



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

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

| Item No. | Description                             | Quantity  | Approved Budget for the Contract, inclusive of taxes |
|----------|---|-----------|--|
| 1        | Supply and Delivery of Corrugated Boxes | 5,000 pcs | Php 300,000.00                                       |

|                                |   |   |  |
|--------------------------------|---|---|--|
| <b>Mode of Procurement</b>     | Negotiated Procurement – Small Value Procurement<br><br>(Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184) |   |  |
| <b>Reference Number</b>        | AMP No. 2024-040  |   |  |
| <b>Procurement Schedules</b>   | Advertisement   | 03 April 2024   |  |
|                                | Deadline to Submit Quotation  | 08 April 2024<br>12:00 P.M.   |  |
| <b>Submission of Quotation</b> | Manual  | Procurement Unit, 7 <sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.<br><br>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:<br><br><i>Name of the Bidder</i><br><i>Address of the Bidder</i><br><i>Contact Information</i><br><i>The Project (see Description Above) and Reference Number</i><br><i>Deadline to Submit Quotation</i> |  |
|                                | Electronic  | Electronic submission shall be made through email at mvabuyog@sec.gov.ph  |  |
| <b>Contract Term</b>           | Within fifteen (15) calendar days upon receipt of the approved Purchase Order/ Notice to Proceed or from the date stated herein.          |   |  |
| <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); and
2. **Technical Specifications** (use Annex B)

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 quotations 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. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (for projects with ABC above Php50,000.00).

*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 RFQ;

1. Sub-contracting is not allowed.
2. Prices proposed shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
3. Price proposals shall be in Philippine peso and shall include all applicable taxes and/or levies.
4. 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.
5. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
6. SEC shall have the right to inspect and/or to test the goods/services to confirm their conformity to the technical specifications.
7. Payment shall be processed after every maintenance service 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.
8. 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.
9. 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.

*sgd*  
**ARMANDO A. PAN, JR.**

Chairman  
/mva



**PRICE QUOTATION FORM**  
**Reference No. AMP No. 2024-040**

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>LOT</b> | <b>Technical Specifications/<br/>Terms of Reference /<br/>Description</b> | <b>Quantity</b> | <b>Unit Price</b> | <b>Total Price</b><br>(inclusive of all<br>taxes) |
|------------|---|-----------------|-------------------|---|
| 1          | Corrugated Box  | 5,000 pcs       | Php _____         | 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: \_\_\_\_\_

**TECHNICAL SPECIFICATIONS**

|                                  | <b>Description</b>  | <b>Statement of Compliance</b> |
|----------------------------------|---|--------------------------------|
| <b>Technical Requirements</b>    | <b>Corrugated Box</b><br>175lbs test, stitched joint, RSC Type, Single Wall<br>OD: 24 3/8" x 15 3/8" x 10 1/2", thickness: 0.30 to 0.50mm |                                |
| <b>Delivery Period</b>           | Within fifteen (15) calendars upon receipt of Purchase Order  |                                |
| <b>Evidence and Verification</b> | One (1) item each shall be submitted to the BAC during the opening of bids for verification of the product                                |                                |
| <b>Green Specifications</b>      | Outer box/carton box including paper ream wrappers, must be 100% recycled fiber, or must be recyclable in the Philippines                 |                                |