



Republic of the Philippines  
Department of Finance  
**Securities and Exchange Commission**  
SEC Building EDSA, Greenhills, Mandaluyong City

**Bids and Awards Committee**

REQUEST FOR QUOTATION  
(Direct Contracting)

**April 14, 2016**

**MICROIMAGING SALES AND SERVICES, INC.**  
2247 Chino Roces Avenue,  
Makati City

Attention: **Mr. Martin Jeremy U. Castro**  
Director for Operation

Subject: **Preventive Maintenance of Microfilm Scanner Machines, Microfilm Printer Machine**

**Dear Mr. Castro:**

The Securities and Exchange Commission, through its Bids and Awards Committee (BAC), will undertake an Alternative Method of Procurement through Direct Contracting for the item stated below, in accordance with Sec. 50(c) of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The BAC requests you to submit a PRICE PROPOSAL in Philippine Peso (inclusive of VAT) for the subject below:

PR Number	Unit	Description	Approved Budget for the Contract
201604036	1 lot	Preventive Maintenance of Microfilm Scanner Machines, Microfilm Printer Machine	P2,600,000.00

You shall accomplish and submit the duly signed Price Quotation Form (Attachment 1) not later than 10:00 AM on April 25, 2016 at the Procurement Division, 4<sup>th</sup> Floor, SEC Building. Open submission may be submitted, manually or through Facsimile No. 584-3330.

The following are the SEC Required Documents:

1. Omnibus Sworn Statement (attachment 2)
2. Valid Certificate of Exclusive Distributorship from the Principal Supplier
3. Valid PhilGEPS Registration

SEC Conditions of Sale:

1. Delivery Schedule: Seven (7) calendar days from receipt of approved PO/NTP.
2. Bid Validity: Sixty (60) calendar days from submission of bids


### 3. Delivery Site: SEC- Head Office

The penalty for late deliveries is one tenth of one percent (1/10 of 1%) of the cost of the unperformed portions for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other course of action and remedies open to it.

The SEC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For inquiry, you may call the BAC Secretariat at telephone number 584-0923 local 233.

Very truly yours,

  
**JOSE P. AQUINO**  
BAC Chairman *pt*

## PRICE PROPOSAL FORM

Date \_\_\_\_\_

The Bids and Awards Committee  
Securities and Exchange Commission  
SEC Building, EDSA cor. Ortigas Avenue,  
Mandaluyong City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

PR Number	Unit	Description	Price
201604036	1 lot	Preventive Maintenance of Microfilm Scanner Machines, Microfilm Printer Machine.	P2,600,000.00

Amount in Words: \_\_\_\_\_

2. We undertake, if our Quotation or bid is accepted to deliver the above goods seven (7) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO)
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
5. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Date : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Contact No. : \_\_\_\_\_