

BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of quotations for the following requirements in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Supply and Delivery Various Office Supplies  <i>See Annex B for Technical Specifications</i>	1 lot	Php 110,000.00

<b>Mode of Procurement</b>	Shopping  (Section 52.1b of the Implementing Rules and Regulations of Republic Act No. 9184)				
<b>Reference Number</b>	AMP No. 2024-011				
<b>Procurement Schedules</b>	<table> <tr> <td>Advertisement</td> <td>23 January 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td>29 January 2024 10:00 A.M.</td> </tr> </table>	Advertisement	23 January 2024	Deadline to Submit Quotation	29 January 2024 10:00 A.M.
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Deadline to Submit Quotation	29 January 2024 10:00 A.M.				
<b>Submission of Quotation</b>	<p>Manual Procurement Division, 7<sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.</p> <p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><i>Name of the Bidder</i> <i>Address of the Bidder</i> <i>Contact Information</i></p>				



	<p><i>The Project (see Description Above) and Reference Number</i> <i>Deadline to Submit Quotation</i></p> <p>Electronic Electronic submission shall be made through email at nmdelasalas@sec.gov.ph</p>
<b>Delivery Period</b>	Within fifteen (15) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
<b>Delivery Place</b>	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A); and
2. **Technical Specifications** (use Annex B)

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.

The bidder with the single or lowest calculated and responsive quotation, or 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;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney *[for projects with ABC above Php 50,000.00]*; and
4. Latest Income Tax Return *[for projects with ABC above Php 500,000.00]*.

*Notes:*

- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link:  
<https://www.sec.gov.ph/procurement/prescribed-templates/>.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.

3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
7. 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.
8. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. 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.
10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.



**ARMANDO A. PAN, JR.**  
Chairman  
/nmd

**PRICE QUOTATION FORM**  
Reference No. AMP No. 2024-011

Date: \_\_\_\_\_

**The Chairman**  
**BIDS AND AWARDS COMMITTEE**

Procurement Division, 7th Floor  
The SEC Headquarters, 7907 Makati Ave.,  
Salcedo Village, Brgy., 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:

<b>Item No.</b>	<b>QTY</b>	<b>Technical Specifications/ Terms of Reference / Description</b>	<b>Unit Price</b>	<b>Total Price (inclusive of all taxes)</b>
1	50	Flash Drive,16GB capacity, USB version 2.0 port compatible, plug-n-play	P _____	P _____
2	2,400	Ballpen 0.5mm ball tip, smooth writing, black	P _____	P _____
3	2,400	Ballpen 0.5mm ball tip, smooth writing, blue	P _____	P _____
4	100	Ballpen 0.5mm ball tip, smooth writing, red	P _____	P _____
5	240	Tape packaging, color: tna/brown, width (+/-1mm) 48mm, usable length: 50 meters (min)	P _____	P _____
6	50	Magazine File Box, large, with finger ring and window for labelling purpose, color: green, blue or red	P _____	P _____
7	500	Notepad, stick-on, size: 76mm x 76mm/3" x 3 (min) 100 sheets per pad, assorted colors	P _____	P _____
8	500	Sign Pen, black,0.5mm	P _____	P _____



9	500	Sign Pen, blue, 0.5mm	P _____	P _____
			<b>TOTAL</b>	P _____

**AMOUNT IN WORDS:**

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Brand and/or Model of the item being Offered:

Item No.	Technical Specifications/ Terms of Reference / Description	Brand and/or Model
1	Flash Drive,16GB capacity, USB version 2.0 port compatible, plug-n-play	
2	Ballpen0.5mm ball tip, smooth writing, black	
3	Ballpen0.5mm ball tip, smooth writing, blue	
4	Ballpen0.5mm ball tip, smooth writing, red	
5	Tape packaging, color: tna/brown, width (+/-1mm) 48mm, usable length: 50 meters (min)	
6	Magazine File Box, large, with finger ring and window for labelling purpose, color: green, blue or red	
7	Notepad, stick-on, size: 76mm x 76mm/3" x 3 (min) 100 sheets per pad, assorted colors	
8	Sign Pen, black,0.5mm	
9	Sign Pen, blue, 0.5mm	

(If the Offer has no brand and/or Model, attach in the Quotation proof of offer, in the form of brochure, unamended sales literature, or any equivalent document.)

The above-quoted price is inclusive of all costs and applicable taxes. **In case of discrepancy between the amount in figures and the amount in words, the latter shall prevail.**

Very truly yours,

**Authorized Representative**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

e-Mail Address: \_\_\_\_\_



## TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

<b>Product's/Service's General Description</b>	Supply and Delivery of Various Office Supplies		
<b>Technical Requirements</b>	<ol style="list-style-type: none"> <li>1. Flash Drive, 16GB capacity, USB version 2.0 port compatible, plug-n-play</li> <li>2. Ballpen, 0.5mm ball tip, smooth writing, black</li> <li>3. Ballpen, 0.5mm ball tip, smooth writing, blue</li> <li>4. Ballpen, 0.5mm ball tip, smooth writing, red</li> <li>5. Tape, packaging, color: tan/brown, width (+/- 1mm) 48mm, usable length: 50 meters (min)</li> <li>6. Magazine File Box, large, with finger ring and window for labelling purpose, color: green, blue or red</li> <li>7. Notepad, stick-on, size: 76mm x 76mm/3" x 3" (min) 100 sheets per pad, assorted colors:</li> <li>8. Sign Pen, black, 0.5mm</li> <li>9. Sign Pen, blue, 0.5mm</li> </ol>	<p>50</p> <p>2,400</p> <p>2,400</p> <p>100</p> <p>240</p> <p>50</p> <p>500</p> <p>500</p> <p>500</p>	<p>Pieces</p> <p>Pieces</p> <p>Pieces</p> <p>Pieces</p> <p>Rolls</p> <p>Pieces</p> <p>Pads</p> <p>Pieces</p> <p>Pieces</p>
<b>Intended application</b>	<ul style="list-style-type: none"> <li>• For official use of the Commission</li> </ul>		
<b>Packaging</b>	<ul style="list-style-type: none"> <li>• Manufacturer's Standard</li> </ul>		
<b>Marking and Labelling</b>	<ul style="list-style-type: none"> <li>• Manufacturer's Standard</li> </ul>		
<b>Evidence and Verification:</b>	<ul style="list-style-type: none"> <li>• No evidence required</li> </ul>		
<b>Green Specifications</b>	<ul style="list-style-type: none"> <li>• Outer box/Carton box, must be recyclable in the Philippines.</li> </ul>		
<b>Warranty</b>	<ul style="list-style-type: none"> <li>• Manufacturer's Standard</li> </ul>		
<b>Delivery</b>	Within fifteen (15) calendar days		

