



BIDDING DOCUMENTS FOR

THE

**Procurement of Consulting
Services for the Concept,
Design, and Printing of the SEC
Legacy Coffee Table Book**

(PART I)

PB NO. 2024-002

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REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTING SERVICES FOR THE CONCEPT, DESIGN, AND PRINTING OF THE LEGACY COFFEE TABLE BOOK PB No. 2024-002

1. The Securities and Exchange Commission (SEC), through the authorized appropriations under the **FY 2024 Approved Operating Budget of SEC**, intends to apply the sum of **Five Million Five Hundred Thousand Pesos (Php5,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the "**Procurement of Consulting Services for the Concept, Design, and Printing of the Legacy Coffee Table Book (PB No. 2024-002)**". Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. SEC now calls for the submission of eligibility documents for the abovementioned Project, which main objective is to engage a consultant which shall undertake the concept development, design and layout, extensive research, editorial services, photography, hair and make-up services, and production, digital publication, printing and delivery services.
3. SEC will hold a meeting on the eligibility documents with the prospective bidder/interested consultants (i.e., Consulting Firm/Group) on **24 January 2024 at 10:00 A.M.** at the HRAD Conference Room 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City and/or through video conferencing or webcasting via Zoom.
4. Eligibility documents of interested consultants must be duly received by the BAC Secretariat through manual submission at the office address indicated below **on or before 29 January 2024 (11:00 A.M.)**. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

Bid opening shall be on **29 January 2024 (11:15 A.M.)** at the given address below and via video conferencing. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the HRAD Conference Room 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City shall likewise join the meeting via videoconferencing.

Bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.

5. Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
6. A complete set of Bidding Documents may be acquired by interested bidders on **20 January 2024** from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the SEC website.

7. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
8. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of RA No. 9184, otherwise known as the "Government Procurement Reform Act," and its 2016 Revised IRR. The short list shall consist a maximum of five (5) prospective bidders who will be entitled to submit bids. The BAC shall consider the short list should less than five (5) prospective bidders apply for eligibility and short listing, and actually pass the eligibility check or pass the minimum score required.
9. In accordance with Section 24 of RA No. 9184 and its 2016 Revised IRR, the criteria and rating system for short listing are:
 - i. Experience and capability of the consultant (40%)
 - ii. Qualification of principal and key personnel (30%)
 - iii. Awards and recognitions received by the Consultancy Firm (20%)
 - iv. Current workload of the personnel relative to capacity (10%)
10. SEC shall evaluate bids using the Quality-Cost Based Evaluation (QCBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
11. SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to awarding of the contract in accordance with Sections 35.6 and 41 of RA No. 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

Moreover, in accordance with Section 24.7 of the 2016 Revised IRR of RA No. 9184, notwithstanding the eligibility of a consultant and/or inclusion in the shortlist of consultants, SEC reserves the right to review the consultant's qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made, or that there has been a change in the consultant's capability to undertake the project from the time of submission of the eligibility requirements.

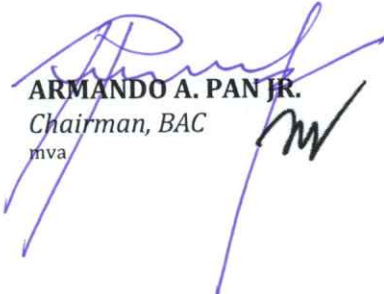
12. For further information, please refer to:

SEC BAC Secretariat
Procurement Division, Management Services Department
Securities and Exchange Commission
7th Floor SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Brgy. Bel-Air, Makati City
Telephone No.: 8818-5330
Email address: mvabuyog@sec.gov.ph



13. You may visit the following website to download the Bidding Documents:
<https://www.sec.gov.ph>
<https://www.philgeps.gov.ph>

19 January 2024


ARMANDO A. PAN JR.
Chairman, BAC
mva

SECTION II. ELIGIBILITY DOCUMENTS

1. Eligibility Criteria

1.1 The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; or
- (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

