

## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-070

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-6 CY 2020	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. II.F.14	202011185	LOT	Supply and Delivery of SEC Recognition Plaques Lot 1: SEC External Stakeholders (TD- ERTD); Lot 2: SEC Internal Stakeholders (HRMD-HRAD) <i>Refer to Attachment 2 for Terms of Reference</i>	Php 523,990.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Income/Business Tax Return
4. **Revised** Omnibus Sworn Statement, with duly notarized Secretary's Certificate for Corporation (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Thirty (30) Calendar days from receipt of approved NTP
2. Validity: Sixty (60) calendar days from submission of bid
3. 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 November 27, 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

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)
	Supply and Delivery of SEC Recognition Plaques Lot 1: SEC External Stakeholders (TD-ERTD); Lot 2: SEC Internal Stakeholders (HRMD-HRAD)  <i><b>Refer to attachment 2 for Terms and Reference</b></i>	1	Php	

**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. : \_\_\_\_\_

## Specification

### I. Project Title

Supply and Delivery of SEC Recognition Plaques

### II. Requirements

#### Lot 1: SEC External Stakeholders (TD-ERTD)

	Description	Quantity
1	Plaque for SEC Awardees for SEC Head Office	49
2	Plaque for SEC Awardees for SEC Extension Office	99
3	Plaque for SEC CAMPAIGN Network Partners	11
4	Plaque for Capital Market Development Champion	4
5	Plaque for SEC Investor Champion	5

#### Lot 2: SEC Internal Stakeholders (HRMD-HRAD)

	Description	Quantity
1	Plaque for SEC Skeleton Work Force	381
2	Plaque for SEC Covid-19 Volunteers	4

### III. Objective

To purchase various recognition plaques for SEC External and Internal stakeholders.

Note: TD-ERTD and HRMD-HRAD is the end-user representative for Lots 1 and 2, respectively.

### IV. Item Specifications

Bidder should be capable of providing the following items with their corresponding features and capabilities or higher.

#### Lot 1: SEC External Stakeholders

##### 1. Plaque for SEC Awardees for SEC Head Office

Material	Crystal Glass
Top Dimension	Height = 8 in (from base) Length = 6 in Thickness = 3/8 in
Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip 1 ½ in trimmed at base
Base Dimension	Width = 2 ½ in Length = 5 ½ in Thickness = 3/8 in
Base Design	Rectangular Beveled at all side and edges
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with Black Paint
Box	Yes with Protective Packaging

## 2. Plaque for SEC Awardees for SEC Extension Office

Material	Crystal Glass
Top Dimension	Height = 6 in (from base) Length = 4.5 in Thickness = 2/8 in
Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip ½ in trimmed at base
Base Dimension	Width = 2 in Length = 3 5/8 in Thickness = 3/8 in
Base Design	Rectangular Beveled at all side and edges
Logo & Text	Printed Frosted Sticker with Colored Logo and Black Text
Box	Yes with Protective Packaging

## 3. Plaque for SEC CAMPAIGN Network Partners

Material	Crystal Glass
Top Dimension	Height = 7 in (from base) Length = 6 in Thickness = 1 ½ in
Top Design	Hexagonal Beveled at all sides (front and back)
Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in
Base Design	Diamond
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with Black Paint
Box	Yes with Protective Packaging

## 4. Plaque for Capital Market Development Champion

Material	Crystal Glass
Top Dimension	Height = 7 in (from base) Length = 6 in Thickness = 1 ½ in
Top Design	Hexagonal Beveled at all sides (front and back)
Base Dimension	Length = 4 in, beveled from sides to bottom Thickness = 1 ½ in
Base Design	Diamond
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with White Paint
Box	Yes with Protective Packaging

## 5. Plaque for SEC Investor Champion

Frame Material	1 in. wooden frame
Frame Dimension	Height = 12 in Length = 10 in Side Thickness = 1 in Front Thickness = ¾ in
Body Material	Rectangular Brass Metal
Top Element Material	Hexagonal Glass with Engraved Logo and Design
Top Element Color	Jade
Top Element Dimension	Height = 150 mm Length = 125 mm Sides – 75 mm Thickness = Tapered from 2mm at side to 5 mm in middle

Bottom Element Material	Beveled Glass with Frosted Sticker Backing Dual Colored (Light Green and Dark Green)
Bottom Element Text	Engraved with White Paint
Bottom Element Logo	Engraved with SEC Colors

