



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ) No. 2021-SVP-08

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:

S-APP 2021-04	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.F.12	202105089	Supply, Delivery and Installation of Modular Partitions and Fit-Outs for SEC Legazpi Extension Office (See attachment 2 for the Technical Specifications)	Php713,716.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Thirty (30) days from receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: SEC Legazpi Extension Office 2F & 3F of RDC Prime Bldg. 1, Landco Business Park, Brgy. Capantawan, Legazpi 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 **5:00 P.M. of June 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 fpbaluyot@sec.gov.ph or 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.

ARMANDO A. PAN, JR.
BAC Chairman 

PRICE QUOTATION FORM

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	Particulars	Qty.	Unit Price	Total Price*
	Fabric with Glass Panels			
1	1500(H)x4360(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
2	1500(H)x3900(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
3	1500(H)x2300(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
4	1500(H)x2590(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
5	1500(H)x2400(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
	Fabric Panels			
6	1200(H)x1310(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
7	1200(H)x570(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
8	1200(H)x1040(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____

9	1200(H)x2350(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____
10	1200(H)x1550(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____
11	1200(H)x860(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____
12	1200(H)x2630(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	2 sets	Php_____	Php_____
13	1200(H)x1130(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____
14	1200(H)x1560(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4 sets	Php_____	Php_____
15	1200(H)x2400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4 sets	Php_____	Php_____
16	1200(H)x650(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	6 sets	Php_____	Php_____
17	1200(H)x810(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4 sets	Php_____	Php_____
18	1200(H)x1330(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____
19	1200(H)x2050(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____
20	1200(H)x2310(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php_____	Php_____

21	1200(H)x2000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
22	1200(H)x1350(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1 set	Php _____	Php _____
Worktop Table				
23	600(L)x2350(D)mm Wood design laminated board inclusive of grommet and brackets	1 set	Php _____	Php _____
24	600(L)x2330(D)mm Wood design laminated board inclusive of grommet and brackets	1 set	Php _____	Php _____
25	600(L)x2390(D)mm Wood design laminated board inclusive of grommet and brackets	1 set	Php _____	Php _____
26	600(L)x1560(D)mm Wood design laminated board inclusive of grommet and brackets	5 sets	Php _____	Php _____
27	600(L)x810(D)mm Wood design laminated board inclusive of grommet and brackets	4 sets	Php _____	Php _____
28	600(L)x1950(D)mm Wood design laminated board inclusive of grommet and brackets	2 sets	Php _____	Php _____
Electrical Rough-ins				
29	3.5sqmm THHN/THWN Power Cable	150m	Php _____	Php _____
30	CAT5e Ethernet LAN cable	305m	Php _____	Php _____
31	4C-#22AWG Telephone Cable	150m	Php _____	Php _____
32	Surface Type Utility Box with Blank Cover	3 sets	Php _____	Php _____
33	Convenience Outlet: 1. 2-Gang Faceplate with 2-Gang Cover 2. 2-Gang Grounding Duplex Universal Receptacle, Quick Connect Terminal	14 sets	Php _____	Php _____
34	¾" x 3m Plastic Molding	2 pcs.	Php _____	Php _____
35	RJ11 Connector (For Telephone)	100 pcs.	Php _____	Php _____
36	RJ45 Connector (For LAN Cable)	100 pcs.	Php _____	Php _____
37	Electrical Tape	5 rolls	Php _____	Php _____
38	Rubber Tape	3 rolls	Php _____	Php _____
Total Price (Php) VAT inclusive				

****Should include relevant installation/service fees (See Attachment 2 for the Technical Specifications)***

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

The project shall include of the following activities:

- A. Supply of Labor, tools, delivery and Installation of Modular Partitions.
Modular partitions under the Worktop Table must include the following:
 - 1. 2-gang outlet which includes the electrical wiring inside the modular partitions
 - 2. Cable holes on tables with grommet
 - 3. Provision of LAN and Telephone Line knockout
- B. Dismantling existing modular partitions.
- C. Move and restore office equipment, tables, cabinets, etc. to give way for the installation of partitions
- D. Hauling of debris within the building premises

Bidder/s should be capable of providing the following features and capabilities or higher.