1.2 When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

1.3 If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.

1.4 Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

- (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ___ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently

insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	<i>No further instructions.</i>
1.3	<i>No further instructions.</i>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	The Service Provider/Consultancy Firm must show certification or any equivalent document from each of its clients, as stated in the Statement of ALL Completed Contracts form, that it is in good standing and has implemented similar projects (Clause 9.1) to its client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
4.1	Each prospective bidder shall submit one (1) original copy of its eligibility documents.
4.3(c)	Armando A. Pan Jr. BAC Chairman Securities and Exchange Commission SEC Headquarters, 7907 Makati Ave., Salcedo Village Brgy. Bel-Air, Makati City Email address: mvabuyog@sec.gov.ph
4.3(d)	The name of the Project is "Procurement of Consulting Services for the Concept, Design, and Printing of the SEC Legacy Coffee Table Book (PB No. 2024-002)"
5	The address for submission of eligibility documents is Supply Chain Division, Management Services Department, 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City The deadline of the submission of eligibility documents is on 29 January 2024 (11:00 A.M.)
8.1	The place of opening of eligibility documents is HRAD Conference Room, 7/F SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City. Opening of bids will simultaneously be done via videoconferencing or webcasting. Bidders are advised to first log in the BAC virtual (Zoom) waiting room and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening. The date and time of opening of eligibility documents is on 29 January 2024 (11:15 A.M.)
9.1	Similar contracts shall refer to any consultancy services for the consultancy and printing services for the legacy coffee table book or any synonymous project/s as described in the Terms of Reference.

9.2	<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top five (5) eligible consultants as shortlisted consultants. Should less than the required number of consultants apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same.</p> <p>Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:</p> <ul style="list-style-type: none">i. Experience and capability of the consultant (40%)ii. Qualification of principal and key personnel (30%)iii. Awards and recognitions received by the Consultancy Firm (20%)iv. Current workload of the personnel relative to capacity (10%) <p>To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 70 points.</p>
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CHECKLIST OF ELIGIBILITY REQUIREMENTS

(For Guidance Only)

I. Class "A" Documents –

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

Technical Documents

- (b) Eligibility Documents Submission Form accompanied by a duly notarized company's Secretary's Certificate or Special Power of Attorney, as applicable (Use Annex B); **and**
- (c) Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C), together with Certificate/s of Good Standing and Satisfactory Completion or equivalent document/s; **and**
- (d) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D); **and**
- (e) Statement of the Consultant's Nationality (Use Annex E), with the attached Curriculum Vitae for the Proposed Professional Staff (Use Annex F)

Financial Documents

- (f) The Consultant's audited financial statements (AFS), showing among others, the Consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

II. Class "B" Document –

Legal Documents

- (j) Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

* In case a discrepancy exists between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Securities and Exchange Commission

Bids and Awards Committee
SEC Headquarters, 7907 Makati Ave. Salcedo
Village, Brgy. Bel-Air, Makati City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for **Procurement of Consulting Services for the Concept, Design, and Printing of the SEC Legacy Coffee Table Book (PB No. 2024-002)**, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submitted; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and shortlisted or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

**Statement of all Government and Private Contracts
Completed which are Similar in Nature**

Business Name: _____

Business Address: _____

Name and Location of Project Name of Client/ Contact Person/Contact Number/Email Address	Date of Award of the Contract	Type and Brief Description of Consulting Services	Amount of Contract	Project Duration {Start Date - Completion Date}	Consultant's Role (Main Consultant/ Subconsultant/ Partner in a JV)
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) The contracts should have been completed (i.e., accepted) within the **five-year period from opening of bids**
- b) Similar contracts shall refer to the consultancy services for the review and design of salary structure and compensation plan or any of its component/s or any synonymous project/s as described in the Terms of Reference

Note: Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by Certificate of Good Standing and Satisfactory Completion or equivalent document (e.g., Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice) which must be included in the bid submission.

