



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
Davao Extension Office

3F AMYA II Bldg., Quimpo Blvd., Matina, Davao City
Tel No. (082) 298-1893; Fax No. (082) 298-0012

REQUEST FOR QUOTATION

The Securities and Exchange Commission-Davao Extension Office (SEC-DEO), through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement (Small Value Procurement) for the project, Janitorial and Cleaning Service Agreement for three (3) years, in accordance with Section 53.9 of the Revised Implementing Rules and Procedure of Republic Act. No. 9184.

Name of Project : Janitorial and Cleaning Service Agreement for three (3) years
Location : SEC Davao Extension Office, 3F AMYA II Bldg., Quimpo Blvd., Matina, Davao City
Brief Description : Furnishing/Rendering of Janitorial and Cleaning Services for SEC-DEO by Three (3) Janitorial and Cleaning Personnel at Eight (8) Hours Duty per Personnel by a Qualified Manpower Agency
Approved Budget : Four Hundred Thousand Pesos (P400,000.00) for the Contract per year
Contract Duration : March 01, 2012 to February 28, 2015

Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the project. A complete set of quotation documents may be obtained by interested proponents on February 01, 2012 from the BAC Secretariat at the 3F AMYA II Bldg., Quimpo Blvd., Matina, Davao City. Moreover, Eligibility documents to be submitted are two (2) copies of the following:

- Certified True Copy of the bidder's Securities and Exchange Commission Registration Certificate, Articles of Incorporation and By-Laws or approved amendments thereto; or DTI Certificate of Registration; or Articles of Partnership;
- SEC Certificate of Good Standing;
- Current and Valid Business Permit;
- SSS Clearance;
- Latest Audited Financial Statements;
- List of clients served;
- Company's Profile.

The sealed bid shall be signed by the bidder's authorized representative on the pages requiring his/her signature and initialed on each and every page thereof. Bid security shall be in the amount of Eight Thousand Pesos only (P8,000.00) in the form of cash, cashier's or manager's check.

The deadline for submission of eligibility requirements and quotation documents is on or before **February 17, 2012 at 10:00 A.M.** at the 3F AMYA II Bldg., Quimpo Blvd., Matina, Davao City and opening of bids will be held immediately thereafter. **Late submissions shall not be accepted.**

The forms, which are part of the quotation documents, shall be the same forms to be submitted by the proponents for their compliance with the schedule of requirements, technical specifications, and financial proposal submission sheet. Non-compliance therewith shall be a ground for disqualification.

The proponent determined to have the Lowest Calculated Bid shall be required to furnish the BAC the certificate of PhilGEPS Registration within three (3) calendar days from receipt of notice thereof together with the following:

Latest Income and Business Tax Return per Revenue Regulation 3-2005:

- a) 2011 Income Tax Return and proof of payment (2010 if 2011 is not yet available)
- b) VAT Return (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) and proof of payment covering the months of July to December 2011.

Proofs of Payment are as follows:

- a) EFPS confirmation receipt or bank issued payment confirmation receipt or;
- b) BIR payment confirmation receipts / status

SEC-DEO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For inquiry, you may call the BAC Secretariat at telephone no. (082) 298-1893.

Very truly yours,

ATTY. DOLORES T. SO, CPA
Chairman, BAC