



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

November 12, 2015

REQUEST FOR QUOTATION (RFQ) No. 2015-048

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/s 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:

PR No.	Unit	Description	Approved Budget for the Contract (ABC)
201510208	Lot 1	Supply and Delivery of Various Toners for Coloured Lexmark Laserjet Printer: 10 pcs. Black; 8 pcs. Cyan; 8pcs. Magenta; 8pcs. Yellow	Php 148,000.00
	Lot 2	Supply and Delivery of Various Toners for Coloured Fuji Xerox Printer: 6 pcs. Black; 6 pcs. Cyan; 6 pcs. Magenta; 6 pcs. Yellow	79,200.00
	Lot 3	Supply and Delivery of Corrugated Boxes, 175lbs test, stitched joint, RSC type. OD: 24 3/8" x 15 3/8" x 10 1/2"	175,000.00

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) **on or before November 26, 2015** 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 Requirement for the Prospective Bidders:

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

Interested supplier is required to submit the following documents: (1) Valid and current Mayor's Permit, (2) Proof of PhilGEPS Registration.

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 for Lot 1

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	Supply and Delivery of Various Toners for Coloured Lexmark Laserjet Printer:	1 lot		
	C540A1KG Black	10 pes.	P	P
	C540A1CG Cyan	8 pes.	P	P
	C540A1YG Yellow	8 pes.	P	P
	C540A1MG Magenta	8 pes.	P	P
			Total	P

AMOUNT IN WORDS: _____

2. We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/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 goods delivered.
5. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact no. : _____

PRICE QUOTATION FORM for Lot 2

Date

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

Sir/Madam:

6. 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	Supply and Delivery of Various Toners for Coloured Fuji Xerox Printer:	1 lot		
	CT201591 Black	6 pcs.	P	P
	CT201592 Cyan	6 pcs.	P	P
	CT201593 Magenta	6 pcs.	P	P
	CT201594 Yellow	6 pcs.	P	P
			Total	P

AMOUNT IN WORDS: _____

7. We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO).
8. 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.
9. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
10. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact no. : _____

PRICE QUOTATION FORM for Lot 3

_____ Date

The Bids and Awards Committee
Securities and Exchange Commission
SEC Bldg. EDSA, Greenhills, Mandaluyong City

Sir/Madam:

11. 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	Supply and Delivery of Corrugated Boxes, 175lbs test, stitched joint, RSC type. OD: 24 3/8" x 15 3/8" x 10 1/2"	5,000 pcs.	P _____	P _____

AMOUNT IN WORDS: _____

12. We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO).
13. 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.
14. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
15. The above-quoted prices are inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

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