



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-32

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:

APP 2022	PR No.	Qty.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item No. II.G.31	202202042	1 lot	Supply of Services for the Delivery of Chairs to SEC Extension Offices	Php150,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number (please fill out Price Quotation Form: Attachment 1)  
*Note: Certificate of Platinum Membership may be submitted in lieu of the above documents*
3. Omnibus Sworn Statement (See Attachment 2)  
*[for projects with ABC above Php50,000.00]*  
Unnotarized Omnibus Sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPPB Resolution No. 09-2020

SEC Condition of Sales:

1. Delivery Schedule: Sixty (60) Calendar days from receipt of approved NTP/PO
2. Validity: Sixty (60) calendar days from submission of bid

Award of contract shall be made to the bidder with the lowest quotation for the subject services 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 March 30, 2022 (Wednesday)** 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](mailto:fpbaluyot@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.**  
Chairman, BAC

**PRICE QUOTATION FORM**  
**RFQ No. 2022-SVP-32**

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 Description	Qty / Unit	Unit Price (Php)	Total Price, VAT Inclusive (Php)
1	Supply of Services for the Delivery of Chairs to SEC Extension Offices  <i>(See attachment 3 for Technical Specifications)</i>	1 lot	Php _____	Php _____
	<b>TOTAL</b>			<b>Php _____</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 : \_\_\_\_\_  
 PhilGEPS Registration Number : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

**Omnibus Sworn Statement (Revised)**

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 Unified 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 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. *[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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**[Jurat]**

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

**AUTHORITY OF SIGNATORY  
(For Corporation)**

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at \_\_\_\_\_, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

"RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

PRINTED NAME/SIGNATURE  
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

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**AUTHORITY OF SIGNATORY**  
**(For Sole Proprietor/Partnership)**

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];
2. As the Sole Proprietor/Managing Partner 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];
3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project]

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

PRINTED NAME/SIGNATURE

SUBSCRIBED AND SWORN TO before me in the City of \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

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### Technical Specification

#### I. Project Title

Delivery of Chairs at SEC Extension Offices

#### II. Requirements

A. Delivery Eighty-Nine (89) units Chairs

#### III. Objective

To deliver Eighty-Nine (89) units Chairs from the SEC Head Office to all SEC Extension Offices

#### IV. Item Specifications

Bidder should be capable of providing delivery services for the following items:

- Eighty-Nine (89) units of Executive Chair – Medium Back (Employees)

Seat Material:	Polyurethane
Color:	Black
Backrest:	Low Back
Armrest:	Yes, Polyurethane
Frame Type:	Polypropylene
Base Type:	Sled Base Cantilever
Base Material:	Polypropylene Base
Base Capacity:	Minimum of 200 kgs
Chair Seating Capacity:	80 kgs
Mechanism Type:	Spring Mechanism/Simple Fixed Type
Dimension (HxWxD):	940 x 640 x 650mm

#### V. Bidders Liability

The bidder is liable for the loss of or damage to the goods, incurred during the delivery phase of the project. The said liability is equivalent to the total amount and quantity of the loss/damaged goods subject for replacement within sixty (60) days upon receipt of a written report.

#### VI. Delivery Schedule

Delivery of Eighty-Nine (89) units Chairs, within sixty (60) days upon receipt of notice to proceed.

Qty	Office	Address
9 units	<b>Bacolod Extension Office</b>	P. Hernaez St. Extension, Brgy. Taculing, Bacolod City
7 units	<b>Baguio Extension Office</b>	3/f Newtown Square, Navy Base Road, Baguio City
7 units	<b>Cagayan De Oro Extension Office</b>	SEC Building, 14 <sup>th</sup> St. cor. Tomasaco Del Lara St., Cagayan De Oro City

15 units	<b>Davao Extension Office</b>	SDC Bldg, Ma-a Road, Brgy. Ma-a, Davao City
17 units	<b>Cebu Extension Office</b>	SEC Bldg. V. Rama Ave., Guadalupe, Cebu City
7 units	<b>Legazpi Extension Office</b>	2nd Floor RDC Primeland Bldg., 1 Landco Business Park, Brgy. Capantawan, Legazpi City
12 units	<b>Iloilo Extension Office</b>	SEC Bldg., Gen. Hughes St., Iloilo City
8 units	<b>Tarlac Extension Office</b>	2/f Legislative Bldg., Tarlac City
7 units	<b>Zamboanga Extension Office</b>	SEC Building, San Jose Panigayan St., Zamboanga City

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 : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Position : \_\_\_\_\_