**List of all Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name and Location of Project Name of Client/ Contact Person/ Contact Number/ Email Address	Date of Award of the Contract	Type and Brief Description of Consulting Services	Amount of Contract	Project Duration (Start Date - Completion Date)	Consultant's Role (Main Consultant/ Subconsultant/ Partner in a JV)
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State **ALL** ongoing contracts including those awarded but not yet started (government and private contracts which may be **similar or not similar** to the project being bid) prior to opening of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

STATEMENT OF THE CONSULTANT'S NATIONALITY

Securities and Exchange Commission

Bids and Awards Committee
 SEC Headquarters, 7907 Makati Ave.
 Salcedo Village, Brgy. Bel-Air, Makati City

Ladies/Gentlemen:

In compliance with the requirements of the Securities and Exchange Commission – Bids and Awards Committee (SEC-BAC) for the bidding of the **Procurement of Consulting Services for the Concept, Design and Printing of the SEC Legacy Coffee Table Book (SEC PB No. 2024-002)**, I/we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed Personnel:

Name of ALL Proposed Personnel	Proposed Position	Job Status*	Nationality	Proof of Identification
1.	Lead Consultant		Filipino	
2.	Team Member		Filipino	
3.	Team Member		Filipino	
4.	Team Member		Filipino	
5.	Team Member		Filipino	

**indicate whether Permanent (P) or Freelancer (F)*

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es*__); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____ Contact No/s. _____

(Note: Please attach the notarized authority of the consultant's signatory for the public bidding for this project)

AWARDS AND RECOGNITIONS RECEIVED BY THE CONSULTANT

1. Name of Firm/Entity: _____
2. Owner/Managing Director: _____
3. Number of years of firm in the industry: _____ years, from [yyyy] to [yyyy]
4. Services Offered:
 - a. _____
 - b. _____
 - c. _____
5. Awards and Recognitions Received:

INTERNATIONAL AWARDS			
No.	Year	Title of Award	Awarding Entity
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Add more rows if needed. Please attach photocopies of the certificate of recognitions or proof of awards.*

LOCAL AWARDS			
No.	Year	Title of Award	Awarding Entity
1			
2			
3			

4			
5			
6			
7			
8			
9			
10			

**Add more rows if needed. Please attach photocopies of the certificate of recognitions or proof of awards.*

Signature: _____
 Name and Title of Authorized Signatory: _____
 Name of Consultant/Company: _____

SUMMARY OF TEAM COMPOSITION AND TASK

A. Team Leaders			
No.	Name	Position	Task
1		Account Manager	
2		Creative Director	
3		Managing Editor	
4		Researcher	
5		Photographer	

**Add more rows if needed.*

B. Team Members			
No.	Name	Position	Task
1			
2			
3			
4			
5			

**Add more rows if needed.*

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

I. Background and objectives

II. Detailed Scope of Work and Methodology

- a. Concept/theme development
- b. Design and layout development
- c. Research services
- d. Editorial services
- e. Photography services
- f. Production, color proofing and printing services

III. Team Composition and Task

- a. Detailed organizational chart
- b. Duties and responsibilities

IV. Work Plan

- a. Schedule of activities and submission of deliverables

V. Conclusion

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL TEAM LEADERS

Proposed Position:		<i>Please check:</i>			
		<input type="checkbox"/>	<input type="checkbox"/>		
		Team Leader	Team Member		
Personal Information					
Name: (Last Name, First Name, Middle Name)					
Address		Contact No.	Email Address		
Date of Birth		Citizenship	Civil Status		
Work Experience <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities <i>(specify if L&D, HR or OD-related)</i>
	From	To			
Current Workload <i>(include workload or projects form other companies, if any)</i>					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			
Relevant Training <i>(within the last 10 years, start from the most recent)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			
Certificates, Other Credentials					
Title			Date Received		

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Signature

Date: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL TEAM MEMBERS

Proposed Position:		<i>Please check:</i>			
		<input type="checkbox"/>		<input type="checkbox"/>	
		Team Leader		Team Member	
Personal Information					
Name: (Last Name, First Name, Middle Name)					
Address			Contact No.		Email Address
Date of Birth			Citizenship		Civil Status
<i>Work Experience (start from the current employment)</i>					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities (specify if L&D, HR or OD-related)
	From	To			
<i>Current Workload (include workload or projects from other companies, if any)</i>					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			
<i>Relevant Training (within the last 10 years, start from the most recent)</i>					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials

