

October 20, 2016

**REQUEST FOR QUOTATION**  
**RFQ No. 2016-05082**

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 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:

APP Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC), inclusive of VAT
Supplemental 2016-002-D6	201605082	Transfer of High Volume Large Size Scanner from SEC Head Office to PICC (Refer to the Scope of Work Attachment 1)	P127,000.00

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 (PQF) (Attachment 2) **on or before October 31, 2016** at the Procurement Division, 4<sup>th</sup> Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-6654. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**


Purchaser’s Minimum Requirement 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 bids.
3. Delivery Site: SEC, Secretariat Building, PICC Complex, Pasay City
4. Interested suppliers/service providers are required to submit 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 damages reach 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.

  
**JOSE P. AQUINO**  
BAC Chairman

## **TRANSFER OF HIGH VOLUME LARGE SIZE SCANNER FROM SEC HEAD OFFICE TO SEC PICC**

ABC : P127,000.00  
MODE : Small Value Procurement

### **SCOPE OF WORK**

1. Powering down the equipments to be transferred.
2. Ensuring that the equipments to be transferred are cleaned and dust-free.
3. Dismantling of the equipments to be transferred.
4. Individual bubble-wrapping and securing of equipments to be transferred.
5. Systematic/organized labelling of the equipments to be transferred.
6. Hauling of the equipments from SEC Mandaluyong to SEC PICC
7. Installing of the equipments.
8. Powering up of the equipments.

### **SERVICE LEVEL AGREEMENT**

1. Ensuring that the equipments are functioning and working.
2. Coordinate with existing provider to ensure orderly dismantling, transferring and installing of equipment.
3. Provision for stand-by personnel to ensure that the transferred equipment is stabilize or operational.
4. No change to configuration of storage shall be made.
5. Inclusion of warranty/insurance coverage, at least five (5) personnel, use of vehicle, jack-lifter and all applicable road permits.
6. Schedule of transfer: should be Saturdays and Sundays, 7:00 AM to 6:00 PM

**PRICE QUOTATION FORM FOR PR No. 201605082**

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:

APP Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC), inclusive of VAT
Supplemental 2016-002-D6	201605082	Transfer of High Volume Large Size Scanner from SEC Head Office to PICC (Refer to the Scope of Work)	P127,000.00

**Amount in Words:** \_\_\_\_\_

2. We undertake, if our Quotation/Bid is accepted to deliver the above goods within the fifteen (15) 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 : \_\_\_\_\_