



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	Approved Budget for the Contract, inclusive of taxes
1	Supply and Delivery of Brass Seal <i>See Annex B for Technical Specifications and other requirements</i>	Php 400,000.00

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. 2024-037				
Procurement Schedules	<table> <tr> <td>Advertisement</td> <td>19 March 2024,</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>22 March 2024 10:00 A.M.</td> </tr> </table>	Advertisement	19 March 2024,	Deadline to Submit Quotation	22 March 2024 10:00 A.M.
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Deadline to Submit Quotation	22 March 2024 10:00 A.M.				
Submission of Quotation	<p>Manual Procurement Unit, 7th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.</p> <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 iatorresjr@sec.gov.ph</p>				
Delivery Schedule	The delivery shall be within sixty (60) days upon receipt of notice to proceed at The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209				

Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.
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Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A);
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*].

Notes:

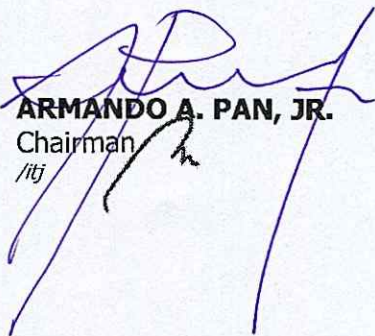
- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link: <https://www.sec.gov.ph/procurement/prescribed-templates/>.*

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
/itj

PRICE QUOTATION FORM
Reference No. AMP No. 2024-037

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:

Item No.	Technical Specifications/ Terms of Reference / Description	Qty	Unit Price	Total Price (inclusive of all taxes)
Supply and Delivery of Brass Seal (1 Lot)				
1	10-inch brass seal 1/16" thickness Embossed text and logo 3/4" wood backing material 3/4" brass buildup side Packaging: Customized/Specialized Velvet Box, Hardbound Case (Black), Inside Cloth –Silk (Emerald Green) with Polyurethane Foam Inserts, with engraved SEC Logo (Gray Scale)	7 pcs	Php _____	Php _____
2	18-inch brass seal 1/16" thickness Embossed text and logo 3/4" wood backing material 3/4" brass buildup side Packaging: Recycled Box with Paper Bubble Wrap	3 pcs	Php _____	Php _____
3	24-inch brass seal 1/16" thickness	6 pcs	Php _____	Php _____

	Embossed text and logo 3/4" wood backing material 3/4" brass buildup side Packaging: Recycled Box with Paper Bubble Wrap			
<i>See Annex B for Technical Specifications and other requirements, which forms part of the quotation.</i>			Total	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 : _____

e-Mail Address : _____

TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

Product's/Services ' General Description	Supply and Delivery of SEC Brass Seal			
Technical Requirements'		Item 1	Item 2	Item 3
	Size (Diameter)	10 in	18 in	24 in
	Thickness	1/16"		
	Material	Brass		
	Text and Logo	Embossed		
	Backing Material	3/4" Wood		
Buildup Side	3/4" Brass			
Intended Application	To supply and delivery various SEC Brass Seal for the SEC Headquarters			
Packaging /Green Specifications	Item No.	Particulars		
	Item 1	Customized/Specialized Velvet Box, Hardbound Case (Black), Inside Cloth –Silk (Emerald Green) with Polyurethane Foam Inserts, with engraved SEC Logo (Gray Scale)		
	Item 2 and 3	Recycled Box with Paper Bubble Wrap		
Evidence and Verification	Bidder must submit sample of a small brass with the following: <ol style="list-style-type: none"> 1. Polished Brass (high gloss) 2. Embossed and Debossed Text with ink/paint 3. Embossed and Debossed SEC Logo with ink/paint 			
Delivery Schedule and Location	The delivery shall be within sixty (60) days upon receipt of notice to proceed at The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209			
Schedule of Requirement	Item No.	Qty	Office/Department	
	Item 1	2	MSD	
		1	HRD	
		1	MSRD	
		1	ERTD	
		1	EIPD	
		1	OC	
	Item 2	3	HRD	
Item 3	4	MSD		
	2	OC		
Warranty	All items must be covered by a full parts and labor service warranty for a period of Twelve (12) months from the date of delivery			

SEC BRASS SEAL LAYOUT



Size (Diameter): 10", 18", & 24"
Brass Thickness: 1/16"
Material: Polished Brass
Text and Logo: Embossed
Backing Material: 3/4" Wood
Buildup Side: 3/4" Brass

Color and Font


- **Font Type** – AvantGarde Md BT
- **Font Style** – Caps and small caps
- **Full Color** –

RGB – 14-227-149 CMYK – 94-0-34-12 HTML code – #0ee395 Web safe color is #00cc99	
RGB – 15-130-105 CMYK – 88-0-19-49 HTML code – #0f8269 Web safe color is #009966	
RGB – 0-72-48 CMYK – 100-0-33-72 HTML code – #004830 Web safe color is #003333	
Securities and Exchange Commission PHILIPPINES	RGB – 0-72-48 CMYK – 100-0-33-72 HTML code – #004830 Web safe color is #003333

Prepared by:


MARLON LESTER M. CANTOR
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Approved by:


PEDRO ALFONSO DC. REGULTO JR.
Assistant Director, GSD

Certified Correct:


VHINCENC G. CAÑARES
OIC Director, MSD