



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

August 20, 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
15-04-80	1 lot	Maintenance of Six (6) units of Microfilm Reader Machines (Indus Reader Model 4601-11)	P131,000.00

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 7, 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 (1) 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:

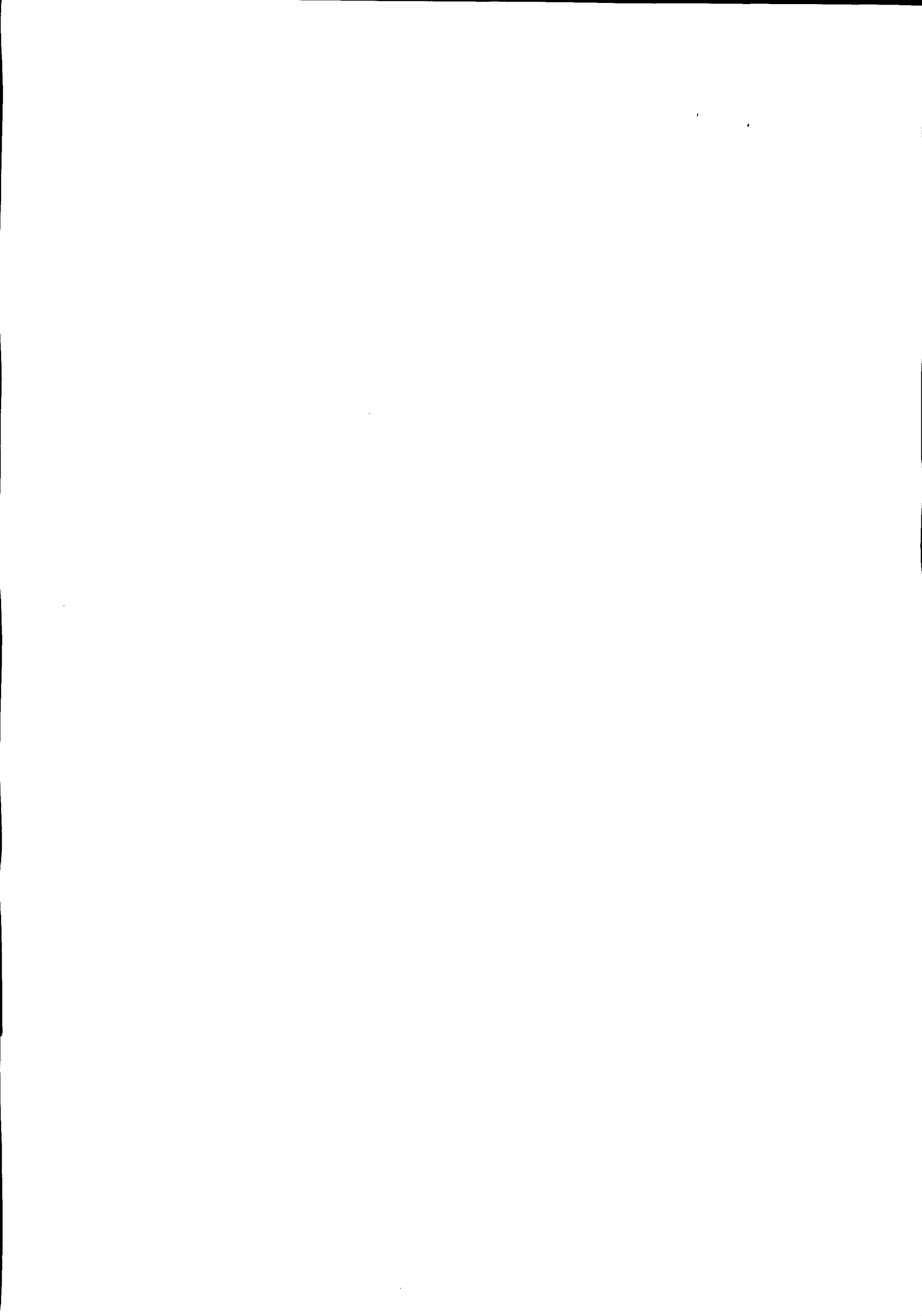
1. Valid Mayor's Permit
2. PhilGEPS Registration Certificate

