



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills, Mandaluyong City, Metro Manila
Tel No. 584-5330; Fax No. 584-5608
Bids and Awards Committee

February 16, 2016

REQUEST FOR QUOTATION (RFQ) No. 2016-001

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 52.1(b) of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

The SEC, hereinafter referred to as "the Purchaser", now requests you to submit a price quotation for the subject below:

APP Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
F.4	201602008	Supply and Delivery of 25 Pieces HP Ink Cartridge 51604A for Scanner Machine	Php 20,000.00

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies 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) **on or before March 1, 2016** at the Procurement Division, 4th Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-5330. **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 WO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: General Services Division, 4th Floor, SEC Building, Mandaluyong 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 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.


JUSTINA F. CALLANGAN
Chairman, BAC

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Securities and Exchange Commission
 SEC Bldg, EDSA, Greenhills, 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:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	Supply and Delivery of HP Ink Cartridge 51604A for Kodak 990D Scanner Machine		P _____	P _____

AMOUNT IN WORDS: _____ (VAT inclusive)

1. 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).
2. 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.
3. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____