice thereof. It is further agreed that the Contract may be renewed and/or extended at the option of SEC under the same terms and conditions herein and/or such other terms and conditions that may be mutually agreed upon by both the SEC and the Service Provider.</p> <p>2. The SEC as its interest may require, shall further extend the Contract of the incumbent Service Provider after consuming the one (1) year Contract, on a monthly basis (but not to exceed 6 months) until such time that a new provider has been selected by SEC in accordance with GPPB Resolution No.23-2007 (Guidelines on the Extension of Contract for General Support Services).</p> <p>3. The SEC will pay the Service Provider on a quarterly basis and based on the inspection report.</p>
<p><b>IV. MAXIMUM RESPONSE AND REPAIR TIME</b></p>	<p>1. The Service Provider shall supply the SEC with the necessary telephone numbers to contact the Service Provider's service representative/ technicians and shall exert all efforts to respond within two (2) hours from receipt of the request.</p> <p>2. Should it be determined by the Service Provider in the course of the repair that there is a need for additional parts or resources which are not available then, it shall promptly notify the SEC of this fact and the Service Provider shall procure the necessary parts or resources within 48 hours.</p> <p>3. Response time for any request for service shall be within two (2) hours from receipt of the request.</p> <p>4. On-site preventive and remedial services should be 8 to 5 (Mondays-Fridays).</p>

