



**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).

<b>Lot No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Approved Budget for the Contract, inclusive of taxes</b>
1	Service Agreement for ACU Preventive Maintenance for Cebu Extension Office  <i>See Annex B for Technical Specifications</i>	1 lot	Php 209,000.00

<b>Mode of Procurement</b>	Negotiated Procurement – Small Value Procurement  (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)		
<b>Reference Number</b>	AMP No. 2024-036		
<b>Procurement Schedules</b>	Advertisement	<b>05 March 2024</b>	
	Deadline to Submit Quotation	<b>14 March 2024 5:00 P.M.</b>	
<b>Submission of Quotation</b>	Manual	Procurement Division, 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 Address of the Bidder Contact Information</i>	

	<p><i>The Project (see Description Above) and Reference Number</i></p> <p><i>Deadline to Submit Quotation</i></p> <p>Electronic Electronic submission shall be made through email at nmdelasalas@sec.gov.ph</p>
<b>Delivery Period</b>	Service shall be conducted quarterly for a period one (1) year upon receipt of approved Service Contract/Notice to Proceed or from the date stated therein
<b>Delivery Place</b>	12/F Appleone-Equicom Tower, Mindanao Ave., cor. Biliran St., Cebu Cebu Business Park, Cebu 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

*Handwritten initials*

**PRICE QUOTATION FORM**  
Reference No. AMP No. 2024-036

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:

Item No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	1 lot	Service Agreement for ACU Preventive Maintenance for Cebu Extension Office for a Period of One (1) Year	P _____	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

### Procurement of Preventive Maintenance and General Cleaning of Air-Conditioning Units

#### I. OBJECTIVE

The Securities and Exchange Commission- Cebu Extension Office (SEC- CebEO) intends to engage the services of Bidder/Contractor duly authorized and with the necessary expertise, experience, and capacity to maintain and repair and/or replace parts/ accessories of various brands of air-conditioning units.

#### II. PROJECT COVERAGE

The scope of services covers comprehensive maintenance services for all the Air-Conditioning Units of the SEC- CebEO, which includes the following:

1. Supply of all labor, materials, tools, equipment, supervision and all operations; and
2. Replacement of parts and/or consumable items. The cost of such parts or items shall be for the account of SEC- CebEO.

#### III. CONTRACT PERIOD

The contract period shall be for one (1) calendar year.

#### IV. APPLICABLE STANDARDS

All materials, machinery and equipment to be furnished shall be of the required quality used in good commercial trade practice and shall essentially be the standard products of reputable manufacturers

#### V. SCOPE OF WORK

##### A. Product Specifications

Item No	Product Specifications	Qty	Date Acquired	Unit Location
1.	2.5 HP, Window Type	1 unit	January 5, 2001	V. Rama Office
2.	1.5 HP, Window Type	1 unit	January 5, 2001	V. Rama Office
3.	4.0 HP, Floor Mounted	2 units	December 5, 2022	V. Rama Office
4.	5.0 HP, Cassette Type	11 units	June 20, 2023	AppleOne Office
5.	3.0 HP, Concealed Type	2 units	June 20, 2023	AppleOne Office

##### B. General Scope of Services

1. Visually inspect all internal sub-assemblies and major components.
2. Record indicator readings on temperature and humidity.
3. Clean any foreign materials and dust from internal components.
4. Thorough check-up on the accuracy and integrity of electrical connections.
5. Check-up of cables and miscellaneous materials such as nuts, bolts, screws and connectors for connection tightness and inspect for broken, damaged or burned components, and replace parts as needed.
6. Vacuum clean or replace air filters, whichever is applicable.
7. Inspect and adjust fan belt tensions when necessary.
8. Check for possible defective or worn out electrical components, and replace as deemed necessary.
9. Check for possible defective or worn out mechanical components, and replace as deemed necessary.
10. Check the normal operation of the system.
11. Check and record compressor suction and discharge pressure for each compressor.
12. Observe the equipment operation for any sign of abnormality.
13. Comprehensive check-up of compressor, main fan motor and condenser fan motor units.
14. Clean and pressure wash condenser coils.
15. Return unit to operational service with normal load then verify the output.
16. Replacement of consumable items such as oil, refrigerant, fan belts and air filters as needed within the duration of the maintenance service.
17. All other items of work necessary to satisfactorily complete the work.

**B. Technical Support Services:**

1. Contractor's technical personnel must be available/reachable all throughout the period of contract (24/7) and their official contact numbers i.e. office telephone and mobile phone numbers, to reply to all queries on various issues, requests or inquiries that require urgent over-the-phone support.
2. Technical support must be provided in situations that require the presence of personnel of the contractor at SEC-CebEO site as urgently needed to perform critical activities such as fixing or solving problems related to the Air-Conditioning Unit (ACU).
3. On-site support shall be provided based on mutual assessment of the criticality of issues being escalated by the SEC- CebEO.
4. On-site technical support assistance shall be provided within three (3) hours response time for calls received during office hours and four (4) hours if after office hours or during weekends/holidays.
5. Periodically submit a summary of total technical support visits done for review/reference of SEC- CebEO.

**C. Preventive Maintenance Schedule: Quarterly**

#### **D. Green Specifications**

The Bidder/Contractor shall at all times prevent the accumulation of waste materials, rubbish, debris and shall have the same removed immediately from the premises and disposed of properly.

The Bidder/Contractor shall ensure that the implementation of the contract will not in any way cause any disruption/disturbance in the operations of the SEC- CebEO nor cause any form of annoyance/irritation thereof.

It shall ensure that no foul-smelling chemicals, e.g. cleaning materials, paints, etc. that will endanger the health and function of the people working within the SEC- CebEO shall be applied.

#### **VI. ADDITIONAL RESPONSIBILITIES OF THE BIDDER/CONTRACTOR**

1. During the implementation of the contract, the bidder shall provide protective covering (if necessary) for the affected equipment/area/s.
2. Provide Safety Works Programs to include wearing of appropriate company uniforms & ID for all workers.
3. Provide protective items, if the situation requires, such as but not limited to facemask, face shield and gloves and the like.

#### **VII. TERMS OF PAYMENT**

SEC- CebEO shall pay the Contractor upon completion of the services rendered and receipt of the Statement of Account (SOA) and other submittals required in the service contract.