



## Bids and Awards Committee

### REQUEST FOR QUOTATION (RFQ) No. 2018- 035

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 2018 APP Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
III.K.1	201809172	Courier Services of SEC Head Office for a period of one (1) year  See Attachment 2 for minimum Technical Specifications	Php1,000,000.00

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (to be submitted upon award) (Attachment 3)

SEC Condition of Sale:

1. Delivery Schedule: Fifteen (15) calendar days from receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3<sup>rd</sup>/F Secretariat Building, PICC Complex, Pasay City

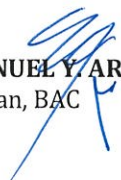
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

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 November 12, 2018** 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**  
**RFQ. 2018-35**

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	Courier Services of SEC Head Office for a period of one (1) year  See Attachment 2 for minimum 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. : \_\_\_\_\_

## **TECHNICAL SPECIFICATIONS**

### **COURIER SERVICES OF SEC HEAD OFFICE**

#### **I. RATIONALE**

Based on the requirements of the SEC Mailing Unit, to cope with the demand by SEC Department, there is a need to ensure that all documents are mailed and delivered on time as required.

To address these requirements there is a need to enter into a Service Agreement with a Courier Service Provider that will handle the mailing of SEC that requires immediate/fast delivery particularly those mails that require immediate action by the addressee.

#### **II. SPECIFICATION**

<b>Item</b>	<b>Specification</b>
<b>1.</b>	The Contractor must have a respectable track record in nationwide courier service delivery (minimum of three [3] years).
<b>2.</b>	<p>The Contractor must have the capacity to accomplish the following:</p> <ul style="list-style-type: none"> <li>a. Provide fast and dependable deliver of shipment to Client's designated consignees to any point of the Philippines covered by the Courier Service Provider zones, through CSP discount rates (please see attached rate)</li> <li>b. Provide real-time mobile or on-line document tracking systems.</li> <li>c. Provide automated e-mail and short messaging services (SMS) notification.</li> <li>d. Provide receipt tickets with records of proof of deliveries retrievable within the day. <ul style="list-style-type: none"> <li>d.1 All Proof of Deliveries (POD's) must be provided in a separate cover, one (1) week from the pick-up date.</li> </ul> </li> <li>e. Provide a clear pouch for its packaging, for easy identification of the content of each package.</li> <li>f. Provide and accept with insurance all breakable / fragile items in case of damage.</li> <li>g. (Dimension of the Box )(Volume Weight) <math>\left(\frac{L \times W \times H}{3500}\right)</math> cm to be used as basis if higher than the actual weight.</li> </ul>
<b>3.</b>	<p>INSURANCE CHARGE (IC) _____ for every _____ declared value (this only apply for non-breakable items)</p> <p>VALUATION CHARGE (VC) _____ for every _____ declared value (in case of loss)</p>
<b>4.</b>	The Contractor shall pick-up all mails/packages on a daily basis at the SEC HEAD OFFICE, Mailing Section, every 3:00 PM and shall be delivered not later than 5:00PM of the following day.
<b>5.</b>	All areas that are OUT OF SCOPE or OUT OF DELIVERY ZONE can be accepted, and subject for pick-up ONLY at the Courier Service Provider (CSP) branches. The CSP is the one to inform the respective client/receiver for their information.



<b>6.</b>	The Contractor must submit to the General Services Division a progressive report / tracking of delivery status with reasons, in case of delays, non-deliveries, open, lost or non-arrival of mails, packages and documents within 24 hours of discovery.
<b>7.</b>	The Contractor must be held liable for damages sustained by the client for losses arising from the performance of its obligation within the period agreed upon which shall not exceed the value declared by the Client in the original receipt, except for causes due to force majeure or those not due to fault or negligence if the Contractor, its employees in which case the Contractor shall not be Liable.
<b>8.</b>	The Contractor shall not transfer or assign any or all its obligation under this contract to any third party without prior written consent of the Client

I hereby certify to comply and deliver all the above requirements.

Signature : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Date : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Contract 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]*