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. 15-04-80

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
15-04-80	1 lot	Maintenance of six (6) units of Microfilm Reader Machines (Indus Reader Model 4601-11) (as per 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 : _____



TERMS OF REFERENCE

SERVICE MAINTENANCE AGREEMENT OF MICROFILM READER MACHINES

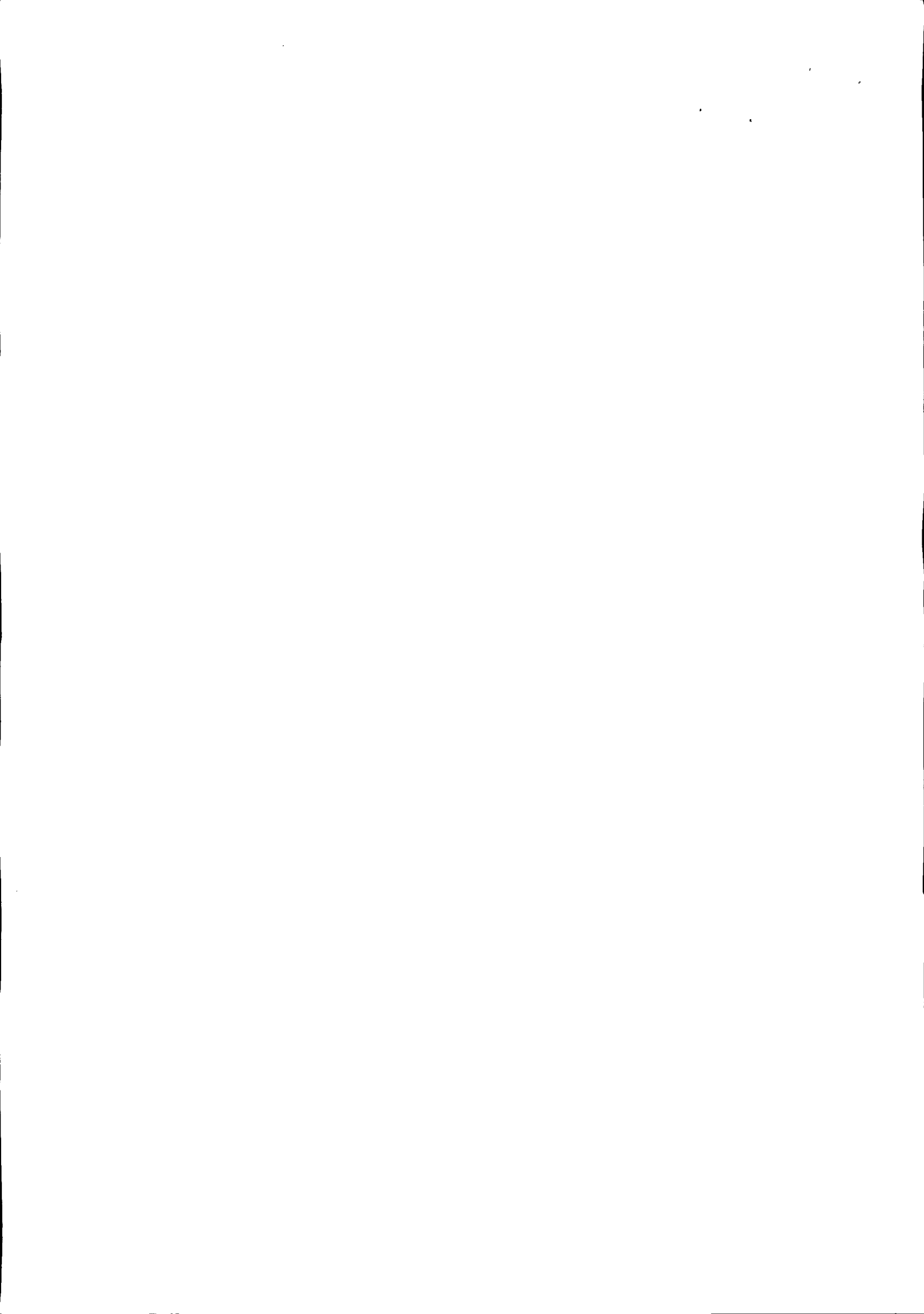
SCOPE OF WORK

1. The Securities and Exchange Commission (SEC) needs the services of a qualified Contractor who can provide labor, materials and technical expertise for the preventive maintenance of Six (6) units of Microfilm Reader Machines; It is the concern of the SEC to maintain the aforementioned EQUIPMENTS in optimum working condition through regular servicing and check-ups;
2. The CONTRACTOR must represent and warrants it self to be duly licensed, experienced and qualified to undertake such maintenance work, being equipped with financial and personal capabilities as well as the equipments necessary to undertake such task;

MAINTENANCE SERVICES

The CONTRACTOR agrees to render on the EQUIPMENTS covered by this Contract, (description of which is attached and marked as Annex "A") and forming as integral part hereof) the following maintenance services:

1. **PREVENTIVE MAINTENANCE (P.M.) SERVICE**
 - a) The CONTRACTOR shall provide regular on-site preventive maintenance on the EQUIPMENTS once a month.
 - b) This service shall include but not limited to the performance by the CONTRACTOR of adjusting, cleaning and lubrication of said EQUIPMENTS. Upon request, the CONTRACTOR shall also make additional inspection and repair during ordinary business hours to ensure the EQUIPMENTS stay in good working condition as well as to reduce possibility of product failure.
2. **REMEDIAL MAINTENANCE (R.M.) SERVICE**
 - a) Should the EQUIPMENTS in the course of its normal use and operation, be found not to be in good working condition, the CONTRACTOR, shall provide remedial maintenance service thereon, which shall entitle the SEC to on-site diagnostics and repair services.
 - b) This service shall include but is not limited to giving advice to the SEC to temporary remedial procedures while a



permanent solution is being sought, the diagnosis and correction of product malfunction and failures; the repair, adjustment and/or replacement of parts and the performance of any and all other necessary service needed to restore the EQUIPMENTS to normal operating condition.