Title	Date Received

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____ Signature

Date: _____

TERMS OF REFERENCE

Procurement of Consulting Services for the Concept, Design and Printing of the SEC Legacy Coffee Table Book

I. BACKGROUND AND OBJECTIVES

The Securities and Exchange Commission (“SEC” or the “Commission”) is the national government regulatory agency mandated to register and oversee corporations, and to develop and regulate the capital market toward good corporate governance, protection of investors, widest participation of ownership, and democratization of wealth.

Created on October 26, 1936 by Commonwealth Act (CA) No. 83, also known as The Securities Act, the Commission was tasked to regulate the sale and registration of securities, exchanges, brokers, dealers and salesmen. Subsequent laws were also enacted to encourage investments and more active public participation in the affairs of private corporations and enterprises, and to broaden the Commission’s mandates.

Aside from enforcing the country’s corporation and securities laws, the SEC also acts as either lead or as a support agency in administering and enforcing the following related laws: Ease of Doing Business and Efficient Government Service Delivery Act of 2018; Anti-Money Laundering Act of 2001, as amended; Lending Company Regulation Act of 20017 and Real Estate Investment Trust Act of 2009, among others.

With the long history and complexity of the role that the SEC plays, it is important to inform the public about the jurisdiction, mandate, functions, and operations of the Commission. The SEC Legacy Coffee Table Book will be crafted and published to ensure that Commission's stakeholders are well-informed of the matters of the Commission, as well as its recent developments, which will allow them to timely raise their concerns with the SEC and have them addressed promptly and effectively.

The SEC Legacy Coffee Table Book, which will highlight the journey, challenges and achievements of the Commission since its establishment in 1936, is in line with the SEC CAN! (Communication, Advocacy and Network) Strategic Initiative to increase knowledge and awareness of the stakeholders and the public on the Commission’s initiatives, programs and activities. The initiative entails the creation and dissemination of multimedia information, education and communication materials, and the conduct of nationwide on-ground information drives.

II. SCOPE OF WORK AND DELIVERABLES

The Consultant shall work in close coordination with the Corporate Communication Division of the Office of the Commission Secretary and the Office of the Chairperson on the following:

a. Concept Development

The Consultant shall propose **three (3) concept/theme studies** that will serve as the blueprint of the overall narrative of the SEC Legacy Coffee Table Book. The concept must be creative, unique and in line with the branding of the Commission. The Consultant shall prepare comprehensive studies and present them to OCS and OC for comments and approval.

b. Design and Layout

In line with the proposed concept/theme, the Consultant shall present **three (3) comprehensive design studies** complete with key visual elements and mockups for the cover, inner pages and packaging. The artists shall provide comprehensive layout and design services such as page composition, photo manipulation, color grading and illustration.

The design concept must be in accordance with the branding of the Commission. Moreover, stock photos and graphics that will be used shall be approved by the OCS and OC.

c. Extensive Research

The Consultant shall conduct extensive research for the content of the SEC Legacy Coffee Table Book. A historical research will be conducted in order to collect, analyze and interpret past data, artifacts and documents that are essential to the narrative. In-depth interviews and focus group discussions will also be conducted to get a deeper understanding of the Commission through the personal experiences, perspectives and observations of the SEC officials and personnel.

d. Editorial Services

The Consultant shall create an editorial team that shall provide a full writing and editorial service, including the write-up, proofreading and editing of the SEC Legacy Coffee Table Book. The content must be in accordance with the approved theme/concept. The narrative, as well as quotations and captions, shall be subject to the control and supervision of the CCD and OC.

e. Photography

Full photography services shall also be included in the scope. The Consultant shall be responsible for the planning, scheduling and art direction of the shoot. For portraits, the Consultant shall rent a studio or provide a complete set of studio equipment. The consultant shall consider photoshoots both at The SEC Headquarters located in Makati City and its corresponding Extension Offices located in Baguio, Tarlac, Legazpi, Iloilo, Bacolod, Cebu, Davao, Cagayan De Oro, Tacloban and Zamboanga.

