



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-108 (Shopping)

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Shopping** for the lot below in accordance with Section 52 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 HP Printer Consumables	Within fifteen (15) days upon receipt of Purchase Order	Php 442,000.00

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

Interested suppliers are required to submit **Price Quotation (use Attachment 1)** 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;
2. PhilGEPS Registration Number; and
3. Certification from HP Philippines that the bidder is an authorized reseller/distributor

Note:

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

Other terms and conditions are stated under Attachment 3 which forms part of this RFQ.

Submission of duly signed Price Quotation Form and other documents shall not later than **12:00 N.N of October 18, 2023 (Wednesday)** at the Procurement Division, 7F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, Makati City. Submission may be done electronically or via email (jnnuada@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
/jnn

PRICE QUOTATION FORM
AMP No. 2023-108 (Shopping)

Date: _____

THE BIDS AND AWARDS COMMITTEE
 c/o PROCUREMENT DIVISION
 7th Floor, The SEC Headquarters, 7907
 Makati Avenue, Salcedo Village, Bel-air
 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:

Item No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
1	3	Toner HP W2040A black*	P _____	P _____
2	3	Toner HP W2041A cyan*	P _____	P _____
3	3	Toner HP W2042A yellow*	P _____	P _____
4	3	Toner HP W2043A magenta*	P _____	P _____
5	60	Toner HP CE285A black*	P _____	P _____
6	12	Imaging Drum HP CE314A*	P _____	P _____
TOTAL				P _____

**must be manufactured in 2023*

AMOUNT IN WORDS:

_____ (VAT inclusive)

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

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 thirty (30) calendar days from the date of submission.
3. Price quotation/s which shall be 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 Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Quotation (for consulting services).
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 accepted technical proposal and specified in the Notice of Award.
8. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.
9. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the LCRQ.
11. **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.**
12. 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 and other Requirements

Product's/Service's General Description	Supply and Delivery of Genuine HP Printer Consumables	Statement of Compliance <i>(please state "comply" or "not comply")</i>
Technical Requirements	<ul style="list-style-type: none"> • Must be year 2023 manufactured 	
Intended application	<ul style="list-style-type: none"> • For official use of the Commission 	
Packaging	<ul style="list-style-type: none"> • Manufacturer's Standard 	
Marking and Labelling	<ul style="list-style-type: none"> • Manufacturer's Standard 	
Evidence and Verification	<ul style="list-style-type: none"> • No evidence required 	
Green Specifications	<ul style="list-style-type: none"> • Outer box/carton box, must be recyclable in the Philippines. 	
Warranty	<ul style="list-style-type: none"> • Manufacturer's Standard 	
Supplier	<ul style="list-style-type: none"> • Must be HP Philippines authorized reseller 	
Delivery	<ul style="list-style-type: none"> • Within fifteen (15) days upon receipt of Purchase Order 	
Place of Delivery	<ul style="list-style-type: none"> • The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209 	

I hereby certify that the statement of compliance for the foregoing technical specifications are true and correct.

Authorized Representative:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

