

**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).

<b>Lot No.</b>	<b>Description</b>	<b>Qty</b>	<b>Approved Budget for the Contract, inclusive of taxes</b>
1	Procurement of Project Management Services for the SEC Sustainability Events: Launch of the eSECnature Campaign and the Third Wave of the SEC Digital Initiatives  <i>See Annex B for Technical Specifications</i>	1 lot	Php 1,000,000.00

<b>Mode of Procurement</b>	Negotiated Procurement – Small Value Procurement  (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)	
<b>Reference Number</b>	AMP No. 2024-066	
<b>Procurement Schedules</b>	Advertisement	29 June 2024
	Deadline to Submit Quotation	02 July 2024 8:00 A.M.

<b>Submission of Quotation</b>	<p>Manual Procurement Unit, 7<sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.</p> <p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><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></p> <p>Electronic Electronic submission shall be made through email at <a href="mailto:cndcastillo@sec.gov.ph">cndcastillo@sec.gov.ph</a></p>
<b>Delivery Period and Location</b>	<p>15 July 2024 and 17 July 2024 at the SEC ECenter, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City</p>

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A)

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;
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney *[for projects with ABC above Php 50,000.00]*; and
4. Latest Income 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 2.*

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  
/cncc

**PRICE QUOTATION FORM**  
**Reference No. AMP No. 2024-066**

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:

<b>Lot No.</b>	<b>QTY</b>	<b>Technical Specifications/ Terms of Reference / Description</b>	<b>Unit Price</b>	<b>Total Price (inclusive of all taxes)</b>
1	1 lot	Procurement of Project Management Services for the SEC Sustainability Events: Launch of the eSECnature Campaign and the Third Wave of the SEC Digital Initiatives  <i>See Annex B for Technical Specifications</i>	Php _____	Php _____

**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

<b>Product's/Service's General Description</b>	<p><b>Title:</b> SEC Sustainability Events: Launch of the eSECnature Campaign and the Third Wave of the Digital Initiatives</p> <p><b>Venue:</b> SecECenter, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City</p> <p><b>Attendees:</b> External and Internal Stakeholders</p> <p><b>Expected No. of Attendees:</b> 225 participants</p>
<b>Scope of Work</b>	<p>The Service Provider shall work in close coordination with the Commission's production team and the Technical Working Group for eSECnature and digital initiatives launch.</p> <p>The Service Provider shall also provide equipment and production crew to video and photo cover the event, highlighting the Commission's accomplishments and produce Same Day Edit (SDE) video. The service provider shall also manage the event and provide services of the full production staff.</p>
<b>Technical Requirements</b>	<p><b>1. Lights and Sounds (Equipment and Crew)</b></p> <p>a) <b>Audio</b></p> <ul style="list-style-type: none"> <li>- 1 digital audio mixer</li> <li>- Line array speakers, 2 subwoofer speakers, delay active speakers, and 4 monitor speakers</li> <li>- 2 podium microphones, 4 condenser microphones, 1 keyboard amplifier, direct boxes, wireless receivers, wireless antennas</li> <li>- Communication sets and trusses</li> </ul> <p>b) <b>Lights</b></p> <ul style="list-style-type: none"> <li>- 1 light controller</li> <li>- 6 beam moving heads, 6 atomic lights, 24 LED par lights, molefay</li> <li>- 1 haze machine, patch cords, extension cords, stands and accessories, power boxes, audio and speaker cables</li> </ul> <p><b>2. LED Wall, Live Feed, Video Playback</b></p> <ul style="list-style-type: none"> <li>- P3 LED Wall setup (9 x 24 ft.), including 1 LED processor, 1 sending box</li> <li>- 1 video switcher/mixer, 1 laptop for LED wall programming</li> <li>- Platform stands, power supplies, audio-video cables and connectors</li> <li>- 2 wireless cameras for video documentation</li> <li>- Tripods, wireless communication sets</li> <li>- 1 switcher system, 1 video switcher, 1 preview monitor, 1 HD recorder</li> <li>- Wireless transmitters/receivers, audio mixers, video accessories</li> </ul>

	<p><b>3. Event Management</b></p> <ul style="list-style-type: none"> <li>- Director, producer, production manager, stage managers, technical director &amp; assistant lighting director, video playback team, audio spinner, live VO, production assistants, runner logistics</li> </ul> <p><b>4. Production Design and Logistics</b></p> <ul style="list-style-type: none"> <li>- 5 iPad Pedestal/Stands</li> <li>- 2 Manual Trigger Digital Style Standees with Lighting</li> <li>- 5 iPad connections for use with Google Whiteboard and for displaying content on the LED wall</li> <li>- The service provider will be responsible for providing food for their production crew and technical staff for all pre-, during, and post-event activities.</li> </ul>
<p><b>Ownership of Work</b></p>	<p>All production materials including the marketing collaterals produced and prepared by the Service Provider under the contract, shall belong to and remain as property of the Commission. The Service Provider may retain copies of such materials for record purposes only.</p>
<p><b>Confidentiality Clause</b></p>	<p>The Service Provider 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 Service Provider shall not disclose such information and shall return all materials, data and other related documents to the Commission after the completion of the contract.</p> <p>Furthermore, the Service Provider 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.</p> <p>For this purpose, the Service Provider shall enter into a Non-Disclosure Agreement with the Commission.</p>