



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-52

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.23 | 202205151 | 1 Lot | Supply and Delivery of Drinking Water of SEC Employees for Head Office <i>(Please see Attachment II for the Technical Specifications)</i> | Php 420,000.00 |

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
Note: Certificate of Platinum Membership may be submitted in lieu of above documents
3. Omnibus Sworn Statement (See Attachment III) with attached notarized Secretary's Certificate for Corporation and Special Power of Attorney for Sole Proprietor

SEC Condition of Sales:

1. Delivery Schedule: Supply of Purified Water-twice a week (Wednesday and Friday) Hot and Cold Water Dispenser – within fifteen (15) calendar days from receipt of approved NTP/PO
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: 3/F Secretariat Bldg., 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 I) and eligibility documents is not later than **5:00 P.M. of June 7, 2022 (Tuesday)** 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.


ARMANDO A. PAN, JR.
BAC Chairman

PRICE QUOTATION FORM
RFQ No. 2022-SVP-52

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) |
|----------|---|------|------------------|----------------------------------|
| Lot 1 | Supply and Delivery of Drinking Water of SEC Employees for Head Office <i>(See Attachment II for the Technical Specifications)</i> | 1.00 | Php _____ | Php _____ |
| | 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. : _____

Project: Supply and Delivery of Drinking Water for SEC Head Office

Schedule of Requirements

| Item No. | Description | Quantity | Delivery Schedule |
|----------|--|--|---|
| 1 | Supply and Delivery of Purified Drinking Water | 11,424 bottles of 5 gallons or (at least 238 bottles/week) | Twice a week; weekly total of 238 bottles of purified drinking water (Wednesday and Friday) |
| 2 | Hot and Cold Water Dispenser | 45 units | Within fifteen (15) calendar days from receipt of PO/NTP |

Note: Indicative number and for bidding purposes only. The GSD may increase/decrease the supply of purified drinking water for any reason, and in such event, there shall be a corresponding increase/decrease of such sum as may be agreed upon by the parties, provided that the resulting cost of said increase shall not exceed the ABC.

I hereby certify to comply with the above Schedule of Requirements.

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Date : _____
Company Name: _____
Contact No. : _____

Attachment II

TECHNICAL SPECIFICATIONS

| Supply and Delivery of Drinking Water for SEC Employees of Head Office | | |
|--|---|-------------------------|
| Product Specifications: Bidder should be able to provide the following features and capabilities or higher | | |
| Item No. | Particulars | Statement of Compliance |
| 1 | Purified drinking water | |
| 2 | Minimum of Sixteen (16) stages of purification/filtration process | |
| 3 | Content: 5 gallons per bottle | |
| 4 | Shape and quality of bottle round and polycarbonate resin type (brand new) | |
| 5 | Provision for closed delivery van/truck | |
| 6 | Forty-five (45) units of brand- new hot and cold water dispensers with the following specifications: Power Source: 220v/60 Hz Rated Input power (heating): 500W Rated Input Power (cooling): 80W Refrigerate/pout: R12/42g | |
| 7 | Manual monthly cleaning of hot and cold water dispensers | |
| 8 | Automated water refilling process, pressurized cleaning and disinfecting of empty bottles | |
| 9 | Monthly submission of Microbiological Water Test Laboratory Certificate and semi-annual submission of Chemical and Physical Water Test Laboratory Certificate from a water-testing laboratory duly accredited by the Department of Health (DOH) or the Food and Drug Administration (FDA) | |
| 10 | Random sampling water samples done not more than twelve (12) times within the contract period, which shall be jointly conducted by the supplier and the SEC and sent to an accredited water-testing laboratory with costs chargeable to supplier | |
| 11 | Sanitary Permit/s for the duration of the contract | |
| 12 | One (1) on- call technician to repair defective water dispensers with response time of not more than twenty-four (24) hours from verbal or written notification In the event that the defective water dispenser cannot be repaired on site, the supplier shall provide a temporary replacement unit Water dispensers beyond repair shall be replaced with new units within 24 hours | |

I hereby certify to comply with the above Technical Specifications

AUTHORIZED REPRESENTATIVE:

| | | |
|--------------|---|-------|
| Signature | : | _____ |
| Printed Name | : | _____ |
| Date | : | _____ |
| Company Name | : | _____ |
| 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

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

**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.

NOTARY PUBLIC

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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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