## Lot 2: SEC Internal Stakeholders

### 1. Plaque for SEC Skeleton Work Force

Material	Crystal Glass
Top Dimension	Height = 6 in (from base) Length = 4.5 in Thickness = 2/8 in
Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip ½ in trimmed at base
Base Dimension	Width = 2 in Length = 3 5/8 in Thickness = 3/8 in
Base Design	Rectangular Beveled at all side and edges
Logo & Text	Printed Frosted Sticker with Colored Logo and Black Text
Box	Yes with Protective Packaging

### 2. Plaque for SEC COVID-19 Volunteers

Material	Crystal Glass
Top Dimension	Height = 8 in (from base) Length = 6 in Thickness = 3/8 in
Top Design	Hexagonal Beveled at all sides (front and back) Tapered at top sides to tip 1 ½ in trimmed at base
Base Dimension	Width = 2 ½ in Length = 5 ½ in Thickness = 3/8 in
Base Design	Rectangular Beveled at all side and edges
Logo	Top; Engraved / Etched
Text	Top; Engraved / Etched with Black Paint
Box	Yes with Protective Packaging

## V. Delivery Schedule

Item Description		Quantity	Date of Delivery	Place of Delivery
Lot 1	Item 1	49	within thirty (30) days upon receipt of notice to proceed	SEC Head Office
	Item 2	23		SEC - Bacolod Extension Office
		10		SEC - Davao Extension Office
		16		SEC - Iloilo Extension Office
		45		SEC - Legazpi Extension Office
		5		SEC - Tarlac Extension Office
	Item 3	11		SEC Head Office
	Item 4	4		SEC Head Office
	Item 5	5		SEC Head Office
Lot 2	Item 1	271		SEC Head Office
		12		SEC - Cagayan De Oro Extension Office
		10		SEC - Zamboanga Extension Office
		12		SEC - Baguio Extension Office
		11		SEC - Legazpi Extension Office

		10		SEC - Tarlac Extension Office
		14		SEC - Cebu Extension Office
		12		SEC - Iloilo Extension Office
		19		SEC - Davao Extension Office
		10		SEC - Bacolod Extension Office
	Item 2	4		SEC Head Office

**Place of Delivery:**

Office	Address
SEC - Head Office	3 <sup>rd</sup> Floor Secretariat Building, PICC Complex, Pasay City
SEC - Cagayan De Oro Extension Office	SEC Building, 14 <sup>th</sup> St. cor. Tomasaco Del Lara St., Cagayan De Oro City
SEC - Zamboanga Extension Office	SEC Building, San Jose Panigayan St., Zamboanga City
SEC - Baguio Extension Office	3/f Newtown Square, Navy Base Road, Baguio City
SEC - Legazpi Extension Office	SEC Office, 2/f Avon Building, Rizal St. Albay District, Legazpi City
SEC - Tarlac Extension Office	2/f Legislative Bldg., Tarlac City
SEC - Cebu Extension Office	SEC Bldg. V. Rama Ave., Guadalupe, Cebu City
SEC - Iloilo Extension Office	SEC Bldg., Gen. Hughes St., Iloilo City
SEC - Davao Extension Office	SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City
SEC - Bacolod Extension Office	P. Hernaez St. Extension, Brgy. Taculing, Bacolod City

**VI. Warranty & Disclosure**

- One (1) Year Warranty Replacement from the date of delivery.
- The bidder will be liable for any loss or damage of the goods, incurred during the delivery.

**VII. Quality Assurance**

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

**VIII. Approved Budget****Lot 1:**

	Description	Not to exceed
1	Plaque for SEC Awardees Head Office	<b>₱ 312,240.00</b>
2	Plaque for SEC Awardees Extension Offices	
3	Plaque for SEC CAMPAIGN Network Partners	
4	Plaque for SEC Capital Market Development Champion	
5	Plaque for SEC Investor Champion	

**Lot 2:**

	Description	Not to exceed
1	Plaque for SEC Skeleton Work Force	<b>₱ 211,750.00</b>
2	Plaque for SEC Covid-19 Volunteers	

Lot 1	₱	312,240.00
Lot 2	₱	211,750.00
<b>Total Estimated Approved Budget</b>	<b>₱</b>	<b>523,990.00</b>



