

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

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

Lot No.	Description	Delivery Schedule	Approved Budget for the Contract, inclusive of taxes
Engagement of a Learning Service Providers			
1	Engagement of a Learning Service Provider for the conduct of the Completed Staff Work for SEC Leaders, Technical Staff, and Administrative Support <i>See Annex A for Terms of Reference</i>	17-18 September 2024 8:00A.M – 5:00 P.M (Batch 1) Traditional Learning 19-20 September 2024 8:00A.M – 5:00 P.M (Batch 2) Traditional Learning 26-27 September 2024 8:00A.M – 5:00 P.M (Batch 3) Virtual for the Extension Offices	Php 936,000.00

Mode of Procurement	Negotiated Procurement – Small Value Procurement (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)		
Reference Number	AMP No. 2024-081		
Procurement Schedules	Advertisement	28 August 2024	
	Deadline to Submit Quotation	04 September 2024 12:00 P.M.	
Submission of Quotation	Manual Procurement Unit, Supply Chain Division, 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 submission shall be made through email at mvabuyog@sec.gov.ph	

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

1. **Price Quotation** (use Attachment 1);
2. **Proposed Methodology and Work Program**; and
3. **Signed Curriculum Vitae/Resume of the Proposed Resource Speakers/Trainers.**

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

Proposals shall be evaluated using the Quality-Cost Based Evaluation (QCBE) procedure wherein the Technical Proposal is given the weight of eighty-five percent (85%) and the Financial Proposal is given the weight of fifteen percent (15%). Technical Proposal/s shall be evaluated using the criteria listed in Annexes A and B, while Financial Proposals shall be evaluated using the formula prescribed by the Government Procurement Policy Board (GPPB).

The awardee shall be required as a condition for the issuance of a 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. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (for projects with ABC above Php50,000.00).
4. Latest Income Tax Return (for projects with ABC above Php500,000.00)

Notes:

- a. *Certificate of Platinum Membership may be submitted in lieu of 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. Prices proposed shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
3. Price proposals shall be in Philippine peso and shall include all applicable taxes and/or levies.
4. 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.
5. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
6. SEC shall have the right to inspect and/or to test the goods/services to confirm their conformity to the technical specifications.
7. Payment shall be processed after every maintenance service 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.
8. 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 a 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.
9. 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.

sgd
ARMANDO A. PAN, JR.
Chairman
/mva

**PRICE QUOTATION FORM
Reference No. AMP No. 2024-081**

Date: _____

**The Chairman
BIDS AND AWARDS COMMITTEE**

Procurement Unit, Supply Chain Division
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	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1	Engagement of a Learning Service Provider for the conduct of the Completed Staff Work for SEC Leaders, Technical Staff, and Administrative Support <i>(Please see Annex B 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 and e-Mail Address : _____

Terms of Reference

Engagement of a Learning Service Provider for the Conduct of the Completed Staff Work for SEC Leaders, Technical Staff and Administrative Support

1. General Details

The Securities and Exchange Commission (SEC), through the Organizational Development Division of the Human Resources Department (ODD-HRD), is organizing a learning program with the following details:

Title of Training	Completed Staff Work for SEC Leaders, Technical Staff and Administrative Support
Learning Delivery Method	Batches 1 & 2: Traditional Learning (Face-to-Face) Batch 3: Virtual (Online) for the Extension Offices
Date	Batch 1: 17 - 18 September 2024, 8:00 AM-5:00 PM Batch 2: 19 - 20 September 2024, 8:00 AM-5:00 PM Batch 3: 26 - 27 September 2024, 8:00 AM-5:00 PM
Venue	TBA/Zoom Video Communications/ SEC Learning Portal

2. Program Description

This program will equip the participants with the tools to foster a culture of excellence, integrity, and accountability. The program also enables employees to apply the Completed Staff Work (CSW) processes within the Volatility, Uncertainty, Complex, and Ambiguous (VUCA) framework, promote collaboration and teamwork across different units, and bridge the gaps at all organizational levels. The program aims to develop high-performing units, make informed decisions, and improve service delivery while emphasizing interdepartmental collaboration, ensuring that all efforts align with the SEC's overarching goals and uphold its core values of professionalism and service excellence.

