



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2019-SVP-18

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 item 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.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.1	201906068	1 Lot	Supply of Printing Services for the Revised Corporation Code and One Person Corporation Posters and Primers See Attachment 2 for the Sample Design	Php975,000.00

Interested suppliers are required to submit the following documents:

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

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) calendar days from final approval of digital proof
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: General Services Division (GSD), Human Resource and Admin. Department (HRAD), 3/F Secretariat Building, PICC Complex, Pasay City


Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies 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 **10:00 A.M. of June 27, 2019** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission 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. 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 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

Date: _____

The Bids and Awards Committee
 c/o Procurement Division
 3rd 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 price proposal for the items identified below:

Item No.	Article and Descriptions	Qty.	Unit price (Php)	Total Price, VAT Inclusive (Php)
1	Revised Corporation Code Posters • Size: 1.5x2 ft. (w x h) • Color: Full Color • Type of Paper: Glossy Photo Paper	1,500 pcs.	_____	_____
2	One Person Corporation Posters • Size: 1.5x2 ft. (w x h) • Color: Full Color • Type of Paper: Glossy Photo Paper	1,500 pcs.	_____	_____
3	Revised Corporation Code Primer • Size: 11.69x8.27 inch. (spread) • Cover: Matt, laminated, 250 gsm board, color printed • Inner pages: 50 leaves, matt finish, 70 gsm, colored printing • Binding: Saddle-stitch, left binding	1,500 pcs.	_____	_____
Total:				_____

AMOUNT IN WORDS: _____ (VAT inclusive)

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

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

GETTING TO KNOW THE ONE PERSON CORPORATION



WHAT IS OPC?

A One Person Corporation, or OPC, is a special corporation with a single stockholder. The concept was introduced in the Philippine corporate setting by Republic Act No. 11232, otherwise known as the Revised Corporation Code of the Philippines.

WHO MAY FORM AN OPC?

Only a natural person, trust or estate can register an OPC. The incorporator, however, shall always be a natural person of legal age. The incorporator can be the trustee, administrator or any other person exercising fiduciary duties in the case of a trust or an estate.

WHO MAY NOT FORM AN OPC?

- a. Banks
- b. Non-bank financial institutions
- c. Quasi-banks
- d. Pre-need, trust and insurance companies
- e. Public and publicly listed companies
- f. Non-chartered GOCCs
- g. Natural persons who are licensed to exercise a profession, like law and accounting, except as otherwise provided under special laws.



ARE FOREIGNERS ALLOWED TO FORM AN OPC?

Yes. A foreign natural person may set up an OPC subject to applicable constitutional and statutory restrictions on foreign participation in certain investment areas or activities.

WHAT DIFFERENTIATES AN OPC FROM A SOLE PROPRIETORSHIP?

An OPC combines the best characteristics of a corporation and a sole proprietorship: limited liability and complete dominion. In a sole proprietorship, the personal assets of the owner are held to answer for claims against the business. In contrast, an OPC has a personality distinct from the stockholder and, thus, the stockholder's liability is limited to the amount of capital invested.



HOW IS AN OPC RUN?

The single stockholder shall be the sole director and president of the OPC. The corporation is required to appoint a treasurer, a corporate secretary and other officers within 15 days from the issuance of its certificate of incorporation.

The single stockholder may concurrently serve as treasurer provided he or she posts a bond with the Securities and Exchange Commission (SEC). However, the role of corporate secretary shall be fulfilled by the single stockholder.

WHAT HAPPENS WHEN THE SINGLE STOCKHOLDER IS INCAPACITATED OR DIES?

Because it has distinct personality from the single stockholder, an OPC can exist forever and outlive the death or incapacity of its incorporator.

At the time of incorporation, the single stockholder is already required to designate his or her nominee and an alternate, who shall take over the management of the OPC in case the single stockholder is incapacitated or dies.

WHAT ARE THE REQUIREMENTS FOR THE REGISTRATION OF AN OPC?

A prospective OPC must file its articles of incorporation with the SEC, in accordance with the Revised Corporation Code and SEC Memorandum Circular No. 7, Series of 2016, or the Guidelines on the Establishment of an OPC.

- The articles of incorporation should outline, among others, the corporation's:
1. Name with the suffix "OPC"
 2. Purpose
 3. Principal address
 4. Nominee and alternate nominee authorized capital stock of the OPC.

HOW CAN ONE APPLY FOR THE REGISTRATION OF AN OPC?

- Registering an OPC takes 5 easy steps:
1. Name reservation and verification
 2. Submission and pre-processing of articles of incorporation and attachments
 3. Payment of filing fees
 4. Submission of signed and notarized documents along with proof of payment
 5. Release of approved Certificate of Incorporation as One Person Corporation

Learn more about the OPC by scanning the QR Code with your smartphone or by typing the link <http://bit.ly/OPCCheckup>



It's Easy @ SEC!

6 THINGS ABOUT THE REVISED CORPORATION CODE

On February 23, 2019, Republic Act No. 11277 or the Revised Corporation Code (RCC) became effective, replacing Gates Pambansa Bly 68. The law introduces fresh and progressive concepts aimed at improving the ease of doing business in the country, promoting good corporate governance and strengthening investor protection, and a fast-evolving business landscape. Here are some of the key provisions of the new Code.

01 PERPETUAL TERM

There's forever with the Revised Corporation Code!

Corporations are now allowed to exist beyond the 50-year term provided in the old code. This will eliminate the possibility of legitimate and productive business prematurely closing down only because they have failed to renew their registration (Section 115).

02 ONE PERSON CORPORATION

Build your corporation on your own identity!

The RCC removed the minimum number of an incorporator, permitted to organize a corporation and allowed the formation of one person corporation, a corporation with a single stockholder (See Book 10, Sections 115-116).

03 NO MINIMUM CAPITAL STOCK REQUIREMENT

Start your business with as little capital as funding possible!

Corporations shall not be required to have a minimum capital stock, except as otherwise specifically provided by special law (Section 12).

04 PARTICIPATION VIA REMOTE COMMUNICATIONS, IN ABSENTIA

Be involved in the decision-making process whenever and wherever you are!

The RCC allowed the use of remote communication such as videoconferencing and teleconferencing during stockholder and board meetings. Stockholders may also participate and vote in absentia (Sections 23, 49, 50, 52, 57, 88).

05 EMERGENCY BOARD

Be more decisive in times of emergency!

Corporations may convene an emergency board when a vacancy in its board of directors prevents the remaining directors from constituting a quorum and consequently from taking emergency action required to prevent grave, substantial and irreparable loss or damage (Section 25).

06 ELECTRONIC FILING AND MONITORING SYSTEM

Register, apply or file online!

The RCC mandated the Commission to develop and implement an electronic filing and monitoring system. So far, the Commission has implemented an online company registration system (Section 18).

It's Easy @ SEC!

Omnibus Sworn Statement

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)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]