



Bids and Awards Committee

**REQUEST FOR QUOTATION (RFQ) No. 2018-29**

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 Supply and delivery of various Furniture and Equipment for SEC Bacolod Extension Office:

S-APP 2018-4	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
o.1	201809170	Lot 1 – Tables, Chairs and Cabinets (please refer to Attachment 2 for minimum specifications)	Php 455,000.00
		Lot 2 - 5-Layer Open Shelves Steel Cabinet (please refer to Attachment 2 for minimum specifications)	Php 187,000.00

Interested suppliers are required to submit the following documents:

1. 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: Bacolod City

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 October 5, 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 X. ARTIZA**  
Chairman, BAC

**PRICE QUOTATION FORM  
(RFQ. No. 2018-29)**

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	Quantity	Unit price	Total Price (VAT Inclusive)
	Supply and Delivery of various Furniture and Equipment for SEC Bacolod Extension Office.			
Lot 1	Approved Budget for the Contract: : Php 455,000.00			
	a. Executive Table	1 unit	P _____	P _____
	b. Writing Table	9 units	P _____	P _____
	c. Mobile Pedestal, 3-Drawer	10 units	P _____	P _____
	d. 3-Drawer Lateral Cabinet	10 units	P _____	P _____
	e. Executive Chair, high back	1 unit	P _____	P _____
	f. Executive Chair, low back	9 units	P _____	P _____
	g. Visitor's Chair, fabric, low back	18 units	P _____	P _____
	h. Visitors Chair, leatherette	2 units	P _____	P _____
	i. Stackable Chair	40 units	P _____	P _____
	TOTAL		P _____	P _____
	<i>(please refer to Attachment 2 for minimum specifications)</i>			
Lot 2	Approved Budget for the Contract: : Php 187,000.00			
	a. 5-layer Open Shelves Steel Cabinet	5 units	P _____	P _____
	<i>(please refer to Attachment 2 for minimum specifications)</i>			
Note: 1. Incomplete bid for lot 1 shall not be considered 2. Contract shall be awarded by lot 3. Bidder shall submit brochure of the items being offered				

**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

Description		Minimum Specifications		Statement of Compliance
1 unit	Executive Table	Material:	High Density Fiberboard (HDF)	
		Dimension: (L x D x H)	1800 x 800 x 750 mm	
9 units	Writing Table	Material:	Melamine Faced Chipboard (MFC)	
		Dimension: (L x D x H)	1500 x 730 x 750 mm	
10 units	Mobile Pedestal 3-Drawer	Material:	Steel with Powder Coating	
		Color:	Gray/White	
		Drawers:	Three (3) Drawers with Key Lock	
		Central Lock:	One (1)	
		Pen Tray:	One (1)	
		File Divider:	One (1)	
		Castors:	Five (5)	
		Dimension: (L x D x H)	40 x 56.5 x 65.5 cm	
10 units	3-D Lateral Cabinet	Material:	High Quality Cold-Rolled Steel Plate with Epoxy Powder Coating	
		Color:	Gray/White	
		Cabinet Type:	Three (3) Drawer Horizontal File Cabinet with Key Lock, Anti-Tilt Mechanism, and Full Extension 3-Section Ball Bearing Rail	
		File Hangers:	Yes	
		Dimension: (H x W x D)	1,020 x 900 x 450 mm	
1 unit	Executive Chair High Back, with armrest	Seat Material:	Leather Upholstery	
		Color:	Black	
		Base Type & Material:	Nylon Base with Nylon Casters	
		Base Capacity:	200 kgs	
		Chair Seating Capacity:	80 kgs	
		Mechanism Type:	Tilt Lock Mechanism, 360 Degrees Swivel, Pneumatic Height Adjustment	
		Dimension (H x W x D):	930-1030 x 640mm x 650mm	
9 units	Executive Chair Low Back, with arm rest	Seat Material:	Fabric Upholstery	
		Color:	Black	
		Base Type & Material:	Nylon Base with Nylon Casters	
		Base Capacity:	200 kgs	
		Chair Seating Capacity:	80 kgs	
		Mechanism Type:	Tilt Lock Mechanism, 360 Degrees Swivel, Pneumatic Height Adjustment	
18 units	Visitor's Chair Low Back, with armrest	Seat Material:	Fabric Upholstery	
		Color:	Black	
		Frame Type:	Polypropylene	
		Base Type:	Sled Base Cantilever	
		Base Material:	Polypropylene Base	
		Base Capacity:	100 kgs	
		Chair Seating Capacity:	80 kgs	
		Mechanism Type:	Spring Mechanism/Simple Fixed Type	
		Dimension (H x W x D):	940 x 640 x 650mm	

2 units	Visitor's Chair Mid Back, with arm rest faux leather	Seat Material:	Faux Leather	
		Color:	Black	
		Frame Material:	Chrome Steel	
		Base Type:	Sled Base Cantilever	
		Base Material:	Chrome Steel	
		Base Capacity:	100 kgs	
		Chair Seating Capacity:	80 kgs	
		Mechanism Type:	Spring Mechanism/Simple Fixed Type	
		Dimension (H x W x D):	940 x 640 x 650mm	
40 units	Stackable Chair, medium back	Seat Material:	High Density Polyethylene	
		Color:	Black	
		Frame Material:	Powder coated steel	
		Base Type:	4-legged	
		Mechanism Type:	Simple Fixed Type	
		Others:	Stackable and Easy Storage	
5 units	5-layer Open Shelves Steel Cabinet	Material:	Steel/Metal	
		Color:	Gray/White	
		Cabinet Type:	Five (5) Layer - Steel Shelves	
		Laminated White Boards:	Five (5) Layers	
		Dimension: (L x D x H)	40 x 100 x 200 cm	
		Others:	DIY assembly, Heavy Duty and Easily Modified	

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

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

Address : \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** : \_\_\_\_\_

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

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

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

## 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]*