



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

September 9, 2015

**REQUEST FOR QUOTATION**  
**RFQ No. 2015-042**

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
15-07-132	1 lot	Alternative Encoding Module for the Integrated Business Registration System (IBRS) (refer to attached Terms of Reference)	P490,000.00

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 September 18, 2015** at the Procurement Division, 4<sup>th</sup> 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, 4<sup>th</sup> 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

**Attachment 1**

**PRICE QUOTATION FORM FOR PR No. 15-04-80**

Date:

The Bids and Awards Committee  
Securities and Exchange Commission  
c/o the Procurement Division  
Human Resources and Administrative Department  
4<sup>th</sup> 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
15-04-80	1 lot	Alternative Encoding Module for the Integrated Business Registration System (IBRS) (refer to attached Terms of Reference)	P131,000.00

**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 : \_\_\_\_\_