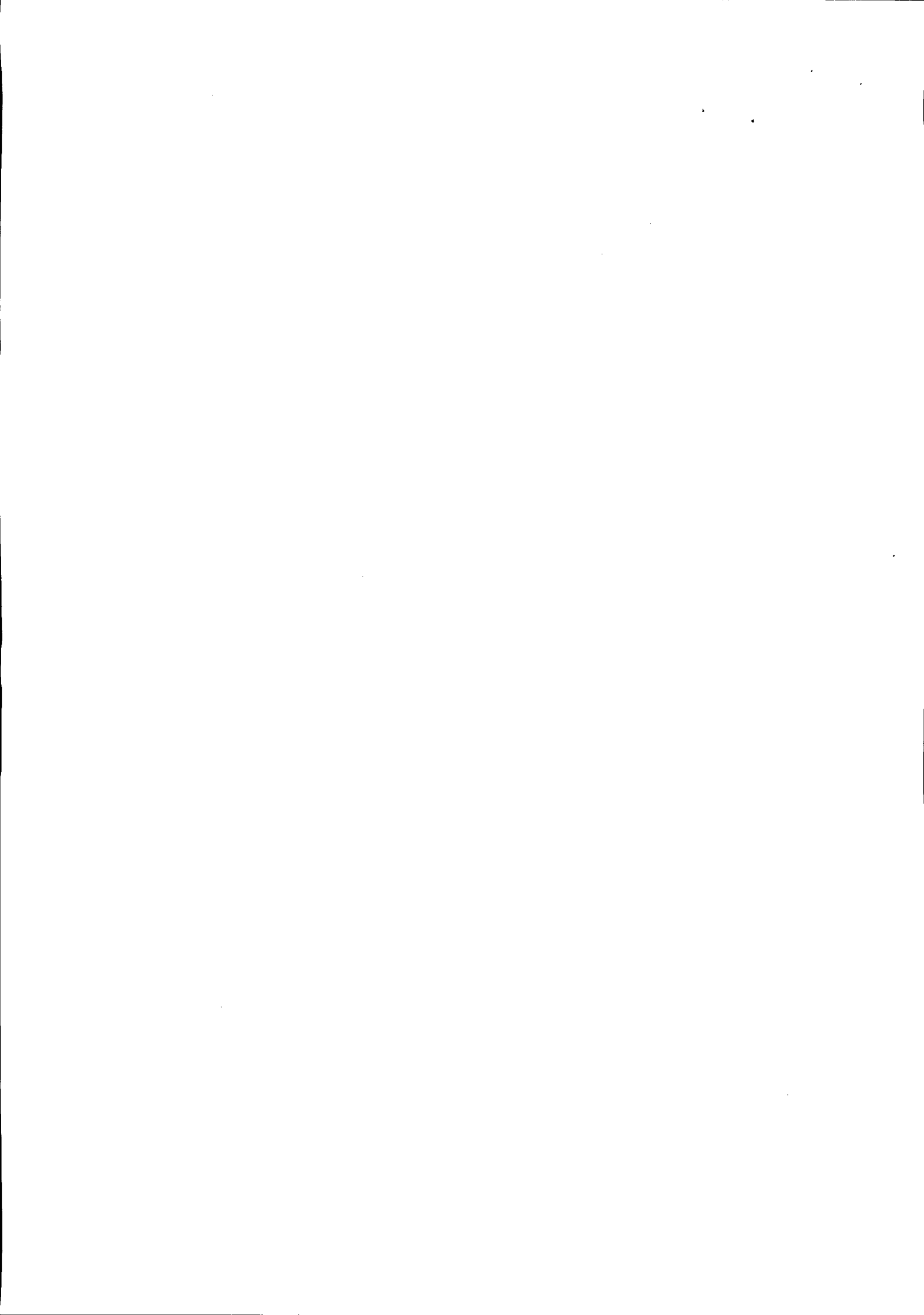
- c) Our undertaking includes replacement of all worn-out parts without charge on labor services, provided the SECURITIES AND EXCHANGE COMMISSION will shoulder the cost of spare parts.
- d) It is hereby understood and agreed upon by both parties that the services covered in this section as well as other terms and conditions of this Agreement shall not extend to repairs on the EQUIPMENTS caused by accident, negligence, misuse or abuse or if the EQUIPMENT is repaired or interfered by any person other than the CONTRACTOR's authorized representative/technician. Services required on the EQUIPMENT as a result of any of the foregoing causes shall be charged separately by the CONTRACTOR, at its prevailing rates upon approval by the SEC.

MAXIMUM RESPONSE AND REPAIR TIME

- a) The CONTRACTOR hereby undertakes and guarantees with respect to the performance of the services representatives/technician, shall be on hand at the SEC's premises to service EQUIPMENTS within twenty four (24) hours from receipt of SEC's request for service. Likewise, the CONTRACTOR shall supply the SEC with necessary telephone numbers to contact CONTRACTOR's service representatives/technician and shall exert its effort to respond immediately.
- b) Should it be determined by the CONTRACTOR in the course of the repair that there is a need for additional parts or resources which are not available then, it shall promptly notify the SEC of this fact and the CONTRACTOR shall procure the necessary parts or resources immediately, so that repair can resume as soon as possible.

MISCELLANEOUS PROVISION

- a) Preventive and/or Remedial Services shall be from 8:00 a.m. to 5:00 p.m. from Monday to Friday, except on public holidays.
- b) The CONTRACTOR shall be relieved of its responsibilities under this Contract for failure to render services only for causes beyond its control such as strikes, fire and/or natural calamities.



Annex "A"

List of Micrographic Equipment

- | | <u>DESCRIPTION</u> |
|----|--|
| 1. | Indus Reader
Model : 4601-11
Serial No. : 15-019-477 |
| 2. | Indus Reader
Model : 4601-11
Serial No. : 15-019-478 |
| 3. | Indus Reader
Model : 4601-11
Serial No. : 15-019-480 |
| 4. | Indus Reader
Model : 4601-11
Serial No. : 15-019-482 |
| 5. | Indus Reader
Model : 4601-11
Serial No. : 15-637-262 |
| 6. | Indus Reader
Model : 4601-11
Serial No. : 15-637-263 |