Expenses related to transportation, shoot and meals of the photography crew and SEC officials and staff are included in the budget. Raw and edited photos must be submitted to the Commission.

f. Hair and Make-Up Services

The Consultant shall provide at least two (2) makeup artists to provide hair and makeup services. The makeup artists shall provide a complete set of hypo-allergenic makeup and hairdressing equipment.

g. Production, Digital Publication, Printing and Delivery Services

The Consultant shall supervise the preparation and approval of the mock-ups and final press-ready artworks. The Consultant shall also digitally publish the SEC Legacy Coffee Table Book. In addition, it shall also monitor the production and printing of the legacy book and recommend the type of material, number of pages, size, binding, lamination, and packaging, among others, of the SEC Legacy Coffee Table Book. On-time delivery and premium quality of the SEC Legacy Coffee Table Book must be ensured.

A. Concept Development
<p>Deliverables:</p> <ul style="list-style-type: none"> ● Organize and attend conceptualization and consultation meetings ● Come up with three (3) concept/theme studies ● Provide a complete project plan with a Gantt chart and action plan ● Present concept/theme studies to the Office of the Commission Secretary and Office of the Chair for approval ● Revise concept/theme and project plan, as necessary
B. Design and Layout
<p>Deliverables:</p> <ul style="list-style-type: none"> ● Prepare three (3) Comprehensive Design Studies of SEC Legacy Coffee Table Book, inclusive of the following: <ul style="list-style-type: none"> ○ Cover Design ○ Inner pages design and layout ○ Envelope and Packaging ○ Complimentary Card ○ Key Visuals ● Revise design studies, as necessary

- Provide page and image composition, photo manipulation and enhancement, color grading, illustration, infographics, digital art and other similar design and layout services
- Submit design and layout (studies and final artwork) in PDF, PNG, editable and layered files

C. Extensive Research

Deliverables:

- Conduct historical research
- Conduct in-depth interviews
- Conduct Focus Group Discussions
- Collect and submit transcripts, archives, data and other documents
- Document interviews and focus group discussions on video
- Submit collected audio, photos, videos and other materials

D. Editorial Services

Deliverables:

- Create a dedicated editorial team
- Provide an outline for the writeup
- Provide full write-up (Introduction, message of the key officials, testimonials, quotations, captions etc.)
- Conduct Proof-reading and editing
- Provide PDF and editable format of text

E. Photography

Deliverables:

- Digital photography
- At least 1 week of shooting
 - Metro Manila
 - SEC Extension Offices: Baguio, Tarlac, Legazpi, Iloilo, Bacolod, Cebu, Davao, Cagayan De Oro, Tacloban and Zamboanga
- Colored press proof
- Photo art direction
- For portrait photos, studio rental or provision of equipment for a full

photo production setup- professional cameras, studio lights, backdrop, tripod, studio umbrella, etc.

- Provide copies of raw and edited photos

F. Hair and Make-up

Deliverables:

- Provide at least two (2) make-up artists and two (2) hair stylists
- Provide complete set of make-up and hairdressing equipment including disinfecting and cleaning appliances
- Use hypo-allergenic make-up and hairstyling liquids/sprays
- Provide actual make-up and hair styling demo

G. Production, Digital Publication and Printing Services

Deliverables:

- Prepare and recommend specifications such as type of material, number of pages, size, binding, lamination, packaging and corresponding budget for the 500 pieces of the SEC Legacy Coffee Table Book
- Provide at least three (3) related sample works
- Provide mock-ups and final press-ready artworks
- Digitally publish the final version of the SEC Legacy Coffee Table Book
- Production and delivery of at least 500 pieces of printed legacy book
- General Technical Specifications (*Subject to change based on proposal of the Consultant and approval of the SEC*)
 - Quantity: 500 pieces
 - Size:
 - Folded size: 9" x 12"
 - Spread size: 10" x 22"
 - Pages: At least 300 pages
 - Binding: Perfect binding

