

**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>Quantity</b>	<b>Approved Budget for the Contract, inclusive of taxes</b>
1	Lease of Venue for Agency Performance Planning and Review Conference (Phase 2)  <i>See Annex B for Technical Specifications</i>	1 lot	Php 1,026,000.00

<b>Mode of Procurement</b>	Negotiated Procurement – Lease of Real Property and Venue  (Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184)		
<b>Reference Number</b>	AMP No. 2024-072		
<b>Procurement Schedules</b>	Deadline to Submit Quotation	19 July 2024	10 :00 A.M.
<b>Submission of Quotation</b>	Manual	Procurement Unit, 2 <sup>nd</sup> 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 iatorresjr@sec.gov.ph	
<b>Delivery Terms</b>	Lease of venue with on board meals will be held on 06 to 09 August 2024 within CALABARZON Region, Philippines		

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

1. **Price Quotation** (use Annex A); and
2. **Terms of Reference** (use 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. Latest Income/Business Tax Return [*for projects with ABC above Php500,000.00*].

*Notes:*

*Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2. Government agencies as lessors are not required to submit the above-listed documents.*

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  
/itj 

**PRICE QUOTATION FORM**  
**Reference No. AMP No. 2024-072**

Date: \_\_\_\_\_

**The Chairman**  
**BIDS AND AWARDS COMMITTEE**  
 Procurement Unit, 2nd Floor  
 The SEC Headquarters, 7907 Makati Ave.,  
 Salcedo Village, Barangay 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</b> (inclusive of all taxes)
1	1 lot	Lease of Venue for Agency Performance Planning and Review Conference (Phase 2)  <i>See Annex B for Technical Specifications, which forms part of the quotation.</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 SPECIFICATION**

PROJECT TITLE	Lease of venue with on board meals for the conduct of the Agency Performance Review and Planning Conference (APRPC) Phase 2 – Strategic Planning Conference (SPC)								
PROJECT OBJECTIVES	To search, identify, and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate venue for the Agency Performance Review and Planning Conference.								
RATIONALE	A venue conducive to conducting the Agency Performance Review and Planning Conference activities is required to maximize attaining the conference objectives. The venue should also allow the officials to focus solely on the conference activities.								
AVAILABILITY	The venue should be available from 6-9 August 2024.								
LOCATION AND SITE CONDITION	<ol style="list-style-type: none"> <li>1. <b>Accessibility.</b> The venue should be within the vicinity approved by the Commission En Banc.</li> <li>2. <b>Parking Space.</b> The venue must have free parking slots for the participants.</li> </ol>								
VENUE	<ol style="list-style-type: none"> <li>1. <b>Structural Condition.</b> The building is designed in compliance with the latest Building and Structural Codes of the Philippines and preferably not more than ten (10) years.</li> <li>2. Functionality <ol style="list-style-type: none"> <li>a. Conference Rooms - the venue to be leased must be aligned with the following layout arrangements: <table border="1" data-bbox="592 1167 1390 1398"> <thead> <tr> <th>Conference Room Layout</th> <th>No. of Persons</th> </tr> </thead> <tbody> <tr> <td>5 Round Tables (For breakout rooms purposes)</td> <td>34</td> </tr> <tr> <td>2 Training Providers' Table</td> <td>1</td> </tr> <tr> <td>(Front) 2 Secretariat Table (Back)</td> <td>10</td> </tr> </tbody> </table> </li> </ol> </li> </ol>	Conference Room Layout	No. of Persons	5 Round Tables (For breakout rooms purposes)	34	2 Training Providers' Table	1	(Front) 2 Secretariat Table (Back)	10
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It should also include the following:

- With free-flowing tea and coffee
- Complimentary hard candies
- Complimentary use of whiteboard with markers
- Complimentary set-up of pads and pencils
- Complimentary use of flipchart with papers
- Complimentary use of wide-screen / LED TV
- Complimentary use of set-up sound system with four (4) microphones
- Waive electrical consumption for one (1) LCD projector and one (1) Laptop

b. Light, Ventilation, and Air Conditioning. The venue must have adequate light, and air conditioning and conform with the standard floor-to-ceiling distance of at least 2.40 meters, to allow adequate air circulation.