Item	Particulars	Qty	Unit
I.	Fabric with Glass Panels		
a.	1500(H)x4360(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
b.	1500(H)x3900(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
c.	1500(H)x2300(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
d.	1500(H)x2590(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
e.	1500(H)x2400(L)mm Modular partition fabric covered pads (green) 50mm thk with Glass Panel, white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
II.	Fabric Panels		
a.	1200(H)x1310(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
b.	1200(H)x570(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
c.	1200(H)x1040(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
d.	1200(H)x2350(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
e.	1200(H)x1550(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
f.	1200(H)x860(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.

g.	1200(H)x2630(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	2	Nos.
h.	1200(H)x1130(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
i.	1200(H)x1560(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4	Nos.
j.	1200(H)x2400(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4	Nos.
k.	1200(H)x650(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	6	Nos.
l.	1200(H)x810(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	4	Nos.
m.	1200(H)x1330(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
n.	1200(H)x2050(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
o.	1200(H)x2310(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
p.	1200(H)x2000(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
q.	1200(H)x1350(L)mm Modular partition fabric covered pads (green) 50mm thk white powder coated aluminum endtrims; including brackets, post, connectors and accessories to complete the work.	1	No.
III.	Worktop Table		
a.	600(L)x2350(D)mm Wood design laminated board inclusive of grommet and brackets	1	No.
b.	600(L)x2330(D)mm Wood design laminated board inclusive of grommet and brackets	1	No.
c.	600(L)x2390(D)mm Wood design laminated board inclusive of grommet and brackets	1	No.
d.	600(L)x1560(D)mm Wood design laminated board inclusive of grommet and brackets	5	Nos.
e.	600(L)x810(D)mm Wood design laminated board inclusive of grommet and brackets	4	Nos.
f.	600(L)x1950(D)mm Wood design laminated board inclusive of grommet and brackets	2	Nos.
IV.	Electrical Rough-ins		
a.	3.5sqmm THHN/THWN Power Cable	150	Mtrs.
b.	CAT5e Ethernet LAN cable	305	Mtrs.
c.	4C-#22AWG Telephone Cable	150	Mtrs.
d.	Surface Type Utility Box with Blank Cover	3	Sets
e.	Convenience Outlet: 1. 2-Gang Faceplate with 2-Gang Cover 2. 2-Gang Grounding Duplex Universal Receptacle, Quick Connect Terminal	14	Sets
f.	¾" x 3m Plastic Molding	2	Nos.
g.	RJ11 Connector (For Telephone)	100	Pcs.
h.	RJ45 Connector (For LAN Cable)	100	Pcs.
i.	Electrical Tape	5	Rls.
j.	Rubber Tape	3	Rls.



Delivery Terms:

1. Delivery of shall be made thirty (30) days upon receipt of Notice to Proceed or Purchase Order.
2. Delivery site is SEC Legazpi Extension Office 2F & 3F RDC Prime Bldg. 1, Landco Business Park, Barangay Capantawan, Legazpi City

Miscellaneous Provisions:

1. Installation should be performed by the winning bidder's certified technical personnel upon arrival and delivery of equipment.
2. All moving items/parts (chairs, tables, furniture, etc.) with mechanism failure, defective construction, faulty joints and springs, must be covered by a full parts and labor warranty and/or replacement warranty for a period of one (1) year from the date of delivery and installation.
3. Lifetime Service Repair for all fixed items (modular partitions, doors, etc.)

I hereby certify that _____ is compliance with the above Technical Specifications.
Name of Company/Bidder

**Signature over Printed Name
of Representative**

Date

Omnibus Sworn Statement

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]