H. Other deliverables

Deliverables:

- Submit monthly progress report
- Submit milestone report

- Store and turnover the following materials in external hard drives
 - Concept/theme presentation (PDF and powerpoint presentation)
 - Design and Layout (PNG, PDF and Adobe in Design or other editable format. Must be in layered file.)
 - Photos (Raw and Edited)
 - Research documentation (Photos, videos, audios, transcripts, archives, other gathered data and materials)
 - Final version of the legacy book (In digital and printed format)
- Package and submit the legacy book for local and international awards

III. CONTRACT TERM

The Consultancy Firm shall complete the conceptualization, design, layout and printing of the legacy book within **nine (9) months** from the Consultant’s actual receipt of the Notice to Proceed (NTP) and shall fulfill or submit certain deliverables to the SEC in accordance with the proposed timetable, which must be approved by the Commission.

IV. PROPOSED BUDGET FOR THE CONTRACT

The approved budget for the contract is **Five Million Five Hundred Thousand Pesos (Php 5,500,000.00)**, inclusive of all applicable taxes, fees, and incidental expenses. This covers the service provider’s service fees, other professional fees, actual project costs, out-of-pocket expenses for transportation, communication, food, and all other necessary expenses

V. TERMS OF PAYMENT

MILESTONE	PERCENTAGE OF PAYMENT
A. Three (3) Concept and Design Studies	30%
B. 1st version of Legacy Book	10%

C. 2nd version of Legacy Book	10%
D. Delivery of 500 printed copies of Final version of Legacy book	40%
<p>E. Turnover of the following materials:</p> <p><i>Storage: 1) Cloud storage, 2) 1 external harddrive and 3) 5 CDs</i></p> <ol style="list-style-type: none"> 1. Concept/theme presentation (PDF and powerpoint presentation) 2. Design and Layout (PNG, PDF and Adobe in Design or other editable format) 3. Photos (Raw and Edited) 4. Research documentation (Photos, videos, audios, transcripts, archives, other gathered data and materials) 	10%

VI. METHODOLOGY

The basis for the selection of the consultant shall be Section 33.2.1.2 of the Updated Revised Implementing Rules and Regulations of the Government Procurement Reform Act (RA No. 9184). The Commission shall evaluate bids using **Quality-Cost Based Evaluation (QCBE)** with the **Technical Proposal** having an **85%** weight and the **Financial Proposal** having a **15%** weight.

Criteria	Score
Technical Proposal	85%
Financial Proposal	15%
Total Score	100%

VII. QUALIFICATION OF THE CONSULTANCY FIRM

The Consultant must have proven track record in publishing legacy books and must be composed of the following key personnel:

Account Manager

- Bachelor's/College degree in any field
- At least ten (10) years of working experience in consultancy services
- Have handled similar projects in the past ten (10) years

Art/Creative Director

- Bachelor's Degree Multimedia/Art/Design or equivalent field
- At least five (5) years of working experience in the related field
- Expert level skills in Photoshop, In Design, Illustrator and other relevant design tool

Researcher

- Bachelor's Degree in Communication Research, Statistics, or any other related field
- At least five (5) years of of experience in conducting research both quantitative and qualitative

Editor

- Bachelor's Degree in Communication, Journalism, English or any related field
- At least five (5) years of working experience in journalism, communication or any related field
- Excellent writing and editing skills

Photographer

- Professional photographer, preferably with a National Certificate in Photography
- At least five (5) years of professional experience, preferably in at least one company included in the Top 500 Corporations
- Must present portfolio
- Has complete professional photography equipment

Hair and Make-up Artist

- Vocational Certificate in Cosmetology and/or hairdressing/styling

- At least three (3) years working experience as professional make-up artist/hair stylist and has provided services in any photography projects, fashion shows, weddings
- Have worked with established makeup artists and has diverse clientele base
- Must present portfolio

VIII. CRITERIA FOR SHORTLIST ELIGIBLE BIDDERS

To qualify for the shortlisting, the prospective bidder should achieve an overall minimum score of 70 points.

