



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2021-Sh(b)-04

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 CY 2021	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. I.F.2	202102033		Genuine consumables for HP Laserjet 100 color MFP M175nw Printer	Php 107,840.00
		12	CE311A Cyan	
		12	CE312A Yellow	
		8	CE313A Magenta	

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Certification from HP Philippines as HP Platinum Partner (Authorized Reseller/Supplier)

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) Calendar days from receipt of approved NTP/PO
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 March 3, 2021** 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 V. ARTIZA
Chairman, BAC

PRICE QUOTATION FORM
RFQ No. 2021-Sh(b)-04

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)
	<i>Genuine consumables for HP Laserjet 100 color MFP M175nw Printer</i>			
	CE311A Cyan	12	Php _____	Php _____
	CE312A Yellow	12	_____	_____
	CE313A Magenta	8	_____	_____
	Total			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. : _____