



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ) No. 2016-043

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items 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 hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

PR No.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT (Php)
201610159	12 crgs	Black Toner HP Q7551A for HP Laserjet P3005n Printer.	69,600.00
	2 units	Maintenance Kit for HP Laserjet 4350n (Q5422 220v)	38,000.00
		TOTAL	P107,600.00

Award of contract shall be made to the bidder with the 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) not later than **10:00 A.M. on November 28, 2016**, at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

SEC Conditions of Sale:

1. *Delivery Schedule: Fifteen (15) calendar days from receipt of approved PO/NTP*
2. *Bid Validity: Sixty (60) calendar days from submission of bid*
3. *Delivery Site: General Services Division, 4th Floor, SEC Building, Mandaluyong City*

Interested supplier/service provider is required to submit the following documents:

1. *Prospective bidder must be an authorized distributor/reseller of HP Philippines and shall submit a certification that the product being offered is genuine and/or original HP Product.*
2. *Valid and current Mayor's Permit*
3. *PhilGEPS Registration Number*

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

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.

JOSE P. AQUINO
Chairman, BAC

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Securities and Exchange Commission
 3rd/F Secretariat Building, PICC Complex
 Pasay 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	Black Toner HP Q7551A for HP Laserjet P3005n Printer.	12 pcs	Php _____	Php _____
2	Maintenance Kit for HP LAserjet 4350n (Q5422 220v)	2 units	Php _____	Php _____
			TOTAL	

AMOUNT IN WORDS: _____ (VAT inclusive)

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Work Order (WO).
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 inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Printer name : _____

Date : _____

