



BIDS AND AWARDS COMMITTEE

July 4, 2016

REQUEST FOR QUOTATION (RFQ) No. 2016-024

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:

PR Nos.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT
201606100	1 lot	Specialty Paper 90 GSM 1 PLY 11.75 x 8.25 (A4)	Php 364,500.00

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) **not later than 10:00 AM on July 18, 2016** at the Procurement Division, 4th Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-5608. **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
4. Interested suppliers are required to submit proof of PhilGEPS Registration.

Any alternations, 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
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 DESCRIPTION	Qty.	Unit Price	Total Price (VAT inclusive)
1	Specialty Paper 90 GSM 1 PLY 11.75 x 8.25 (A4) Colors: Green (100 reams) Blue (70 reams) Yellow (70 reams) Pink (30 reams)	270 reams	Php _____ Php _____ Php _____ Php _____	Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

2. We undertake, if our Quotation or bid is accepted to deliver the above goods Fifteen (15) calendar days from receipt of 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. : _____

