



**BIDS AND AWARDS COMMITTEE**

**BAGONG PILIPINAS**

**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	Subscription to Video Conferencing Software-as-a-Service Solution for One Year  <i>See Annex B for Technical Specifications</i>	1 lot	Php 874,116.00

<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. 2024-082				
<b>Procurement Schedules</b>	<table border="0"> <tr> <td>Advertisement</td> <td align="right">29 August 2024</td> </tr> <tr> <td>Deadline to Submit Quotation</td> <td align="right">05 September 2024 10:00 A.M.</td> </tr> </table>	Advertisement	29 August 2024	Deadline to Submit Quotation	05 September 2024 10:00 A.M.
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<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></p>				

	<i>Deadline to Submit Quotation</i>
	Electronic    Electronic submission shall be made through email at fpbaluyot@sec.gov.ph
<b>Delivery Schedule</b>	22 September 2024 for the Video Conferencing Software.  Within thirty (30) calendar days upon receipt of the approved Purchase Order for the equipment.
<b>Delivery Location</b>	The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City 1209

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]*.

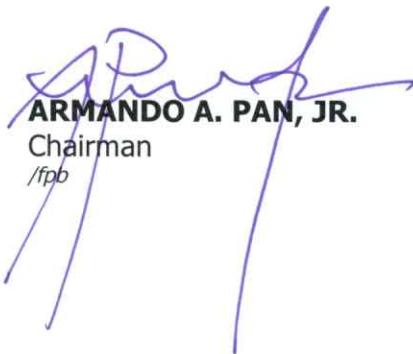
*Notes:*

- 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  
/fpb

**PRICE QUOTATION FORM**  
**Reference No. AMP No. 2024-082**

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

**The Chairman****BIDS AND AWARDS COMMITTEE**

Procurement Unit, 7/F 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 items 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>
<b>1</b>	1 unit	Video Conferencing Software	Php _____	Php _____
	1 unit	Video Conferencing Camera	Php _____	Php _____
	2 units	Advanced Camera with 13.2 x 8.8 mm sensor	Php _____	Php _____
	1 unit	Entry-level interchangeable-lens camera	Php _____	Php _____
	1 unit	Lapel microphone set for two (2) persons	Php _____	Php _____
<i>See Annex B for Technical Specifications</i>			<b>TOTAL</b>	Php _____

**AMOUNT IN WORDS:**

\_\_\_\_\_

\_\_\_\_\_

Brand and/or Model of the item/s being offered:

- Video Conferencing Software \_\_\_\_\_
- Video Conferencing Camera \_\_\_\_\_
- Advanced Camera with 13.2 x 8.8 mm sensor \_\_\_\_\_
- Entry-level interchangeable-lens camera \_\_\_\_\_
- Lapel microphone set for two (2) persons \_\_\_\_\_

(If the Offer has no brand and/or Model, attach in the Quotation proof of offer, in the form of brochure, unamended sales literature, or any equivalent document.)

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

### Subscription to Video Conferencing Software-as-a-Service Solution for One Year

- **Includes at least 33 accounts/distinct users that can host or meetings/events simultaneously.**
- Each meeting can have up to 300 participants.
- Can host meetings that last up to 8-10 hours.
- Has the following administration features:
  - Management of users (participants and host)
  - Host Management of real-time meeting-wide and per-user features
  - Dashboard for integrated administration
- Has Historical Reporting Capabilities
- Can customize meeting names and identifiers
- Provides meeting scheduler (once, repeating)
- Can record meeting sessions online on the Cloud or on Local Storage of Host
- Has a RESTful Web API
- Interoperability with other corporate instant messaging and conferencing platforms.
- Must have options for self-hosted/on premise deployment
- Should provide for Managed Domains
- Supports Single Sign-On (SSO) with LDAP Directory Services or similar
- Can be co-branded/white labeled with company branding
- Can support custom emails with configurable Subject, Body, Attachments, Sender, Recipients, and other email Message Parameters
- Supports Learning Tools Interoperability (LTI) Integration with such Learning Management Systems (LMSes) as Google Classrooms, Moodle, etc.
- Can produce Transcripts of Recording on Cloud
- Has the following Video Conferencing Features
  - HD video and voice
  - A view and indicator of the Active speaker
  - Supports views of Full screen and thumbnail gallery
  - Allows for screen sharing simultaneously
  - Users can join by calling in from a publicly switched telephone network.
  - Supports customizable or pre-provided virtual backgrounds of videos
- Has the following Web Conferencing Features
  - Allows or the sharing of the Desktop as well as per-application sharing
  - Supports personal room or meeting identifiers
  - Supports both Instant/on-the-fly or pre-scheduled meetings
  - Has browser and/or email client plug-ins that support scheduling
  - Supports MP4 for locally stored recording
  - Can accommodate private (1-1) and group chat
  - Provided for host controls of the Web Conference
  - Allows participants to flag attention of the host and other