At the end of the program, the participants will be able to:

- Know the concept of problem-solving in CSW that will improve the delivery of services to SEC stakeholders under the world of VUCA;
- Develop robust and adaptable management techniques for guiding diverse team members to complete tasks systematically and comprehensively, ensuring that all work is delivered in a finished, cohesive form rather than in fragmented parts;
- Build and engage high-performing teams, leveraging their professional skills to deliver innovative solutions that drive quality decision-making; and
- Develop actionable strategies to enforce and institutionalize the practice of CSW across the Commission.

After the training program, the participants are expected to:

- Learn management techniques using CSW;
- Become high-performing team;
- Solve problem and provide quality solutions;

- Commit in adopting, enforcing and institutionalizing CSW in their workplace
- Faster delivery of public service aimed
- Aligned their unit goals with organizational goals

3. Duration

This program will be conducted in two (2) whole-day schedule and in three (3) batches on the following schedule:

a. Batch 1	17 – 18 September 2024	30 participants
b. Batch 2	19 – 20 September 2024	30 participants
c. Batch 3	26 – 27 September 2024	30 participants

The Learning Service Provider (LSP) shall be engaged for a period of **forty-eight (48) training hours or sixteen (16) training hours per batch** and shall likewise be available for attendance to meetings before and after the conduct of the training.

4. Modality

The learning program shall be delivered in a traditional (in-person) and virtual (online) learning formats and asynchronous activities, will be delivered and monitored through the SEC Learning Portal.

5. Approved Budget for the Contract

The maximum possible contract price for the services for the **forty-eight (48) training hours or sixteen (16) training hours per module per batch including the training venue and meals** is **NINE HUNDRED THIRTY-SIX THOUSAND (PHP 936,000.00)** for a total of **90 participants or 30 participants per batch**. A bid in excess of this amount shall automatically be rejected at the opening of the financial proposal.

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government. The amount shall be billed by the LSP upon submission of the terminal report that includes the proposal submitted by the LSP, a report on the implementation of the program, detailed results of the pre-test and post-test (if applicable), narrative of the learning gains by the participants, pictures chronicling the conduct, and program effectiveness assessment, whether the objectives of the program have been met, etc.

Expenses and tools of the trade and other similar items necessary to enable the LSP to carry out its commitments in accordance with this Terms of Reference shall be for the account of the LSP.

6. Profile of Participants

Target participants are the Directors, Assistant Directors, Supervisors, and Technical and Administrative Staff from the Head Office and Extension Offices. The target participants have been the group identified for this training because of the relevance of the doctrine of Completed Staff Work to the nature of their function in the Commission. This group will use the competencies from this learning program in the completion of the projects aligned with the Commission’s strategic objectives.

6.1. Equal Opportunity Principle (EOP)

In creating a culture of fairness and inclusion, the SEC is committed to support equality in the workplace fostering an environment of professionalism and devoid of bias against any form of discrimination at the agency on account of age, sex, gender identity, civil status, religion, ethnicity, and political affiliation (SEC Office Order No. 760 series of 2019).

7. End-user

The end-user for this project is the ODD-HRD on the 2nd Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

8. Scope of Work

The LSP is expected to perform the following:

8.1. Design a competency-based 16-hour training program for 90 participants based on the general parameters set by the ODD-HRD:

8.1.1. Technical Aspect

- Must be competency-based;

The Completed Staff Work for SEC Employees is a competency-based learning and development intervention focusing on addressing the following competencies:

- Core Competencies
 - Demonstrating Agility and Resilience
 - Solving Problem & Decision Making
 - Leadership Competencies
 - Building Collaborative, Inclusive Working Relationship
 - Managing Performance and Coaching for Results
 - Creating and Nurturing a High-Performing Organization
 - Functional Competencies
 - Developing Digital Communication Strategies
 - Managing Learning and Development
 - Organizational Competencies
 - Critical Thinking
 - Administrative Services and Records Management
 - Strategic Planning
 - Relationship Building
- Must introduce management techniques using CSW;
 - Must help the participants become high-performing team and deliver public service efficiently and effectively;
 - Must demonstrate problem solving skills and provide quality solutions;
 - Must commit in adopting, enforcing and institutionalizing CSW in the workplace; and
 - Must align with the department/office/division/unit's goals with organizational goals.