No.	Evaluation Criteria	Minimum Score
1	Experience and capability of the consultant	40
	<p><i>Reputable consultancy firm with demonstrated history of successful projects both in government and top corporations</i></p> <ul style="list-style-type: none"> ● More than 30 to 50 years (40 points) ● More than 20 to 30 years (30 points) ● More than 10 to 20 years (20 points) ● 5 to 10 years (10 points) 	
2	Awards and recognitions received by the Consultancy Firm	20
	<p><i>Received local or international awards from reputable institution</i></p> <ul style="list-style-type: none"> ● More than 20 awards (20 points) ● More than 10 to 20 awards (10 points) ● 5 to 10 awards (5 points) 	
3	Qualification of principal and key personnel	30
	3.1 Team Leader (Max: 20 points)	

	<i>*Scores of each team leaders will be averaged</i>	
	<p>3.1.1 Professional Experience (Max: 10 points)</p> <ul style="list-style-type: none"> ● More than 15 to 20 years of professional experience (10 points) ● More than 10 to 15 years of professional experience (5 points) ● 5 to 10 years of professional experience (3 points) 	
	<p>3.1.2 Education Qualification (Max: 5 points)</p> <ul style="list-style-type: none"> ● Post graduate degree (5 points) ● Master's degree (3 points) ● Bachelor's degree (2 points) 	
	<p>3.1.3 Active and prior engagements in publishing legacy book and related projects (Max: 5 points)</p> <ul style="list-style-type: none"> ● 10 to 20 active and completed relevant projects (5 points) ● 5 to 10 active and completed relevant projects (3 points) ● 1 to 5 active and completed relevant projects (1 point) 	
	<p>3.2 Team Members (Max: 10 points)</p> <p><i>*Scores of each team members will be averaged</i></p>	
	<p>3.2.1 Professional Experience (Max: 5 points)</p> <ul style="list-style-type: none"> ● More than 5 to 10 years of professional experience (5 points) ● 3 to 5 years of professional experience (3 points) 	
	<p>3.2.2 Education Qualification (Max: 2 points)</p>	

	<ul style="list-style-type: none"> ● Master's degree or Postgraduate degree (2 points) ● Bachelor's degree or relevant vocational certification (1 point) 	
	<p>3.2.3 Active and prior engagements in publishing legacy book and related projects (Max: 3 points)</p> <ul style="list-style-type: none"> ● More than 5 to 10 active and completed relevant projects (3 points) ● 3 to 5 active and completed relevant projects (1 point) 	
4	Current workload of the personnel relative to capacity	10
	<p>4.1 Satisfactory performance on completed projects (Max: 5 points)</p> <ul style="list-style-type: none"> ● Certificate of satisfactory performance by previous client or any equivalent document (5 points) 	
	<p>4.2 Overall Work Commitment (Max: 5 points)</p> <ul style="list-style-type: none"> ● Higher than 1.5 ratio (number of consultants divide ongoing projects) (5 points) ● Between 1.0 and 1.5 ratio (number of consultants divide ongoing projects) (3 points) ● Between 0.5 and 1.0 ratio (number of consultants divide ongoing projects) (2 points) ● Lower than 0.5 ratio (number of consultants divide ongoing projects) (1 point) <p>*Note: Current Workload Relative to Capacity pertains to the ratio between one (1) proposed key personnel to the current number of projects he/she is handling</p>	
	TOTAL SCORE	100%

IX. CRITERIA FOR EVALUATION OF SHORTLISTED BIDDERS

The technical and financial proposals of the shortlisted bidders will be evaluated through Quality Cost-Based Evaluation (QCBE), based on the following criteria:

