

**Bids and Awards Committee**

**REQUEST FOR QUOTATION (RFQ) No. 2020-Sh (b)-71**

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 52.1 (b) Shopping** 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:

APP 2020	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.E.1	2020-11-187	Supply and Delivery of 3,000 Bottles of Alcohol, Ethyl, 500ml <b>(See Attachment 2 for Technical Specifications)</b>	<b>Php285,000.00</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 December 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-Sh (b)-71**

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 3,000 Bottles of Alcohol, Ethyl, 500ml	3,000 Bottles	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. : \_\_\_\_\_

## Technical Requirements for ALCOHOL, ETHYL

### PRODUCT SPECIFICATIONS

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- 68% - 72% Ethanol (Ethyl alcohol)
- Colorless clear liquid
- Fully miscible in water
- 500ml (-5ml)
- Cap: Flip-top/pull-up
- Scented
- Brand, formulation, indications and precautions must be engraved/embossed/printed/thermally adhered on the bottle. The size/label "ETHYL ALCOHOL" must not be smaller than 4mm

### EVIDENCE AND VERIFICATION

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- FDA Certificate of Product Registration; Product Notification Number (shall be indicated on the label).
- FDA License to Operate (LTO) as Trader/Distributor/Manufacturer of the Product
- Six (6) bottles **and two (2) pieces of packaging box with marking /labeling that conforms with the Consumer Act of the Philippines (RA 7394) including partitions** shall be submitted to the BAC during opening of bids for verification of the product specifications.

### PACKAGING

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- Thirty-six (36) bottles per box, with individually shrink wrapped cap. **Box should have partition made of carton as shown in the attached picture/illustration.**
- **Partition:**
  - **Partition Material: Carton**
  - **Dimension of Partition: Manufacturer's Standard that will snugly fit in the box as shown in the attached picture/illustration.**

### MARKING AND LABELING

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- **Shall conform with the Consumer Act of Republic of the Philippines (RA7394)**

**Technical Requirements for  
ALCOHOL, ETHYL**

***PICTURE/ILLUSTRATION OF PARTITION***

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