



Use of **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*

October 12, 2015

**REQUEST FOR QUOTATION (RFQ) No. 2015-044**

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Shopping** for the item/s stated below, in accordance with Section 52.1(b) 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.	Qty	Description	Approved Budget for the Contract (ABC) inclusive of VAT
201508154	2 crgs	Supply and delivery of Genuine Toner for Konika Minolta Bizhub 160	Php 8,000.00

Award of contract shall be made to the bidder with 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 October 23, 2015** 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 Requirement for the Prospective Bidders:

1. Delivery Schedule: Seven (7) calendar days from receipt of approved Purchase Order
2. Bid Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 4<sup>th</sup> Floor, SEC Building, Mandaluyong City

Interested supplier is required to submit the following documents: (1) Valid and current Mayor's Permit, (2) Proof of PhilGEPS Registration.

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**  
Chairman, BAC

## 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 and delivery of Genuine Toner for Konika Minolta Bizhub 160	2 crgs	P _____	P _____

AMOUNT IN WORDS: \_\_\_\_\_

2. We undertake, if our Quotation or bid is accepted to deliver the above goods Seven (7) calendar days from receipt of Notice to Proceed (NTP) or Purchase/Work Order (PO/WO).
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. : \_\_\_\_\_