



Bids and Awards Committee

August 26, 2016

REQUEST FOR QUOTATION (RFQ) No. 2016-031

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:

Supplemental APP-1 Ref. No.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
N.4	201607107	Layout, Design, Color Separation and Printing of 100 copies of SEC 2015 Annual Report	Php 100,000.00

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) together with the proof of compliance to the SEC minimum requirements stated below not later than **10:00 A.M. on September 9, 2016**, at the Procurement Division, 4th Floor, SEC Building. Open submission may be done manually. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

SEC Minimum Requirements for the Prospective Bidders:

1. Years of Experience- In continuous operation for at least 5 years in the printing business
2. Bidder should have in-house color separation capability
3. Equipped with appropriate computer software
4. In-house Creative/Layout artist (layout and design)
5. Submission of at least two (2) samples of Annual Reports done within the last 3 years
6. Copy of PhilGEPS Registration

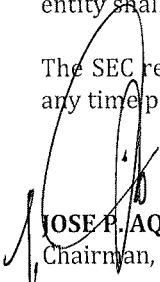
SEC Condition of Sales:

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

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 F. AQUINO
Chairman, BAC

PRICE QUOTATION FORM

Date: _____

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

Sir/Madam:

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)
	Layout, Design, Color Separation and Printing of 100 pieces of SEC 2015 Annual Report. Please see attachment 2 for minimum technical specifications	100 copies	Php _____	Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

1. We undertake, if our Quotation or bid is accepted, to deliver the above goods within Fifteen (15) calendar days from receipt of Work Order (WO)/Notice to Proceed (NTP).
2. 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.
3. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
4. The above-quoted price is inclusive of all costs and applicable taxes.

AUTHORIZED REPRESENTATIVE:

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

TECHNICAL SPECIFICATIONS

PROJECT COMPONENTS/SPECIFICATIONS	Bidders Statement of Compliance
<p>1. Size: Folded: 8.5 x 11 inches Spread: 17 x 11 inches</p> <p>Binding: Perfect Binding</p> <p>Paper Stock: Cover: C2S 220 (2 Sides coated matte, glossy) Inside: Matte 80</p> <p>Color: Cover: Full Color with matte lamination and spot UV Inside: Full Color</p> <p>Page Count: Cover: 4 pages Inside: 65 pages</p> <p>Quantity: 100 copies</p> <p>Process: Digital Printing</p> <p>Proofing: Electronic copy</p> <p>Delivery: 15 Calendar Days from receipt of approved Work Order (WO)/NTP</p>	
<p>2. Years of Experience- In continuous operation for at least 5 years in the printing business</p>	
<p>3. Bidder should have in-house color separation capability</p>	
<p>4. Equipped with appropriate computer software</p>	
<p>5. In-house Creative/Layout artist (layout and design)</p>	
<p>6. Submission of at least two (2) samples of Annual Reports done within the last 3 years</p>	
<p>7. Copy of PhilGEPS Registration</p>	

Company Name : _____
Company Address : _____

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____
Position : _____
Date : _____