



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ) No. 2016-040

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 Nos.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT (Php)
201609139	1 unit	Executive Chair, High Back, german leatherette	12,000.00
201609138	2 unit	Guest Chairs with arm rest, cantilever leg frame	15,000.00
201609136	30 units	Executive Chair, medium back, german leatherette Color: 6 units Off White, 24 units Black	240,000.00
		TOTAL	267,000.00

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 **5:00 P.M. on November 18, 2016**, at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-6165. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

Purchaser's Minimum Requirements for the Prospective Bidders:

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. Valid and current Mayor's Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (attachment 1)

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	Executive Chair, High Back, german leatherette	1 unit	Php _____	Php _____
2	Guest Chairs with arm rest, cantilever leg frame	2 units	Php _____	Php _____
3	Executive Chair, medium back, german leatherette, Black	24 units	Php _____	Php _____
	Executive Chair, medium back, german leatherette, Off-White	6 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 : _____

TECHNICAL SPECIFICATIONS

1. 1 unit Executive Chair, High Back, Color: Off White

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<input type="checkbox"/> Leatherette upholstery	
<input type="checkbox"/> Medium back	
<input type="checkbox"/> Dimension: 57Lx46Wx92-100 HCM	
<input type="checkbox"/> Polypropylene Armrest	
<input type="checkbox"/> Normal Tilt Mechanism with lock	
<input type="checkbox"/> Pneumatic Height Adjustment	
<input type="checkbox"/> 360° swivel function	
<input type="checkbox"/> 300 mm chrome base and nylon casters	
<input type="checkbox"/> Base capacity: 200-300 kgs	
<input type="checkbox"/> Warranty : One (1) Year Warranty on the following Parts: <ul style="list-style-type: none"> • Castor • Base • Gaslift Mechanism 	
<input type="checkbox"/> Lifetime Service Repair	

2. 2 units Guest Chair, Color: Black

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<input type="checkbox"/> Guest upholstered chair with arm rest, medium back	
<input type="checkbox"/> Cantilever leg frame	
<input type="checkbox"/> Power coated finish	
<input type="checkbox"/> chrome coated base	
<input type="checkbox"/> Base capacity: 150 kgs	
<input type="checkbox"/> Warranty : One (1) Year Warranty on the following Parts:	
<input type="checkbox"/> Lifetime Service Repair	

3. 30 units Executive Chair, Medium Back (Color: 6 units Off White; 24 units Black)

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
<input type="checkbox"/> Fabric upholstery	
<input type="checkbox"/> Medium back	
<input type="checkbox"/> Dimension: 57Lx46Wx92-100 HCM	
<input type="checkbox"/> Polypropylene Armrest	
<input type="checkbox"/> Normal Tilt Mechanism with lock	
<input type="checkbox"/> Pneumatic Height Adjustment	
<input type="checkbox"/> 360° swivel function	
<input type="checkbox"/> 300 mm chrome base and nylon casters	
<input type="checkbox"/> Base capacity: 200-300 kgs	
<input type="checkbox"/> Warranty : One (1) Year Warranty on the following Parts: <ul style="list-style-type: none"> • Castor • Base • Gaslift Mechanism 	
<input type="checkbox"/> Lifetime Service Repair	

I hereby certify to comply and deliver all the above requirements.

Company Name : _____
 Address : _____
AUTHORIZED REPRESENTATIVE : _____
 Signature : _____
 Printer name : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at of [Name of Bidder] [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this ____ day of _____, 20__ at _____, Philippines._____

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__, affiant exhibiting to me his/her _____ *(Government issued ID name, number and validity date)*

(Notary Public)

Until _____

PTR No. _____

Date _____

Place _____

TIN _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]