

	<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 Thirty (30) 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
/jar

PRICE QUOTATION FORM
Reference No. AMP No. 2024-014

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>			
	2000 pcs	Conference Folder	Php _____	Php _____
	2000 pcs	Vellum Board		
	2000 pcs	ID Case with Stretchable Lanyard		
	2000 pcs	Canvass Tote Bags	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 Conference Folders, ID case with stretchable lanyards, Vellum Boards and Canvass Tote Bags for the SEC Roadshow Participants																								
Requirements	<p>A. Two thousand (2,000) pcs Conference Folders B. Two thousand (2,000) pcs ID Case with stretchable lanyards C. Two thousand (2,000) sheets Vellum boards D. Two thousand (2,000) pcs Canvass Tote Bags</p>																								
Product Specifications	<p>A. Bidder should be capable of providing the following features and capabilities or higher.</p> <table border="1" data-bbox="557 853 1390 1458"> <thead> <tr> <th data-bbox="560 857 700 969">Item No.</th> <th data-bbox="700 857 1386 969">Conference Folder Minimum Technical Specifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 969 700 1037">1</td> <td data-bbox="700 969 1386 1037">Legal size</td> </tr> <tr> <td data-bbox="560 1037 700 1104">2</td> <td data-bbox="700 1037 1386 1104">300-400gsm (220lbs)</td> </tr> <tr> <td data-bbox="560 1104 700 1171">3</td> <td data-bbox="700 1104 1386 1171">Coated, matte</td> </tr> <tr> <td data-bbox="560 1171 700 1238">4</td> <td data-bbox="700 1171 1386 1238">With print on 2 sides (see attached sample photo)</td> </tr> <tr> <td data-bbox="560 1238 700 1305">5</td> <td data-bbox="700 1238 1386 1305">Die-cut folder</td> </tr> <tr> <td data-bbox="560 1305 700 1373">6</td> <td data-bbox="700 1305 1386 1373">2 pocket holder (colored)</td> </tr> <tr> <td data-bbox="560 1373 700 1440">7</td> <td data-bbox="700 1373 1386 1440">Colored (2 sides, full colored)</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="557 1597 1390 1921"> <thead> <tr> <th data-bbox="560 1601 700 1713">Item No.</th> <th data-bbox="700 1601 1386 1713">Vellum board Minimum Technical Specifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 1713 700 1780">1</td> <td data-bbox="700 1713 1386 1780">A4 size</td> </tr> <tr> <td data-bbox="560 1780 700 1848">2</td> <td data-bbox="700 1780 1386 1848">220gsm</td> </tr> <tr> <td data-bbox="560 1848 700 1915">3</td> <td data-bbox="700 1848 1386 1915">White</td> </tr> </tbody> </table> <p>C. Bidder should be capable of providing the following features and capabilities or higher.</p>	Item No.	Conference Folder Minimum Technical Specifications	1	Legal size	2	300-400gsm (220lbs)	3	Coated, matte	4	With print on 2 sides (see attached sample photo)	5	Die-cut folder	6	2 pocket holder (colored)	7	Colored (2 sides, full colored)	Item No.	Vellum board Minimum Technical Specifications	1	A4 size	2	220gsm	3	White
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Intended Application	To be used as onboarding, offboarding and conference kits for SEC student-interns and conference.																		
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 data-bbox="576 1619 1417 1756" 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. 																		


CONFERENCE FOLDER

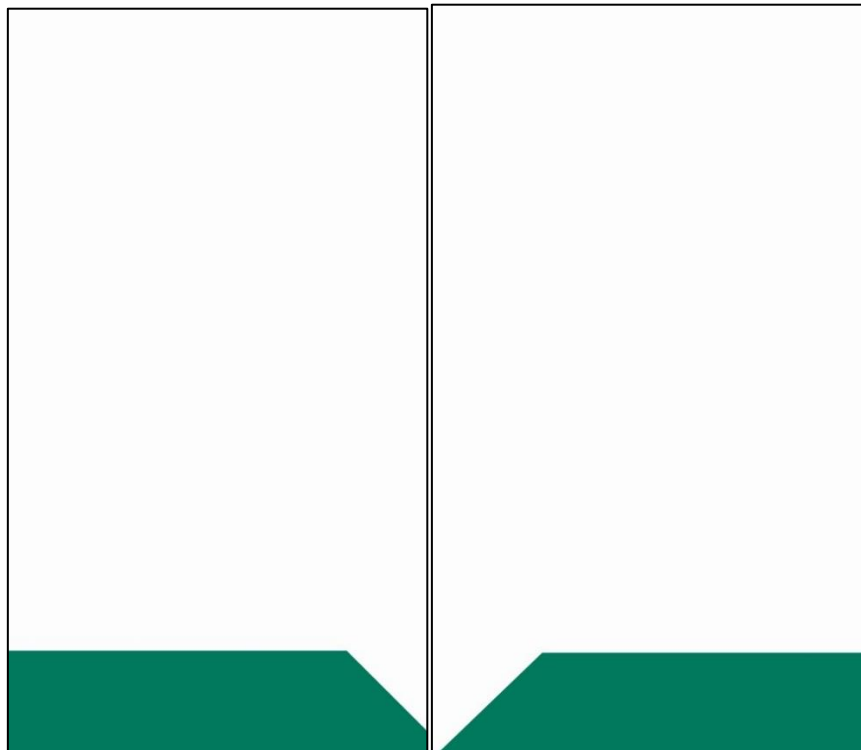


Securities and Exchange Commission
PHILIPPINES

SEC ROADSHOW ON
CAPITAL FORMATION
FOR MSMEs AND START UPS

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ID CASE WITH LANYARD



CANVASS TOTE BAG

