

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of quotations for the following requirements in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Placement of Out-of-Home Ads for Investor Education and Other Information Campaigns on Island Living Channel <i>See Annex B for Technical Specifications</i>	1 lot	Php 6,000,000.00

Mode of Procurement	Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6 of the Implementing Rules and Regulations of Republic Act No. 9184)		
Reference Number	AMP No. 2024-047		
Procurement Schedule	Deadline to Submit Quotation	26 April 2024	10:00 A.M.
Submission of Quotation	Manual	Procurement Unit, 7 th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City. Quotation (one copy only) shall be placed in an envelope with markings containing the following information: <i>Name of the Bidder</i> <i>Address of the Bidder</i> <i>Contact Information</i> <i>The Project (see Description Above) and Reference Number</i> <i>Deadline to Submit Quotation</i>	
	Electronic	Electronic submission shall be made through email at jamroa@sec.gov.ph	
Delivery Terms	The service provider shall provide advertisement spots on out-of-home media (e.g., television screens deployed in public places) for various SEC Infomercials/Audio Visual Presentations (AVPs) in 31		



airports and 7 seaports starting on May 1, 2024.
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Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A); and
2. Technical Specifications and Other Requirements (Annex B).

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.

The bidder with the single or lowest calculated and responsive quotation, or the awardee, shall be required as condition for the issuance of Notice of Award the submission of the following, unless the requirements were already submitted as part of the quotation or were previously submitted as part of another bid:

1. Valid Mayor's/Business Permit;
2. PhilGEPS Registration Number; and
3. Income/Business Tax Return [*for projects with ABC above Php 500,000.00*].

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and*
- b. *Editable file copies of the Omnibus Sworn Statement and the Secretary's Certificate/Special Power of Attorney may be downloaded from the link:
<https://www.sec.gov.ph/procurement/prescribed-templates/>.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.
3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. Brand of the offer, if required, should be indicated as part of the bid. Non-indication of the brand may be considered as ground for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of sample may be considered as ground for disqualification.



10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
11. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with the existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be to the contractor's account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed for day of delay. The SEC shall rescind the contract once the commutative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.



ARMANDO A. PAN, JR.
Chairman
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PRICE QUOTATION FORM
Reference No. AMP No. 2024-047

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

Procurement Unit, 7th Floor
The SEC Headquarters, 7907 Makati Ave.
Salcedo Village, Brgy., Bel-Air, Makati City.

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price proposal for the lot identified below:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	12 months	Placement of Out-of-Home Ads for Investor Education and Other Information Campaigns on Island Living Channel <i>See Annex B for Technical Specifications, which forms part of the quotation.</i>	Php _____	Php _____
			TOTAL	P _____

AMOUNT IN WORDS:

The above-quoted price is inclusive of all costs and applicable taxes. **In case of discrepancy between the amount in figures and the amount in words, the latter shall prevail.**

Very truly yours,

Authorized Representative

Signature: _____
Printed Name: _____
Company Name: _____
Contact Number: _____
e-Mail Address: _____

TECHNICAL SPECIFICATIONS AND OTHER REQUIREMENTS

Product's/Service's General Description	Placement of Out-of-Home Ads for Investor Education and Other Information Campaigns on Island Living Channel
Technical Requirements	<p>The service provider should at least offer the following services:</p> <ul style="list-style-type: none"> ● TV Advertisements for 12 months: <ul style="list-style-type: none"> - 31 Airports: 30 seconds, 18x daily, 540x monthly - 7 Seaports: 30 seconds, 18x daily, 540x monthly - Cable TV: 30 seconds, 18x daily, 540x monthly ● News content sourced from submitted SEC video materials ● TV feature on all Airports, Seaports, and Cable TV – one minute, airing every three hours throughout the duration of the contract ● Social Media Feature on YouTube and Facebook – one minute, airing throughout the duration of the contract
Terms of Payment	The service provider shall be paid monthly, following the submission of accomplishment reports and proof of the airing of the SEC AVPs in the identified locations.
Green Specifications	Advertisement spots shall be placed on out-of-home media (e.g., television screens deployed in public places) as well as the service provider's social media channels. There shall be no physical printing of ad materials (e.g. banners, tarpaulins, etc.)

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Packaging	N/A
Availability/Place of Delivery	The service provider shall provide advertisement spots on out-of-home media (e.g., television screens deployed in public places) for various SEC Infomercials/Audio Visual Presentations (AVPs) in 31 airports and 7 seaports
Terms of Payment	The service provider shall be paid monthly, following the submission of accomplishment reports and proof of the airing of the SEC AVPs in the identified locations.
Approved Budget for the Contract (ABC)	The allocated budget for the Advertising services of Island Living Channel is Six Million Pesos (PhP6,000,000.00) inclusive of all applicable taxes, commissions, bank charges, and other fees as may be incurred in the process.
Green Specifications	Advertisement spots shall be placed on out-of-home media (e.g., television screens deployed in public places) as well as the service provider's social media channels. There shall be no physical printing of ad materials (e.g. banners, tarpaulins, etc.)

Prepared by:

Certified Correct:


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 SEC Information Officer III


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 SEC Assistant Director