



Use of **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*

August 17, 2015

**REQUEST FOR QUOTATION (RFQ) No. 2015-040**

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 Nos.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT
15-05-104	47 pcs	Supply and delivery of Various Books (Legal & Accounting Materials)	Php 89,708.00

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 August 28, 2015** at the Procurement Division, 4<sup>th</sup> 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: Ten (10) 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, 4<sup>th</sup> 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.

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 E. 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.	ARTICLES AND DESCRIPTION	Qty.	Unit Price
<b>Lot 1</b>			
1	Banking Laws and Nego. Instruments Law Vol. I / AQUINO T. (2009)	1	
2	Banking Laws and Nego. Instruments Law Vol. II / AQUINO T. (2009)	1	
3	Basic Law on Sales, Agency and Credit / SAGUINSIN (2010)	1	
4	Civil Code Vol. II (Property) / PARAS (2013)	1	
5	Civil Code Vol. IV(Obligations and Contracts) / PARAS (2012)	1	
6	Civil Code Vol. V(Special Contracts) / PARAS (2008)	1	
7	Comments and Cases on Obligation and Contracts / DE LEON (2010)	1	
8	Comments and Cases on Partnership, Agency and Trust / DE LEON (2010)	1	
9	Corporation Law Simplified / CHAVEZ (2012)	1	
10	Forms and Legal Documents Annotated / JAVIER (2013)	1	
11	Fundamentals of Legal Writing / ABAD, ROBERTO (2009)	1	
12	Fundamentals of Negotiable Instruments / AUSTRIA, AQUINO (2009)	1	
13	Handbook on Private Corporations ( Domestic and Foreign ) / DECASA (2009)	1	
14	HB on Administrative Disciplinary and Sexual Harrasment Cases / CLEMENTE (2012)	1	
15	Insurance Code / ARALAR (2009)	1	
16	Legal Forms / GUEVARRA (2010)	1	
17	Legal Research / AQUINO (2013)	1	
18	Notes and Cases on Revised Penal Code Volume I and II / BOADO (2012)	1	
19	Notes and Cases on Special Penal Laws Volume I and II / BOADO (2011)	1	
20	Philippine Constitutional Law Vol. I / DE LEON (2012)	1	
21	Philippine Constitutional Law Vol. II / DE LEON (2012)	1	
22	Philippine Corporate Law / AQUINO (2011)	1	
23	Philippine Legal Research / ONG-SANTOS (2009)	1	
24	Philippines Legal Forms Plus / DUQUE (2009)	1	
25	Remedial Law Vol. II, Rule 23-56 (Civil Procedure) / HERRERA (2007)	1	
26	Remedial Law Vol. III (Civil Procedure) / HERRERA (2006)	1	
27	Remedial Law Vol. III-A (Special Proceedings) / HERRERA (2005)	1	
28	Remedial Law Vol. IV (Criminal Procedure) / HERRERA (2007)	1	
29	Securities Regulation Code / DIZON (2011)	1	
30	Securities Regulation Code RA 8799 / DECASA (2004)	1	
31	Statutory Construction / DIAZ (2013)	1	
32	The Negotiable Instruments / AGPALO (2005)	1	

33	The Revised Penal Code, Book I / REYES (2012)	1	
34	The Revised Penal Code, Book II / REYES (2012)	1	
35	Torts and Damages / AQUINO (2013)	1	
<b>Total Cost (Lot 1 Local Books)</b>			Php _____

AMOUNT IN WORDS \_\_\_\_\_ (VAT inclusive)

Item No.	ARTICLS AND DESCRIPTION	Qty.	Unit Price
<b>Lot 2</b>			
1	Financial Forensic Body Of Knowlegde,+ Website (Wiley Finance) / DORELLE (2012)	1	
2	IPSAS Explained: A Summary of International Public Sector Accounting Standards /THOMAS MULLER-MARQUES BERGER (2012)	1	
3	The Essential CPD: A Corporate Finance Playbook (Wiley Corporate F&A) / BRUCE P. NOLOP (2012)	1	
5	Mergers and Acquisitions Integration Handbook + Website: Helping Companies Realize the Full Values of Acquisitions ( Wiley Finance ) / SCOTT C. WHITAKER (2012)	1	
5	Corporate Sustainability: Integrating Performance and Reporting (Wiley Corporation F&A)/ ANN BROCKETT (2012)	1	
6	Fraud Smart / K.H SPENCER PICKETT (2012)	1	
<b>Total Cost (Lot 2 Foreign Books)</b>			Php _____

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

- We undertake, if our Quotation or bid is accepted to deliver the above goods Ten (10) 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. : \_\_\_\_\_