



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-037

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of 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:

2020 S-APP 1	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. I.E.11	202006109	1.00	Supply and Delivery of Drinking Water of SEC employees for Head Office for one (1) year (Pls. refer to Attachment 2 for Technical Specifications)	Php 400,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement with duly authorized Secretary's Certificate, if a corporation. (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Supply of Purified Water – Twice a week (Wednesday and Friday)
Hot and Cold Water Dispenser – Within fifteen (15) calendar days from the issuance of Notice to Proceed
2. Delivery Site: HRAD, 3/F Secretariat Building, PICC Complex, Pasay City

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.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of June 29, 2020** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done manually or through Facsimile No. 8818-5330 or via email at bacsecretariat@sec.gov.ph

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 reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


EMMANUEL Y. ARTIZA
BAC Chairman

PRICE QUOTATION FORM
REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-037

Date: _____

The Bids and Awards Committee
 c/o Procurement Division
 3rd Floor, Secretariat Building
 PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal for the items identified below:

Item No.	Article and Descriptions	Qty.	Unit Price (Php)	Total Price, VAT Inclusive (Php)
Lot 1	Supply and Delivery of Drinking Water of SEC employees for Head Office for one (1) year (Pls. refer to Attachment 2 for Technical Specifications)	1.00		
		TOTAL		

AMOUNT IN WORDS: _____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes

AUTHORIZED REPRESENTATIVE:

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

TECHNICAL SPECIFICATIONS

TECHNICAL REQUIREMENTS FOR THE SUPPLY AND DELIVERY OF DRINKING WATER OF SEC EMPLOYEES FOR HEAD OFFICE		STATEMENT OF COMPLIANCE																										
<p>PRODUCT SPECIFICATIONS: Bidder should be capable of providing the following features and capabilities or higher.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Purified drinking water</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Minimum of sixteen (16) stages of purification / filtration process</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Content : 5 gallons per bottle</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Shape and quality of bottle : round and polycarbonated resin type (brand-new)</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Provision for closed delivery van / truck</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Thirty-Eight (38) units of brand-new hot and cold water dispenser with the following specifications: Power source : 220v/60Hz Rated Input Power (heating) : 500W Rated Input Power (cooling) : 80W Refrigerant/pout : R12/42g</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Manual monthly cleaning of hot and cold water dispenser</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Automated water refilling process, pressurized cleaning and disinfecting of empty bottles</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Monthly submission of Microbiological Water Test Laboratory Certificate and semi-annual submission of Chemical and Physical Water Test Laboratory Certificate from a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA)</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Random sampling of water samples done not more than twelve (12) times within the contract period, which shall be jointly conducted by Supplier and the SEC, and sent to an accredited water-testing laboratory, with costs chargeable to Supplier</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Sanitary Permit/s for the duration of the contract</td> </tr> <tr> <td style="text-align: center;">12</td> <td>One (1) on-call technician to repair defective water dispensers with response time of not more four (4) hours from verbal or written notification. In the event that the defective water dispenser cannot repaired on-site, the supplier shall provide a temporary replacement unit. Water dispensers beyond repair shall be replaced with new units within 24 hours</td> </tr> </tbody> </table>		Item	Particulars	1	Purified drinking water	2	Minimum of sixteen (16) stages of purification / filtration process	3	Content : 5 gallons per bottle	4	Shape and quality of bottle : round and polycarbonated resin type (brand-new)	5	Provision for closed delivery van / truck	6	Thirty-Eight (38) units of brand-new hot and cold water dispenser with the following specifications: Power source : 220v/60Hz Rated Input Power (heating) : 500W Rated Input Power (cooling) : 80W Refrigerant/pout : R12/42g	7	Manual monthly cleaning of hot and cold water dispenser	8	Automated water refilling process, pressurized cleaning and disinfecting of empty bottles	9	Monthly submission of Microbiological Water Test Laboratory Certificate and semi-annual submission of Chemical and Physical Water Test Laboratory Certificate from a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA)	10	Random sampling of water samples done not more than twelve (12) times within the contract period, which shall be jointly conducted by Supplier and the SEC, and sent to an accredited water-testing laboratory, with costs chargeable to Supplier	11	Sanitary Permit/s for the duration of the contract	12	One (1) on-call technician to repair defective water dispensers with response time of not more four (4) hours from verbal or written notification. In the event that the defective water dispenser cannot repaired on-site, the supplier shall provide a temporary replacement unit. Water dispensers beyond repair shall be replaced with new units within 24 hours	
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<ul style="list-style-type: none"> • Delivery: Within fifteen (15) calendar days from the issuance of Notice to Proceed • Delivery Schedule: Twice a week (Wednesday and Friday) • Place of Delivery: Securities and Exchange Commission –Head Office 3rd Flr Secretariat Bldg., PICC Complex, Pasay City • Note: The GSD may increase or decrease the supply of purified drinking water for any reason and, in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase shall not exceed the ABC. 																												

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct otherwise, if found to be false either during bid evaluation, post-qualification or the execution of the contract, the same shall give rise to the imposition of administrative sanctions and the forfeiture of bid security or the performance security posted consistent with section 69.1 and 69.2 of the revised Implementing Rules and Regulations of the Republic Act No. 9184.

Company Name: : _____

Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____

Printed Name : _____

Position : _____

Date : _____

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. I 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]