



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-047

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:

SAPP-1 CY2020	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. I.E.25	202006112		Supply and Delivery of the Initial Supplies for the Securities and Exchange Commission – Disaster Management Committee (SEC-DMC)	
		Lot 1	Hard Hat, Safety Whistle & Flashlight	P 673,848.30
		Lot 2	Medical Supplies	<u>226,151.70</u>
			<b>TOTAL ABC, VAT INCLUSIVE</b>	<b><u>P 900,000.00</u></b>
			<b>(Refer to Attachment 2 for the Terms of Reference )</b>	

Interested suppliers are required to submit the following documents:

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

#### SEC Condition of Sales:

1. **Delivery Schedule:** Within 30 days upon receipt of Notice to Proceed
2. **Validity:** Sixty (60) calendar days from submission of bid
3. **Delivery Site:** Refer to Attachment 2
4. **Warranty:** Refer to Attachment 2

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 August 25, 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  
Chairman, BAC

**PRICE QUOTATION FORM  
REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-047**

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 (Php)	Total Price, VAT Inclusive (Php)
Lot 1	Supply and Delivery of the Initial Supplies for the Securities and Exchange Commission - Disaster management Committee (SEC-DMC) <ul style="list-style-type: none"> <li>• Hard Hat, Safety Whistle &amp; Flashlight</li> <li>• Medical Supplies</li> </ul> (Refer to Attachment 2 for the Terms of Reference )			
Lot 2				
		<b>TOTAL</b>		

**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 THE INITIAL SUPPLIES FOR THE SECURITIES AND EXCHANGE COMMISSION - DISASTER MANAGEMENT COMMITTEE (SEC-DMC)		STATEMENT OF COMPLIANCE
<b>EQUIPMENT SPECIFICATIONS:</b>		
<b>I. Bidder should be capable of providing the following:</b>		
<b>LOT 1:</b>		
Eight Hundred Six (806) units of Brand New Hard Hat, Emergency Whistle and Flashlight, with the following features and capabilities or higher.		
Item No.	Minimum Technical Specifications	
<b>I.</b>	<b>HARD HAT</b>	
1	Design Requirements	OSHA Approved, ANSI/SEA Z89.1-2014
2	Type	I, Protection to the Top of the Head
3	Class	G, General protection for 2,200 volts
4	Shell Material	High Density Polyethylene (HDPE)
5	Suspension	Adjustable 4 point ratchet suspension
6	Vents	Yes
7	Brow Pad	Yes, Replaceable
8	Chin Strap	Yes
9	Color	Available in White, Yellow, Hi-Vis Orange, and Blue
10	Others	Improved Upward Visibility (Short Brim), Universal Slots for accessories attachment
<b>II.</b>	<b>SAFETY WHISTLE</b>	
1	Design Requirements	One-Piece Pea-Less (SOLAS Approved)
2	Shell Material	Plastic Body (lightweight); Floats in Water
3	Decibel Level	At least 100 dB
4	Carabiner/Land yard	Attachment Clip & Reflective Land yard
5	Color	Orange
<b>III.</b>	<b>FLASHLIGHT</b>	
1	Lamp Head	LED, 100,000 hours life span High Brightness White Light, Stable Beam
2	Switch	Bottom Press
3	Shell Material	Aluminum Alloy
4	Waterproof	Yes
5	Battery	AA
6	Carabiner/Strap	Attachment Clip or Strap
7	Color	Black

**LOT 2:**

Twenty Two (22) lot of Medical Supplies, with the following features and capabilities or higher.

Item No.	Minimum Technical Specifications		
I.	Item Description per Lot		Qty. per lot
1	Spine Board		1
2	Utility Bag	Medicine Kit	1
3	Betadine Antiseptic Solution	30ml	1
4	Hydrogen Peroxide	30 ml	1
5	Fiammazine Cream (Burn Cream)	10 gm	1
6	Fucidin Ointment	5 gm	1
7	Mediplast Elastic Bandage	3x5 yards	1
8	Gauze Pad	4x4 in	5
9	Face Masks		5
10	Arm Sling (Medium)		1
11	Micropore Tape	1x10 yards	1
12	Pulse Oximeter		1
13	Thermometer		1
14	Surgical Scissor		1
15	Cold Compress		1
16	Gloves		5
17	Cotton Balls (small pack)		1
18	Alcohol Spray		1
19	Mediplast Strips (small pack)		2

**II. Delivery**

Delivery of Eight Hundred Six (806) units of Brand New Hard Hat , Safety Whistle and Flashlight and Five (5) lots of Medical Supplies, within **thirty (30) days** upon receipt of Notice to Proceed.

**III. Place of Delivery**

Quantity		Place of Delivery
Hard Hat, Whistle, Flashlight	Medical Supplies	
688 units	5 lots	<b>SEC Head Office</b> PICC Secretariat Building, PICC Complex, Pasay City
12 units		<b>SEC – Cagayan De Oro Extension Office</b> SEC Building, 14 <sup>th</sup> St. cor. Tomasaco Del Lara St., Cagayan De Oro City
9 units	-	<b>SEC – Zamboanga Extension Office</b> SEC Building, San Jose Panigayan St., Zamboanga City
12 units	-	<b>SEC – Baguio Extension Office</b> 3/F Newton Square, Navy Base Road, Baguio City
8 units	-	<b>SEC – Legazpi Extension Office</b>

		SEC Office, 2/F Avon Building, Rizal St., Albay District, Legazpi City
10 units	-	<b>SEC - Tarlac Extension Office</b> 2/F Legislative Bldg., Tarlac City
25 units	-	<b>SEC - Cebu Extension Office</b> SEC Bldg. V. Rama Ave., Guadalupe, Cebu City
15 units	-	<b>SEC - Iloilo Extension Office</b> SEC Bldg., Gen. Hughes St. Iloilo City
19 units	-	<b>SEC - Davao Extension Office</b> SDC Bldg., Ma-a Road, Brgy. Ma-a, Davao City
8 units	-	<b>SEC - Bacolod Extension Office</b> P. Hernaez St. Extension, Brgy. Taculing, Bacolod City
<b>806 units</b>	<b>5 lots</b>	

#### IV. Warranty

- Hard Hat must be covered by full parts warranty for a period of two (2) years from the date of delivery.
- Whistle & Flashlight must be covered by full parts warranty for a period of six (6) months from the date of delivery.
- Medical Supplies, except for consumable medications must be covered by full parts warranty for a period of one (1) year from the date of delivery.
- Courier fee and risk shall be borne by the offeror.

#### V. Quality Assurance

Bidder must submit a Proof-of-concept (POC) or conduct a Product Demonstration to the end-user during the post-qualification phase for each items being offered, to ensure the actual quality of the product.

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]*