**LOT 1 – ITEM 1: SEC AWARDEES**

**LOT 2 – ITEM 2: SEC COVID-19 VOLUNTEERS**

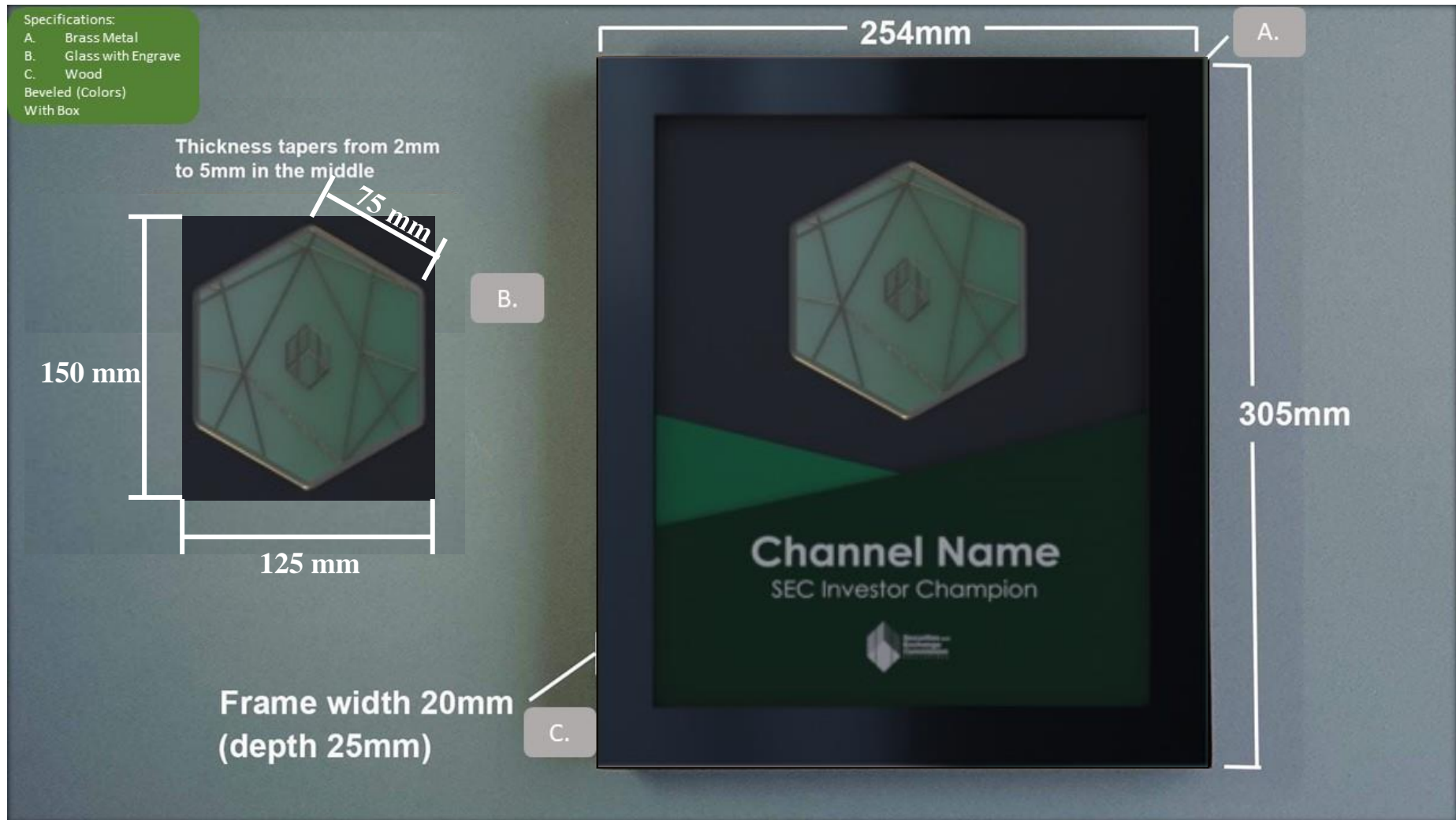




**LOT 1 – ITEM 4: CAPITAL MARKET DEVELOPMENT CHAMPION**



## LOT 1 – ITEM 3: SEC CAMPAIGN NETWORK



**LOT 1 – ITEM 5**  
**SEC INVESTOR CHAMPIONS**



**LOT 1 – ITEM 2: SEC AWARDEES FOR SEC  
EXTENSION OFFICE  
LOT 2 – ITEM 1: SEC SKELETON WORK FORCE**

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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 or authorized representative of [Name of Bidder] with office address at [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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:]* The owner or sole proprietor is 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 and members 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

