



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills, Mandaluyong City, Metro Manila
Tel No. 584-5330; Fax No. 584-5608
Bids and Awards Committee

June 15, 2015

REQUEST FOR QUOTATION (RFQ) No. 2015-025

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Shopping** for the item/s stated below, in accordance with Section 52.1(b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The SEC herein, after referred to as "the Purchaser", now requests you to submit a price quotation for the subject below:

PR Nos.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT
15-03-49	9 pcs	Genuine Toner Cartridge HP CF283A	Php 32,400.00

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

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (Attachment -1) not later than **10:00 A.M. on June 30, 2015** at the Procurement Division, 4th Floor, SEC Building. Open submission may be submitted, manually or through Facsimile No. 584-5330.

Purchaser's Minimum Requirement for the Prospective Bidders:

1. Delivery Schedule: Seven (7) calendar days from receipt of approved Purchase Order
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 4th Floor, SEC Building, Mandaluyong City

Interested supplier is required to submit the following documents: (1) Valid and current Mayor's Permit, (2) PhilGEPS Registration Certificate, and (3) Omnibus Sworn Statement (copy attached).

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 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.


JUSTINA F. CALLANGAN
Chairman, BAC

PRICE QUOTATION FORM

_____ Date

The Bids and Awards Committee
Securities and Exchange Commission
SEC Bldg, EDSA, Greenhills, 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:

Item No.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1.	Genuine Toner Cartridge HP CF283A	9 pcs	Php _____	Php _____

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. : _____