



Republic of the Philippines
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills, Mandaluyong City, Metro Manila
Tel No. 584-5330; Fax No. 584-5608
Bids and Awards Committee

August 17, 2015

REQUEST FOR QUOTATION (RFQ) No. 2015-039

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 item/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 you to submit a price quotation for the subject below:

PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
15-07-130	Supply of labor, materials and equipment for the re-location of three (3) units Split Type, Floor Mounted, 2 units 5TR & 1 unit 3TR) Air-conditioner	Php 80,000.00

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

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) **on or before August 28, 2015** at the Procurement Division, 4th Floor, SEC Building. Open submission may be done, manually or through Facsimile No. 584-5330. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

Purchaser’s Minimum Requirements for the Prospective Bidders:

1. Delivery Schedule: Fifteen (15) calendar days from receipt of approved WO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: General Services Division, 4th Floor, SEC Building, Mandaluyong City

Interested supplier/service provider is required to submit the following documents: (1) Valid Mayor’s Permit, (2) PhilGEPS Registration Certificate.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

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 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.


JUSTINA F. CALLANGAN
Chairperson

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Securities and Exchange Commission
 SEC Bldg, EDSA, Greenhills, Mandaluyong City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our financial proposal for the items identified below:

ITEM NO.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1	Supply of labor, materials and equipment for the re-location of three (3) units Split Type, Floor Mounted, 2 units 5TR & 1 unit 3TR) Air-conditioner Please see attachment 2 for Scope of Works	1 lot	Php _____	Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

- We undertake, if our Quotation or bid is accepted, to deliver the above goods within Fifteen (15) calendar days from receipt of Notice to Proceed (NTP) or Work Order (WO).
- We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
- We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
- The above-quoted price is inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

Project: Supply of labor, materials and equipment for the re-location of three (3) units Split type, Floor mounted, (2 units 5TR & 1 unit 3TR) Air-conditioners

Project Duration: 15 calendar days

Warranty: 3 months from acceptance

SCOPE OF WORKS:

1. Dismantle, haul and re-locate two (2) Aircon units located at the **11th floor (CGFD)**, 5TR & 3TR, Split type Floor mounted, both Indoor & Outdoor units including copper tubes and electrical accessories (breaker).
2. Re-install the two Aircon units, 5TR at the **3rd floor (Medical/Dental Clinic)** & 3TR at the **7th floor (Server Room)**, indoor and outdoor units including refrigerant lines and breakers.
3. Dismantle one (1) Aircon unit located at the **4th floor (Treasury)**, 5TR, Split type Floor mounted and re-install within the area
4. Supply of labor, tools and equipment needed for the project.
5. Provide condensate PVC drain line including fittings, rubber insulation tubes & wrapping of polyethelene tapes of the refrigerant lines. Chipping of walls and restoration of the damaged areas.
6. Supply and installation of electrical wirings and conduit from the main breaker to the breaker of the outdoor units.
7. Fabrication and installation of hangers & supports (angular bars) for the outdoor units
8. General cleaning of evaporator and condensing coils including flushing of the system.
9. Leak testing, vacuuming of the system and charging of freon 22.
10. Start-up & commissioning.

Supplies and materials to be supplied by the SEC:

1. Use existing copper tubes
2. Refrigerant 22

NOTES:

1. Potential Contractors are advised to conduct site inspection and verification of the **Scope of Works** and the supplies and materials available at SEC.
2. Any additional materials/supplies and other consumables needed for the re-installation shall be provided by the contractor.



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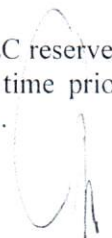
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