



Bids and Awards Committee

**REQUEST FOR QUOTATION (RFQ) No. 2017- 011**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items 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 Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Supplemental APP 2017-1	201704083	Catering Services for Commission Wide Training Program (Capability Building and Collaboration Program).  Please see attached Technical Specifications.	<b>Php 635,000.00</b>

Interested suppliers are required to submit the following documents:

1. *Valid Mayor's Permit*
2. *Proof of PhilGEPS Registration*
3. *Latest Income/Business Tax Return (for ABC above Php 500,000.00 only)*
4. *Omnibus Sworn Statement (Attachment 2)*

SEC Condition of Sale:

1. *Delivery Schedule: upon receipt of approved Contract/NTP*
2. *Bid Validity: Sixty (60) calendar days from submission of bids*
3. *Delivery Site: To be Announced*


Award of contract shall be made to the lowest quotation for the subject goods which comply 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 1) and eligibility documents is not later than **10:00 A.M. of April 18, 2017** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330.

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.

  
**EMMANUEL Y. ARTIZA**  
Chairman, BAC

## PRICE QUOTATION FORM

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

The Bids and Awards Committee  
 c/o Procurement Division  
 3<sup>rd</sup> 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 quotation for the item/s identified below:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	Catering Services for Commission Wide Training Program (Capability Building and Collaboration Program). Please see attached Technical Specifications.	1 lot	P _____	P _____

AMOUNT IN WORDS: \_\_\_\_\_

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

Very truly yours,

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name : \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Company Name : \_\_\_\_\_  
 Contact no. : \_\_\_\_\_

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**Omnibus Sworn Statement**


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REPUBLIC OF THE PHILIPPINES    )  
 CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

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 of [ Name of Bidder] with office address at of *[Name of Bidder] [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 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]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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:* I am 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, 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;

*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. I 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.

IN WITNESS WHEREOF, I hereunto set my hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_, Philippines. \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant  
exhibiting to me his/her \_\_\_\_\_ *(Government issued ID name, number and validity date)*

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

*[JURAT]*

## TECHNICAL SPECIFICATIONS

### CATERING SERVICES FOR SEC CAPABILITY BUILDING AND COLLABORATION PROGRAM

**Date:** 24-26 April 2017

#### **Meal Requirements:**

Day 1-  
Monday, 24 April 2017  
No of pax: 420  
AM snacks\*/Buffet lunch/PM snacks\*  
with flowing coffee and water

Day 2-  
Tuesday, 25 April 2017  
No of pax: 430  
AM snacks\*/Buffet lunch/PM snacks\*  
with flowing coffee and water

Day 3-  
Wednesday, 26 April 2017  
No of pax: 420  
AM snacks\*/Buffet lunch/PM snacks\*  
with flowing coffee and water

With Buffet set-up for lunch

- Tables and chairs
- Use of dish warmers
- Complete dinnerware, flatware and beverage ware

Professionally trained waiters in uniform

\*packed snacks