c. Space requirements. The venue can accommodate at least 50 participants.

d. Accommodations. The venue to be leased must be aligned with the following room arrangements:

No. of Rooms	Room Type	No. of Persons
5	Single Occupancy	5
20	Twin Sharing	40
1	Drivers Quarter	7
For Advance party		
1	Twin Sharing	2
1	Triple Sharing	

3. Facilities

- a. Water Supply and Toilet. The venue's premises must have available water supply and toilet facilities adequate to SEC requirements.
- b. Lighting/Electrical System. The venue must have sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical systems for SEC's equipment. All electrical fixtures, convenience outlets, switches, and telephone terminals shall be in good working condition.
- c. Elevators. The venue (if located on other floors) must have ample provision for elevators for the participants.
- d. Fire/Emergency Escapes. The venue must have adequate fire/emergency escapes as required by law.
- e. Fire-fighting Equipment. The venue must have a fire alarm/detection system and an adequate number of fire-fighting equipment.
- f. Internet and Telecommunications. The venue must have internet/telephone facilities in both the conference room and guest rooms.
- g. Audio-visual Equipment. The venue must provide audio-visual equipment as needed.

4. Other Requirements

- a. Maintenance. The venue must be properly maintained or there is an existing maintenance service program.
- b. Attractiveness. The overall façade and architectural design must be appropriate for a venue.

	<p>c. Security. The building’s management must provide security for common areas.</p> <p>d. Catering Services. The venue must have catering services available and must fulfill the following requirements:</p> <table border="1" data-bbox="540 331 1377 688"> <thead> <tr> <th data-bbox="540 331 776 394">Date</th> <th data-bbox="776 331 1203 394">Meals</th> <th data-bbox="1203 331 1377 394">No. of Persons</th> </tr> </thead> <tbody> <tr> <td data-bbox="540 394 776 472">6 August 2024</td> <td data-bbox="776 394 1203 472">Buffet Lunch, PM Snacks &amp; Buffet Dinner</td> <td data-bbox="1203 394 1377 472">52</td> </tr> <tr> <td data-bbox="540 472 776 550">7 August 2024</td> <td data-bbox="776 472 1203 550">AM Snack, Buffet Lunch, PM Snacks &amp; Buffet Dinner, Socials</td> <td data-bbox="1203 472 1377 550">52</td> </tr> <tr> <td data-bbox="540 550 776 627">8 August 2024</td> <td data-bbox="776 550 1203 627">AM Snacks, Buffet Lunch, PM Snacks &amp; Buffet Dinner, Socials</td> <td data-bbox="1203 550 1377 627">52</td> </tr> <tr> <td data-bbox="540 627 776 688">9 August 2024</td> <td data-bbox="776 627 1203 688">AM Snacks, Buffet Lunch, PM Snacks</td> <td data-bbox="1203 627 1377 688">52</td> </tr> </tbody> </table>	Date	Meals	No. of Persons	6 August 2024	Buffet Lunch, PM Snacks & Buffet Dinner	52	7 August 2024	AM Snack, Buffet Lunch, PM Snacks & Buffet Dinner, Socials	52	8 August 2024	AM Snacks, Buffet Lunch, PM Snacks & Buffet Dinner, Socials	52	9 August 2024	AM Snacks, Buffet Lunch, PM Snacks	52
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TERMS OF PAYMENT	Payment shall be settled on Send Bill Arrangement.															
GREEN SPECIFICATIONS	<p>The venue must not use the following materials/items inside the accommodation and the conference venue:</p> <p>a. Plastic cups/bottles b. Plastic utensils</p> <p>c. Plastic straws d. Styro foams</p> <p>e. Tetra pack packaging</p>															