



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

December 14, 2015

REQUEST FOR QUOTATION (RFQ) No. 2015-049

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 hereinafter referred to as "the Purchaser", now requests you to submit a price quotation for the subject below:

PR No.	Unit	Description	Approved Budget for the Contract (ABC)
201510208	Lot 1	Supply and Delivery of 150 Boxes of Notarial Gold Seal No. 24	Php 48,000.00
	Lot 2	Supply and Delivery of Queuing Tickets: Color: Pink, Blue, Yellow, Orange and White Quantity: 25 rolls each color	100,000.00

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 (PQF) **on or before January 8, 2016** at the Procurement Division, 4th Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-5330. *Use of forms other than the attached SEC prescribed PQF is not acceptable.*

Purchaser's Minimum Requirement for the Prospective Bidders:

1. Delivery Schedule: Fifteen(15) 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 must be registered with PhilGEPS and is required to submit its valid and current Mayor's Permit.

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 for Lot 1

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	Supply and Delivery of Notarial Gold Seal No. 24	150 boxes	P _____	P _____

AMOUNT IN WORDS: _____

- We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO).
- 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.
- We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
- The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact no. : _____

PRICE QUOTATION FORM for Lot 2

Date

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

Sir/Madam:

6. 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	Supply and Delivery of T90 Queuing Tickets:			
	a. Pink	25 pcs.	P _____	P _____
	b. Blue	25 pcs.	P _____	P _____
	c. Yellow	25 pcs.	P _____	P _____
	d. Orange	25 pcs.	P _____	P _____
	e. White	25 pcs.	P _____	P _____
			Total	P _____

AMOUNT IN WORDS: _____

7. We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO).
8. 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.
9. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
10. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

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