8.1.2. Administrative Aspect

- Must be able to profile the participants according to trainability and performance using appropriate and applicable tools for such assessment in order to design and implement the most suitable learning experience;
- Must provide a copy of handouts, job aids, and all other learning materials;
- Must provide a training venue with meals, within Makati City, for the duration of the program that includes 1) AM Snack, 2) Lunch, and 3) PM Snack;
- Ensure that dietary restrictions and preferences of participants are accommodated to guarantee inclusivity and satisfaction; and
- Must conform to the sustainability efforts of the agency by:
 - Opting for paperless documents by providing an electronic copy of handouts and all other learning materials (except as required by law)

such as the original printed billing statement and terminal report) and if possible, by designing activities/workshops through paperless alternatives

- Avoiding kitchen disposable items by bringing tumblers during the traditional/in-person conduct of learning programs

8.1.3 Catering Services

- **Participants.** Overall, there will be an estimated **seventy (70) total participants** for the two (2) face-to-face batches and throughout the duration of the program. This includes the 60 participants, Learning and Development Team of the SEC, and the prospective LSP.
- **Food and Meals**
 - The catering services available and must fulfill the following requirements:

Batch 1 17-18 September 2024		
Date	Meals	No. of Persons
Day 1	AM Snacks, Lunch, and PM Snacks with one (1) round of soft drinks or iced tea; Managed buffet Lunch; free-flowing coffee	35
Day 2	AM Snacks, Lunch, and PM Snacks with one (1) round of soft drinks or iced tea; Managed buffet Lunch; free-flowing coffee	35

Batch 2 19-20 September 2024		
Date	Meals	No. of Persons
Day 1	AM Snacks, Lunch, and PM Snacks with one (1) round of soft drinks or iced tea; Managed buffet Lunch; free-flowing coffee	35
Day 2	AM Snacks, Lunch, and PM Snacks with one (1) round of soft drinks or iced tea; Managed buffet Lunch; free-flowing coffee	35

- Managed buffet for lunch with soft drinks or iced tea (include special menus for Muslim participants - Halal or any food restrictions, if necessary);
- For lunch: Steamed Rice with at least 3 viands in combination of vegetables, fish and alternate of beef and chicken, assorted fruits for dessert and softdrinks/juices/iced tea for drinks;
- Plated AM and PM snacks with one (1) round of soft drinks or iced tea (include special menus for Muslim participants - Halal or any food restrictions, if necessary);
- For AM and PM snacks: Sandwich/Pasta/Kakanin with drinks/juice/tea;
- Complimentary hard candies;

- Drinking water shall be provided;
- Free-flowing coffee, creamer, and sugar and
- Food served shall be fresh, hot, and ready at least 30 minutes before each meal.

8.1.4 Venue Specifications

- Must be well-lit and conducive for learning;
- Must be spacious enough to accommodate a classroom-setting (with tables and chairs) for thirty (30) participants, with teacher’s table, secretariat table, and catering area. It must also have enough space to accommodate proposed activities;
- Must have audio-visual equipment required for the facilitation of the training program. Such equipment shall include but is not limited to television or projector with white screen, speakers, at least two wireless microphones, and extension cords;
- Must be equipped with Wi-Fi connection available to all participants, SEC L&D Team, and RP/s;
- There should be restroom facilities available near the venue;
- Must be accessible to all participants, including Persons with Disability (PWDs); and
- There should be at least an available drop-off area for the SEC Shuttle Services to use when dropping off and picking up participants to and from the venue.

8.1.5 Other Requirements

- **Maintenance.** The catering services must be properly cleaned and maintained.
- **Client Satisfactory Rating.** The catering services must have a positive client satisfactory rating.
- Other arrangements may be mutually agreed upon by the end-user and the supplier and/or service provider.

8.2. Conduct the training on the following schedules, utilizing the learning delivery methods agreed upon, viz;

Batch	Date/Day	Time	Modality/Venue
1	17-18 September 2024	8:00 AM - 5:00 PM	Traditional
2	19-20 September 2024	8:00 AM - 5:00 PM	Traditional
3	26-27 September 2024	8:00 AM - 5:00 PM	Virtual

The dates of the training may be changed and/or updated by the end-user for reasonable cause. The adjusted dates will be communicated to the LSP.