- participants
- Has the following Group Collaboration Features
  - Can have breakout sessions
  - Support for the following platforms: Mac, Windows, Linux, iOS and Android
  - Supports in-call group messaging and group status monitoring
  - Capability to share any iPad/iPhone application screens in real time.
  - Allows for collaborative annotation/notes on shared screens
  - Allows for Keyboard/mouse control
  - Provides for Virtual Whiteboards where different participants can collaborate annotations or notes on shared screens
  - Allows multiple participants to share their screens simultaneously
- Security
  - Supports Secure Socket Layer (SSL) encryption
  - Has 256-bit or greater encryption
- Webinars
  - **At least 2 users able to conduct webinars session simultaneously.**
  - Can accommodate not less than 500 attendees.
  - Able to conduct Question and answer with live or text answers, polling, registration and reporting
  - Able the host to mute/unmute panelists, and promote attendees to panelists, giving them audio & video capabilities for enhanced engagement.
- Video Conference Equipment (shall be owned by SEC)
  - **Supply and delivery of One (1) unit of Video Conference Camera**
    - Camera**
      - Output Resolution: At-least 1080p HD, Field of View: 360°
      - Video Pickup Radius: At-least 10' (3m)
      - Microphone**
        - At-least 8 omni-directional beamforming Smart Mics
        - Audio Pickup Radius: 18' (5.5m)
      - Speaker**
        - At-least three (3) built-in speakers for 360° coverage and clear in-room sound
        - Speaker Output Level: 80 db SPL
    - Connection**
      - Plug and Play connection to host computer via USB-C
    - Software**
      - Must have AI-powered system to intelligently focus on whoever is speaking
      - Must have device pairing technology to expand video and audio coverage in larger rooms
  - **Supply and delivery of Two (2) units of Advanced Camera with 13.2 x 8.8 mm sensor**
    - Sensor Type: 1.0-type (13.2 mm x 8.8 mm) Exmor

- R CMOS sensor, aspect ratio 3:2
- Number of Pixels (Effective): Approx. 20.1 Megapixels
- Built-in OLED Tru-Finder™ electronic viewfinder (EVF)
- **Supply and delivery of One (1) unit entry-level interchangeable-lens camera.**
  - At least 24.1-megapixel APS-C CMOS sensor
  - At least DIGIC 4+ processor or equivalent
  - At least has an ISO range 100-6400 (expandable to 12800)
  - At least Video Full HD 1080p video up to 30fps
  - Up to 3 continuous shooting speed (Shots Per Sec)
  - At least 9-point autofocus
  - At least 3-inch LCD Monitor TFT with 920,000 dots
  - Wi-Fi Wi-Fi plus NFC connectivity
  - With built-in flash
- **Supply and delivery of One (1) Lapel Mic set for two (2) person**
  - Display : OLED
  - Transmission Type : 2.4GHz Digital Frequency Modulation : Digital Modulation
  - Polar Pattern : Omnidirectional
  - Antenna : Built-in Antenna
  - Operating Range : Up to 100m (Without Obstacles)
  - Frequency Response : 20Hz-20KHz
  - Audio Input Connector : 3.5mm MIC IN/LINE IN
  - Audio Output Connector : 3.5mm Headphone Jack (Compatible with TRS/TRRS)3.5mm TRS Output Jack
  - Battery Specifications : 3.7V/400mAh
  - Power Requirements : Built-in Li-ion Battery or Charging Contact or USB-C DC 5V
  - Built-in Battery Life : Approx.10 hours
  - Weight : TX:Approx. 29.5g (1.04oz) / RX:Approx. 30.5g (1.08oz)
  - With charging case
    - Power interface: USB-C Port
    - Power Capacity: 3000mAh
    - Charging Time (BOX) : <3 hours
    - Charge Cycle Times for TX & RX : 2 times
    - Weight : 264g (9.31oz)

- **The manufacturer or bidder must have effective waste management policies and procedures and/or a waste management program.**