



BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION
AMP No. 2023-055

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement** through **Shopping** for the lot below in accordance with **Section 52.1(b)** of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot	Description	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
1	Supply and Delivery of Genuine Toner Brother TN-3478 Black <i>See Attachment 3 for Technical Specifications</i>	First Tranche: 60 pieces on or before 31 July 2023. Second Tranche: 59 pieces on or before 31 October 2023. (Subject to change upon the issuance of notice)	Php 844,900.00

Delivery Place: The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit **Price Quotation (use Attachment 1)**, and sign and accomplish **Terms of Reference (use Attachment 3)**, on or before the deadline.

Only the awardee shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit; and
2. PhilGEPs Registration Number;

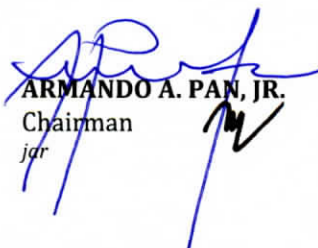
Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*

Other terms and conditions are stated under Attachment 2 which forms part of this RFQ.

Submission of duly signed Price Quotation Form and other documents shall not later than **10:00 AM of 06 June 2022 (Tuesday)** at the Procurement Division, 7F, SEC Headquarter, Makati Avenue, Makati City. Submission may be done electronically or via email (jamroa@sec.gov.ph).

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
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PRICE QUOTATION FORM
AMP No. 2023-055

Date: _____

THE BIDS AND AWARDS COMMITTEE c/o
PROCUREMENT DIVISION
7th Floor, SEC Headquarters, Makati Avenue
Makati 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 lot identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	119 pcs	Supply and Delivery of Genuine Toner Brother TN-3478 Black <i>Please see Technical Specifications (Attachment 3) for more details</i>	P _____	P _____
TOTAL				P _____

AMOUNT IN WORDS: _____

_____ (VAT inclusive)

The above-quoted price is inclusive of all costs and applicable taxes.

I hereby certify that the statements of compliance to the foregoing technical specification are true & correct.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications,
9. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed for day of delay. The SEC shall rescind the contract once the commutative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

TECHNICAL SPECIFICATIONS

GENERAL DESCRIPTION	STATEMENTS OF COMPLIANCE
Genuine Toner Brother TN-3478 Black	
Quantity: 119 pcs	
Packaging: Biodegradable or Recyclable	

I hereby certify to comply with the above Technical Specifications.

AUTHORIZED REPRESENTATIVE

Signature : _____

Printed Name : _____

Date : _____

Company Name : _____

Contact No. : _____