8.3. Submit the training requirements based on the following schedules, if applicable, viz:

Requirements	Deadline
Pre-test / pre-course assessment	Ten (10) calendar days before the event

Post-test / post-course assessment	Ten (10) calendar days before the event
Learning Program Evaluation	Ten (10) calendar days before the event
Detailed program of activities/session blueprint	Five (5) calendar days before the event
Presentation decks, audio-visual materials, job aids, etc	Five (5) calendar days before the event
Training venue, menu options for AM Snacks, Lunch, and PM Snacks	Ten (10) calendar days before the event
Other training requirements, as agreed/discussed	Five (5) calendar days before the event

8.4. Payment requirements. Submit an original copy of the **Billing Statement** and **two (2) original copies of the Terminal Report ten (10) business days** after the conclusion of the training following the prescribed format and content, viz:

- Attainment of learning program objectives, extent of learning absorption, and capacity of immediate learning application of the participants
- Policy insights generated in aid of subsequent administration of learning interventions
- Adjustments and innovations necessary to improve training effectiveness;
- Way forward suggestions on learning reinforcement for the benefit of the principals of the trainees inasmuch as they have the inherent responsibility of nurturing the trainees under their watch and custody
- Proposed Learning Action Plan aims to develop strategies, projects, activities, etc., to maximize participants' learning through learning by doing.

8.5. Payment Schedule. The payment will be processed upon the conduct of the training and the submission of all deliverables and requirements duly acknowledged by the end-user.

9. Minimum Qualifications

- 9.1. Proven expertise in designing and conducting a program for the principles of completed staff work
- 9.2. Advanced ability to customize the program tailored to the peculiar requirements of the agency
- 9.3. Advanced ability to engage the participants through the application of suitable learning modalities
- 9.4. Ability to rate the performance of the participants during the program and provide guidance for improvement

10. Technical Evaluation Criteria

The Highest Rated Bidder is the bidder with the highest rated score based on the technical and financial bids submitted if the score passes the rate of 80%.

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

Criteria	Description	Points
TECHNICAL PROPOSAL (85%)		
<p>Suitability</p> <p>(Responsiveness of training proposal to the learning design)</p>	<p>Fitness for the task or role (i.e. willingness to devote the time required for the preparation and actual conduct of the learning and development activity, willingness to coach and support participants beyond prescribed activity sessions, and evaluation results of previous engagement on similar program)</p> <ul style="list-style-type: none"> • All portions of the Training proposal and Detailed Training Activity Plan (DTAP) are clear, well-structured and responsive to the TOR - <i>21 to 30 points</i> • All portions of the Training proposal are clear, well-structured and responsive to the TOR but no Detailed Training Activity Plan (DTAP) - <i>11 to 20 points</i> • Only some portions of the training design are clear, well-structured and responsive to the TOR but with Detailed Training Activity Plan (DTAP) - <i>6 to 10 points</i> • Training design is not clear and well-structured with no definite timeline, and no DTAP - <i>1 to 5 points</i> • No training design submitted, and no DTAP - <i>Disqualified</i> 	30
<p>Experience</p> <p>(Ability to execute masterfully)</p>	<p>Proven record that can substantiate any claims to the experience or skill and preferably with documented outcomes (i.e. relevant work experience, training proposals, training design, portfolio, etc.)</p> <p>Points to be attributed based on the qualifications:</p> <ul style="list-style-type: none"> • With at least fifteen (15) years of work experience related to the subject - <i>16 to 20 points</i> • With six (6) to ten (10) years of work experience related to the subject - <i>11 to 15 points</i> • With less than 5 years of work experience related to the subject - <i>1 to 10 points</i> 	20
<p>Expertise/Education</p>	<p>Background or mastery of the area of specialization (i.e. graduate degree, bachelor's degree, certifications, or memberships to associations/organizations)</p> <p>Points to be attributed based on the qualifications:</p> <ul style="list-style-type: none"> • Graduate degree - <i>20 points</i> 	20

