



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*

May 12, 2016

**REQUEST FOR QUOTATION (RFQ) No. 2016-012**

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 submission of a price quotation for the subject below:

PR Nos.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT
2016-04062	1 lot	Supply of Labor, Materials and Equipment for the Repair and Refurbishing of SEC Cagayan De Oro Extension Office	Php 499,830.65

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.

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) **on or before May 27, 2016** at the Procurement Division, 4<sup>th</sup> 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. PCAB License: At least Small A with Category "Trade"
2. Contract Duration: Thirty (30) Calendar Days from receipt of approved NTP
3. Bid Validity: Sixty (60) Calendar Days from submission of bid
4. Delivery Site: SEC-Cagayan De Oro Extension Office, Tomasaco del Lara St., Cagayan De Oro City
5. Interested suppliers/service providers are required to submit proof of PhilGEPS Registration

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.

  
**JOSE P. AQUINO-**  
Chairman, BAC

## SCHEDULE OF REQUIREMENTS

Project Description	Project Duration
Supply of Labor, Materials and Equipment for the Repair and Refurbishing of SEC Cagayan De Oro Extension Office	Thirty (30) Calendar Days from receipt of approved NTP

**PLACE OF DELIVERY:**

SEC-Cagayan De Oro Extension Office, Tomasaco del Lara St., Cagayan De Oro City

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

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

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

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

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

Printer name : \_\_\_\_\_

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

**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 are 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 Repair and Refurbishing of SEC Cagayan De Oro Extension Office.	1 lot	Php _____	Php _____

**AMOUNT IN WORDS:**

\_\_\_\_\_ (VAT inclusive)

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within thirty (30) calendar days from receipt of Notice to Proceed (NTP) or Purchase Order (PO).
3. 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.
4. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of goods delivered.
5. The above-quoted prices are inclusive of all costs and applicable taxes.

**AUTHORIZED REPRESENTATIVE:**

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

**BILL OF QUANTITIES**

We, \_\_\_\_\_, agree to furnish labor, tools, equipment and materials for the Repair and Refurbishing of SEC Cagayan De Oro Extension Office.

Item No.: 1.00  
 Item of Works: ROOFING

**A.] MATERIALS COST**

Description	Unit	Qty	Unit Rate	Cost
2"X6"X1.5mm thk C-Purlins	kgs	240.00		
2"x4"x1.5mm thk C-Purlins	kgs	100.00		
2"x3"x0.90mm thk C-purlins	kgs	880.00		
Red Oxide	gals	2.00		
Welding Rod #11	boxes	2.00		
Paint Brush #2	pcs	4.00		
LPG	cyl	1.00		
Oxygen	cyl	3.00		
Chalkstone	pcs	5.00		
tekscrew	pcs	1350.00		
<i>Sub-Total</i>				

**MANPOWER**

**B.]**

Description	Number	# of Hrs	Hourly Rate	Cost
Tinsmith	2	104.00		
skilled laborer	2	104.00		
<i>Sub-Total</i>				

**EQUIPMENT**

**C.]**

Number	Description	# of Hrs	Rate	Cost
1	Electric Drill	48.00		
1	Welding Machine	48.00		
1	Grinder	48.00		
<i>Sub-Total</i>				

Item No.: 2.00  
 Item of Works: CARPENTRY WORKS(Ceiling)

**A.] MATERIALS COST**

Description	Unit	Qty	Unit Rate	Cost
4.5mmx4'x8' hardiflex board	shts	82.00		
1"x1" x 8' wall angle	pcs	67.00		
1"x2" x 16ft double furring (.4mm thk.)	pcs	139.00		
1/2"x11/2"x5m carrying channel	pcs	30.00		
hardiscrew	pcs	997.00		
<i>Sub-Total</i>				

**B.] MANPOWER:**

Description	Number	# of Hrs	Hourly Rate	Cost
Carpenter	3	96.00		
Laborer	2	96.00		
<i>Sub-Total</i>				

**C.] EQUIPMENT**

Number	Description	# of Hrs.	Rate	Cost
Drill		1	72.00	
Cutter		1	72.00	
<b>Sub-Total</b>				

Item No.: 3.00  
Item of Works: Painting Works

**A.] MATERIALS COST**

Description	Unit	Qty	Unit Rate	Cost
Body Filler	gals	8.00		
Concrete putty	gals	2.00		
Acrylic waterproofer sealer	kgs	12.00		
semi-gloss latex	gals	15.00		
Semi gloss quick dry enamel	gals	8.00		
Primer	gals	18.00		
lacquer thinner	gals	20.00		
waste cotton pads	kilos	18.00		
assorted sand paper	pcs	50.00		
paint roller brush w/ handle 9"	pcs	10.00		
masking tape 1"	rolls	30.00		
paint brush	pcs	10.00		
<b>Sub-Total</b>				

**B.] MANPOWER:**

Description	Number	# of Hrs	Hourly Rate	Cost
Painter	4	57.00		
Skilled laborer	4	57.00		
<b>Sub-Total</b>				

Item No.: 4.00  
Item of Works: Construction of Comfort Room

**A.] MATERIALS COST**

Description	Unit	Qty	Unit Rate	Cost
CHB 4"	pcs	250.00		
pozzolan cement	bags	20.00		
washed sand	cu.m.	2.00		
10mm dia. x 6m def. rsb	lengths	13.00		
ga. 16 tie wire	kgs	1.00		
portland cement	bags	15.00		
16"x16" floor tiles	pcs	16.00		
Tile Adhesive	bags	2.00		
Bronze Nosing	lghts	2.00		
Grout (2kgs/pk)	pack	2.00		
Toilet Bowl	pc	1.00		
Kitchen Sink w/ Fittings	set	1.00		
Faucet Quality Plastic	pcs	2.00		
Gate Valve 1/2	pc	1.00		

PVC Pipes 2" x 10'	pcs	2.00		
PVC Pipes 4" x 10'	pcs	3.00		
Floor Drain 4" x 4" w/ P-Trap	set	1.00		
Miscellaneous, PVC Elbow, Solvent, ,uPVC( No meter)	lot	1.00		

**Sub-Total**

**B.] MANPOWER:**

Description	Number	# of Days	Daily Rate	Cost
Foreman	1	21.00		
Skilled Laborer	1	21.00		
Unskilled Laborer	3	21.00		

**Sub-Total**

**GRAND TOTAL**

Amount in Words: \_\_\_\_\_

**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. It 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]