



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-39

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:

SAPP 2020-1	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. I.E.12	2020-06-127	Supply and Delivery of One (1) unit Electronic Typewriter <b>Technical Specifications:</b> <ul style="list-style-type: none"><li>• Standard Electronic Typewriter</li><li>• 15 inches' carriage</li><li>• Dimension: 48x40x13</li></ul>	<b>Php35,000.00</b>

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) calendar days upon receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3<sup>rd</sup> Floor, 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 July 10, 2020** at the Procurement Division, 3<sup>rd</sup> Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually, through Facsimile No. 8818-5330, or via email (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 until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate 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  
RFQ No. No. 2020-SVP-39

Date: \_\_\_\_\_

The Bids and Awards Committee  
c/o Procurement Division  
3<sup>rd</sup> 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	Total Price (VAT Inclusive)
1	Supply and Delivery of One (1) unit Electronic Typewriter <b>Technical Specifications:</b> <ul style="list-style-type: none"> <li>• Standard Electronic Typewriter</li> <li>• 15 inches' carriage</li> <li>• Dimension: 48x40x13</li> </ul>	1 unit	Php _____	Php _____

AMOUNT IN WORDS: \_\_\_\_\_ (VAT inclusive)

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

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_