	<ul style="list-style-type: none"> • Bachelor's degree - <i>15 points</i> • Training attended, Affiliations, Certifications or memberships to Associations/organizations - <i>5 to 10 points</i> <p>E.g., An LSP/RP with a graduate degree and a certified member of associations will receive a total of 20 points while an LSP/RP with a bachelor's degree and a certified member of associations will receive a total of 15 points</p>	
<p>Integrity</p> <p>(Feedback from previous clients who availed of the LSP's or consultant's services for the same type of training)</p>	<p>Absence of critical incidents that might otherwise tarnish or put to question the LSP or RP's credibility, character, ethical behavior, or intellectual integrity (i.e. recommendations or commendations from ODD-HRD and previous clients and credibility and respected in the area of specialization)</p> <p>Points to be attributed based on the qualifications:</p> <ul style="list-style-type: none"> • With outstanding or very satisfactory evaluation from previous engagement on similar program/s - <i>8 to 15 points</i> • With satisfactory evaluation from previous engagement on similar program/s - <i>1 to 7 points</i> • With below satisfactory evaluation from previous engagement on similar program/s - <i>Disqualified</i> 	15
FINANCIAL PROPOSAL (15%)		

Kindly note that prospective LSPs shall provide supporting documents for the above-specified criteria and descriptions in their submitted documents during the bidding process. Such documents will be evaluated by the end-user using the above QCBE.

11. Responsibilities of the Parties

11.1. The LSP shall assume the following obligations:

- 11.1.1. Provide a Training Venue with meals (AM Snacks, Lunch, and PM Snacks) within Makati City.
- 11.1.2. Attendance to meetings with the ODD-HRD to discuss matters related to but not limited to the problems discerned via assessments done and expected results of the programs;
- 11.1.3. Provide the company profile and profile of the facilitator/s;
- 11.1.4. Conduct the training orientation to promote the program to selected employees of the agency in coordination with the ODD-HRD;
- 11.1.5. Design an evaluation survey for participants to answer at the end of the project;
- 11.1.6. Provide Pre-test / pre-course assessment, Post-test / post-course assessment, Learning Program Evaluation, Detailed program of activities/session blueprint, Presentation decks, audio-visual materials, job aids, and other training requirements, as stated in item 8.3 of this TOR.

- 11.1.7. Develop the design and methodologies that will best fit the organizational needs in terms of the required expected outputs and deliverables;
 - 11.1.8. Maintain the confidentiality of the data and information acquired and all other related activities generated thereof, until such is determined and declassified by the SEC; and
 - 11.1.9. Provide the video communications platform (e.g. Zoom, Webex, etc.) account that will be used during the duration of the fully virtual training (in case the ODD-HRD will not provide the Zoom account due to scheduling conflict).
- 11.2. The SEC shall assume the following obligations:

- 11.2.1. Provide general supervision and direction on the conduct of the learning program;
- 11.2.2. Ensure the availability of a Zoom account dedicated to this project that will be used throughout the duration of the training in case there is scheduling;
- 11.2.3. Provide a representative that will provide the necessary data and information necessary for the conduct of the project;
- 11.2.4. Review and approve all changes in the execution of the proposed learning design prior to the conduct of the activities; and
- 11.2.5. Review and approve all project deliverables, and related activities based on the timetable and in accordance with this Terms of Reference (TOR).

12. Other items

12.1. **Disclaimer**

There will be no employer-employee relationship between the SEC and the LSP, nor between the former and the agents of the latter.

12.2. **Intellectual Property**

The intellectual property of materials, including concept notes and learning design, remains with the end-user. The LSP cannot in any way, use the said materials in whole or in part to run similar or somewhat equivalent learning interventions outside the SEC.

12.3. **Property of SEC**

Any and all works (including recordings) resulting from the engagement as originating from this TOR shall be the sole property of the SEC, which shall be turned over whenever required by the agency.

12.4. **Warranty**

The LSP warrants that its personnel are properly supervised, and legally and technically competent to provide and conduct the required scope of work as originating from this TOR. The SEC may demand for replacement of the LSP's personnel if the performance and/or knowledge level is found to be below the expectation for the required services.

12.5. **Sustainability Efforts**

The SEC has launched its sustainability efforts, and to support this project, the ODD-HRD promotes and encourages a sustainable corporate culture that will result in a better quality of life for SEC employees and the community it interacts with. Therefore, the ODD-HRD, the LSP, and the participants must strive to:

- Opt for paperless documents and other paperless alternatives
- Avoid disposable kitchen items. All attendees are required to bring their own tumblers. The ODD-HRD commits to minimizing the use of disposable and plastic items in the meals being prepared and distributed.