



Bids and Awards Committee

**REQUEST FOR QUOTATION (RFQ) No. 2019-SVP-36**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

2019 S-APP	PR No.	Description	Approved Budget for the Contract (ABC)
Item no. I.E.35	201909153	Purchase and Installation of 2-Units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Units for SEC-Zamboanga Extension Office.  (See Attachment 2 & 3 for Schedule of Requirements and Technical Specifications)	<b>Php 250,000.00</b>

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (Attachment 4)

SEC Condition of Sale:

1. Delivery Schedule: Thirty (30) calendar days from receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: Zamboanga Extension Office, SEC Building, San Jose Panigayan St., Zamboanga City


Award of contract shall be made to the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **5:00 P.M. of September 24, 2019** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City may be done, manually or through Facsimile No. 818-5330.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

  
**EMMANUEL Y. ARTIZA**  
Chairman, BAC

**PRICE QUOTATION FORM  
(RFQ No. 2019-SVP-36)**

Date: \_\_\_\_\_

The Bids and Awards Committee  
c/o Procurement Division  
3<sup>rd</sup> Floor, Secretariat Building,  
PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation for the item/s identified below:

Article and Descriptions	Specifications	Qty	Unit price	Total Price
Purchase and Installation of 2-Units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Units for SEC-Zamboanga Extension Office	<b>I. Single Phase 3-Tonner Inverter Type, Floor Mounted:</b> <ul style="list-style-type: none"> <li>➤ Cooling Capacity: 37,980 kJ/Hr</li> <li>➤ Power Input: 4,180 Watts</li> <li>➤ ERR: 9.1Kj/W-Hr</li> <li>➤ Sound level: 54dBa</li> <li>➤ Power Supply: 230V /1Ph / 60Hz</li> <li>➤ Refrigerant: R22</li> <li>➤ Compressor Type: Rotary/Scroll</li> <li>➤ Refrigerant Piping Connection: Flare</li> <li>➤ Floor Mounted</li> <li>➤ Approximate Dimension:               <ul style="list-style-type: none"> <li>- Indoor Unit: 508x1,806x 288 mm</li> <li>- Indoor Unit: Weight: 42.5 / 46 kg</li> <li>- Outdoor Unit: 936x722x 366mm</li> <li>- Outdoor unit: Weight: 62 / 64.5 kg</li> </ul> </li> </ul>	2 units	P _____	P _____
	<b>II. Warranty</b> <ul style="list-style-type: none"> <li>➤ One (1) year on parts and labor</li> <li>➤ Five (5) years on Motor Compressor</li> </ul>			

AMOUNT IN WORDS: \_\_\_\_\_

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

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

**SCHEDULE OF REQUIREMENTS**

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
I	Purchase and Installation of 2-Units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Units for SEC-Zamboanga Extension Office	2 units	Thirty (30) calendar days from receipt of Notice to Proceed
II	Warranty		<ul style="list-style-type: none"> <li>➤ One (1) year on parts and labor</li> <li>➤ Five (5) years on Motor Compressor</li> </ul>

I hereby certify to comply and deliver all the above requirements upon commencement of the contract

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

## TECHNICAL SPECIFICATIONS

### I. Project Title

Purchase and Installation of 2-Units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Units for SEC-Zamboanga Extension Office

### II. Requirements

- A. Two (2) units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Unit, Floor Mounted
- B. Installation of the two (2) units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Unit, Floor Mounted, including electrical (wiring & breaker), piping's and other consumables needed for the installation.

### III. Objective

To purchase and install two (2) units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Unit Floor Mounted, to be used by the SEC-Zamboanga Extension Office.

### IV. Equipment Specifications

Bidder should be capable of providing two (2) units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Unit Floor Mounted, with the following features and capabilities or higher.

Item No.	Item Description	
<b>I.</b>	<b>PERFORMANCE DATA</b>	
a.	Cooling Capacity	37,980 kJ/Hr
b.	Power Input	4,180 Watts
c.	Energy Efficiency Ratio (ERR)	9.1 kJ/W-Hr
d.	Sound Level (Low)	54 dBa
<b>II.</b>	<b>CAPACITY</b>	
a.	Power Supply	230 V / 1 Ph / 60 Hz
b.	Refrigerant	R22
<b>III.</b>	<b>PHYSICAL DATA</b>	
a.	Mounting Type	Floor Mounted
b.	Indoor Unit Dimension (W x H x D)	508 x 1,806 x 288 mm
c.	Indoor Unit Weight (Net / Gross)	42.5 / 46 kg
d.	Outdoor Unit Dimension (W x H x D)	936 x 722 x 366 mm
e.	Outdoor Unit Weight (Net / Gross)	62 / 64.5 kg
f.	Compressor Type	Rotary/ Scroll
g.	Refrigerant Piping Connection	Flare
<b>IV.</b>	<b>OTHER FEATURES</b>	
a.	High Cooling Performance	
b.	Strong and Robust	
c.	Condensing Flexibility	
d.	Cost Efficient	
e.	Superior Air Distribution	
f.	Anti-Rust Design	
g.	East Access Washable Air Filter	
h.	Multiple Fan Speed	
i.	Can be matched with air-cooled standard pipe and long pipe as well as water-cooled condensing unit.	

**V. Delivery**

Delivery and Installation of Two (2) units Brand New Single Phase 3-Tonner Inverter Type Air-conditioning Unit shall be within thirty (30) calendar days upon receipt of notice to proceed.

**Place of Delivery:**

Securities and Exchange Commission – Zamboanga Extension Office  
SEC Building, San Jose Panigayan St., Zamboanga City

**VI. Installation**

Installation to be performed by winning bidder's certified technical person upon arrival and delivery of equipment.

**VII. Warranty**

- One (1) year on parts and labor
- Five (5) years on Motor Compressor

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_

Printed Name : \_\_\_\_\_

Position : \_\_\_\_\_

Date : \_\_\_\_\_

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**Omnibus Sworn Statement**


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REPUBLIC OF THE PHILIPPINES     )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at of *[Name of Bidder]* *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the

Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_, Philippines. \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant  
exhibiting to me his/her \_\_\_\_\_ (*Government issued ID name, number and validity  
date*) \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

PTR No. \_\_\_\_\_  
Until \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*