No.	Evaluation Criteria	Minimum Score
TECHNICAL PROPOSAL (85%)		
1	Experience and Capability of the Consultant	30
	<p>A. Reputable consultancy firm with demonstrated history of successful projects both in government and top corporations (Max: 15 points)</p> <ul style="list-style-type: none"> ● More than 30 to 50 years (15 points) ● More than 20 to 30 years (10 points) ● More than 10 to 20 years (5 points) ● 5 to 10 years (3 points) <p>B. Received local or international awards from a reputable institution (Max: 5 points)</p> <ul style="list-style-type: none"> ○ More than 20 awards (5 points) ○ More than 10 to 20 awards (3 points) ○ 5 to 10 awards (2 points) <p>C. Active and prior engagements in publishing legacy books and related projects (Max: 10 points)</p> <ul style="list-style-type: none"> ○ More than 5 to 10 active and completed relevant projects (10 points) ○ 3 to 5 active and completed relevant projects (5 points) 	

2	Qualification of principal and key personnel	15
	<p>A. Professional Experience (Max: 10 points)</p> <p><i>a. Team Leader (Max: 7 points)</i></p> <ul style="list-style-type: none"> ● More than 15 to 20 years of professional experience (7 points) ● More than 10 to 15 years of professional experience (5 points) ● 5 to 10 years of professional experience (2 points) <p><i>b. Team Member (Max: 3 points)</i></p> <ul style="list-style-type: none"> ● More than 5 to 10 years of professional experience (3 points) ● 3 to 5 years of professional experience (2 points) 	
	<p>B. Education (Max: 5 points)</p> <p><i>a. Team Leader (Max: 3 points)</i></p> <ul style="list-style-type: none"> ● Post-graduate degree (PhD) (3 points) ● Master's degree (2 points) ● Bachelor's degree (1 point) <p><i>b. Team Member (Max: 2 points)</i></p> <ul style="list-style-type: none"> ● Master's degree (2 points) ● Bachelor's degree or appropriate vocational certificate (1 point) 	
3	Plan of approach and project methodology	40

	<table border="1"> <tr> <td>Creative Concept and Design</td> <td>20%</td> </tr> <tr> <td>Copywriting</td> <td>10%</td> </tr> <tr> <td>Research</td> <td>5%</td> </tr> <tr> <td>Photography</td> <td>5%</td> </tr> </table>	Creative Concept and Design	20%	Copywriting	10%	Research	5%	Photography	5%	
Creative Concept and Design	20%									
Copywriting	10%									
Research	5%									
Photography	5%									
FINANCIAL PROPOSAL (15%)										
TOTAL SCORE		100								

X. OWNERSHIP OF WORK

The concept, design, layout and content of the legacy book, as well as photographs, videos, interview transcripts, and other documents prepared and gathered by the Consultant, shall belong to and remain as property of the Commission. The Consultant may retain copies of such materials for record purposes and submission for local and international awards only.

XI. CONFIDENTIALITY CLAUSE

The Consultant warrants the full confidentiality of all information given by the Commission and/or gathered in relation to the fulfillment of the required services during the course of the engagement. The Consultant shall not disclose such information and shall return all materials, data and other related documents to the Commission after the completion of the contract.

Furthermore, the Consultant shall not be engaged by any person or entity whose business or interests are against the interests of the Commission, including corporations with pending cases before the Commission. This prohibition shall subsist for a period of one (1) year after the expiration of the contract.

For this purpose, the Consultant shall enter into a Non-Disclosure Agreement with the Commission.

XII. TERMINATION OF THE CONTRACT

Either the Commission or the Consultant may terminate the engagement if either party commits a breach of any of the conditions of the contract and fails to remedy the same within thirty (30) days from receipt of a written demand from the concerned party for explanation and immediate rectification. In any case, a thirty (30)-day prior, written notice must be given to the concerned party.

The failure of either party to perform its obligation under this engagement shall not subject the party to any liability if such failure is caused or is occasioned by an event of *force majeure*, including but not limited to: an act of God such as fire, explosion, flood, drought and earthquake; war, hostility, invasion, act of foreign enemies, mobilization, requisition or embargo; rebellion, revolution, insurrection, or civil war; riot, commotion, strike or any other labor unrest; and an act or threat of terrorism.