



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ) No. 2016-045

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 hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

APP Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
APP 2016 Item No. D2	201611174	Preventive Maintenance of 20KVA UPS, Gamatronics Brand <i>Note:</i> <i>Please see attach Terms of References</i>	P200,000.00

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 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: Seven (7) calendar days from receipt of approved PO/NTP*
2. *Delivery Site: SEC Office, Secretariat Bldg., PICC Complex, Pasay City*
3. *Bid Validity: Sixty (60) calendar days from submission of bid*


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

1. *Valid Mayor's Permit;*
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *Omnibus Sworn Statement*

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.


JOSÉ P. AQUINO
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 are our financial proposal for the items identified below:

ITEM NO.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1	Preventive Maintenance of 20KVA UPS, Gamatronics Brand	1 lot	Php _____	Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within Seven (7) 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 : _____



TERM OF REFERENCE

PREVENTIVE MAINTENANCE of 20KVA Gamatronic UPS for ONE (1) YEAR

- A. Shall do the routine check-up visits on a **MONTHLY** basis for the one-year duration of the contract period and perform the following:
1. A visual inspection of the Equipment (UPS parts and components).
 2. Inspection of the surrounding environment and measurement of the UPS room temperature. Mechanical check on the Equipment (physically checking electrical connections for the tightness, checking of welded and soldered joints, check-up all cooling fans).
 3. Cleaning and clearing of dust on all UPS parts.
 4. Check-up on battery
 - A recording of cell float voltage and temperatures
 - A visual inspection of each cell and a note of any case damage or distortion, excessive swelling, straining or leakage at the poles or seals
 - Inspection of each cell and a note of corrosion, loose fittings, or damage to insulation
 - Inspection of the rack or cabinet and a note of any corrosion damage.
 - Test of battery on discharge
 5. Check-up on battery charger/rectifier
 - Calibration of battery float and charge voltage
 - Testing of battery charger capacitors
 6. Check-up on inverter unit
 - Measurement and recording of output voltage, output load current, output frequency,
 - Check on different parameters and calibration
 - Resetting the relevant pre-adjustment when necessary
 7. Performance test on the Equipment
 - Simulation of power failure to test system on battery
 - Simulation of inverter failure to test static switch to transfer the load without interruption to commercial power or Meralco line
 - Test of communication link between the Equipment and load
 8. Preparation of report and recommending any action necessary to maintain or improve the reliability of the Equipment.
 9. Replacement of fan blowers and capacitors.
 10. Services connected with moving the Equipment to a new location within Metro Manila.
- B. The following are excluded from the agreement except by addition charges to be agreed upon before work commences:
1. Replacement of batteries and transformer
 2. Damage of the Equipment due to overloading, misuse, neglect, carelessness, willful damage or operating the Equipment outside the specified limits as set in the operation and maintenance manuals.

3. Damage caused by external factor such as fire, flooding, wind-storms, acts of God, the state of public enemy.
 4. Damage caused by unauthorized repairs or adjustments.
 5. Work or check-up connected with the site but external to the Equipment (working area, air conditioning system, safety equipment or devices, electrical installation).
 6. Painting or touching up work in the Equipment
- C. For emergency calls due to unexpected and unintentional shutdown, malfunctioning or breakdown of the Equipment, field engineers are available 24 hours a day, 7 days a week. Emergency call shall be attended to within the next two to three hours after the call. Restoration of the Equipment shall be within 48 hours after the call, otherwise a service unit shall be provided "Free of Charge" to accommodate existing load.
- D. Mode of Payment
- Monthly ; Upon submission of Sales Invoice and Service Report
 - Effectivity ; Upon signing of Maintenance Agreement
- E. Must be operating in the Philippines for the past five (5) years whose service/products include among others, any acts required in, or associated with, information and communication technology, including maintenance of uninterruptable power supply and the provision of the necessary manpower and training.

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

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Printer name : _____

Date : _____

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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]

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