



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

Bids and Awards Committee

December 2, 2015

REQUEST FOR QUOTATION
RFQ No. 2015-

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

PR No.	Qty	Description	Approved Budget for the Contract (ABC), inclusive of VAT
15-07-125	1 lot	Enhancement of the Integrated Business Registration System (IBRS) (Refer to attached Terms of Reference)	P60,000.00

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 (Attachment 1) **not later than 10:00 A.M. on December 9, 2015** at the Procurement Division, 4th Floor, SEC Building. Open submission may be submitted, manually or through Facsimile No. 584-5330. Use of forms other than the attached SEC prescribed Price Quotation Form (PQF) is not acceptable.

Purchaser's Minimum Requirement for the Prospective Bidders:

1. Delivery Schedule: Ten (10) calendar days from receipt of approved PO/NTP.
2. Bid Validity: Sixty (60) calendar days from submission of bids.
3. Delivery Site: General Services Division, 4th Floor, SEC Bldg., EDSA cor. Ortigas, Mandaluyong City.

Interested suppliers/service providers are required to submit the following documents:

1. Valid Mayor's Permit
2. Proof of PhilGEPS Registration

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

The penalty for late deliveries is one tenth of one percent (1/10 of 1%) 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 liability to the affected bidder or bidders.

JUSTINA F. CALLANGAN
BAC Chairman

PRICE QUOTATION FORM FOR PR No. 15-07-125

Date:

The Bids and Awards Committee
 Securities and Exchange Commission
 c/o the Procurement Division
 Human Resources and Administrative Department
 4th Floor, SEC Bldg., 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 is our financial proposal for the items identified below:

PR No.	Qty	Description	Approved Budget for the Contract (ABC), inclusive of VAT
15-07-125	1 lot	Enhancement of the Integrated Business Registration System (IBRS) (Refer to attached Terms of Reference)	P60,000.00

Amount in Words _____

2. We undertake, if our Quotation/Bid is accepted to deliver the above goods within the ten (10) calendar days from receipt of Notice to Proceed (NTP) or Purchase Order (PO).

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 the inspection and acceptance of goods delivered.

5. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

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

TERMS OF REFERENCE

A. Project Title

Supply of Services for the Enhanced Integrated Business Registration System (IBRS)

B. Brief Project Description

The project involves the enhancement of the existing Integrated Business Registration System (IBRS) to improve the availability and reliability of the System to serve the requirements of the public and other stakeholders.

C. **Approved Budget Contract:** Sixty thousand pesos (Php 60,000.00), VAT Inclusive

D. **Project Duration:** Forty-five (45) days

E. Project Objectives:

1. To ensure the efficient performance of the existing Integrated Business Registration System (IBRS), thru the conduct of regular monitoring and administration of IBRS transactions.
2. To notify the applicant immediately upon completion of the registration process.

F. Scope of Work:

The scope of work of the Consulting Firm shall include the following tasks:

1. Creation of reports containing the list of Companies for encoding.
2. Creation of administrative page to monitor status of IBRS transactions.
3. Creation of email notification system to inform the applicant on the completion of the registration process.

