

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	Lease of Venue and Provision for Related Requirements for the Conduct of 2024 SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference <i>See Annex B for Technical Specifications</i>	1 lot	Php 5,586,501.00

Mode of Procurement	Negotiated Procurement – Lease of Real Property and Venue (Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184)		
Reference Number	AMP No. 2024-093		
Procurement Schedules	Deadline to Submit Quotation	25 September 2024 10:00 A.M.	
Submission of Quotation	Manual	BAC Secretariat, 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 fpbaluyot@sec.gov.ph	
Delivery Terms	The Conference will be held on 28-30 October 2024 within the Province of Pampanga in Central Luzon, Philippines		

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

- Price Quotation** (use Annex A) and/or **proposal**

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 venue being offered by the Lessor with the Lowest Calculated Quotation shall be rated in accordance with the technical specifications pursuant to Annex B. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.

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 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
/fpb

PRICE QUOTATION FORM
Reference No. AMP No. 2024-093

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

BAC Secretariat, 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	1 lot	Lease of Venue and Provision for Related Requirements for the Conduct of 2024 SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference <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 : _____

TERMS OF REFERENCE

1. Objective of the Project

To search, identify, and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate venue that is conducive for the conduct of the Commission-Wide SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference. The venue should also allow the participants to focus solely on the activities to maximize the attainment of the program objectives.

2. Approved Budget for the Contract

The maximum possible contract price for the services for **three (3) days and two (2) nights** is **FIVE MILLION FIVE HUNDRED EIGHTY-SIX THOUSAND FIVE HUNDRED PESOS ONLY (Php 5,586,500)**.

This amount shall be inclusive of 12% Value Added Tax (VAT), and other taxes imposed by the government.

3. Availability

The venue will be utilized from **28 to 30 October 2024**, exclusive of ingress and egress, if needed.

4. Participation

There will be an estimated at least **SIX HUNDRED FIFTY (650) PARTICIPANTS** throughout the duration of the event.

5. Functionality

5.1. One (1) Conference Hall which can be arranged as a conference type with tables and chairs good for a minimum of 650 to a maximum of 700 pax.

Conference Room/Hall Layout	No. of Persons
1 Conference Hall <ul style="list-style-type: none"> • Event/dining hall open from 6:00 AM- 12:00 Midnight 	650 pax
Tables for dining	650 pax
650 chairs for dining	650 pax
Secretariat/ Registration Table (at designated area)	10 pax
Technical booth (at designated area)	5 pax

5.2. With separate tables, chairs, and space for registration/secretariat.

5.3. With digital welcome banner

5.4. With stage set-up

- Podium (2 pcs)
- Flag pole and stand (2 pcs)
- Basic styling appropriate for the theme of the event
- Stage arrangement based on the preferred layout

5.5. With standard lights and a sound system

- Wireless microphones (at least 5 pcs)
- Wired microphones (at least 3 pcs)
- Concert speakers (at least 4 pcs located around the venue)
- Lights and sound system
- Lights and sound operator

5.6. With audio-visual equipment

- LED wall 9 ft (height) and 12 ft (length) [1 set located at the center stage]
 - Wide LCD projector with screen [3 pcs located each at left and right side of the stage]
 - LED wall operator
- 5.7. With space for the buffet (at least 6 buffet stations, 2 lanes, located around the venue)
- 5.8. Well-ventilated and fully air-conditioned.
- 5.9. No obstructions or posts inside the conference room.
- 5.10. With activity/ team building facilitators appropriate to the number of participants and agreed program.
- 5.11. With designated logistics personnel for ingress, venue arrangement, and egress.

6. Location, Distance, and Accessibility

- 6.1. The event venue should preferably be within 300 kilometers of Makati City, near commercial establishments, and easily accessible directly to main thoroughfares and by public transport for convenience.
- 6.1.1. The venue should be within the vicinity approved by the Commission En Banc.
- 6.2. The venue should not offer short-term lodging and services associated with motels and should not be located beside or across gambling establishments or casinos, strip clubs, adult entertainment shops/nightclubs, funeral parlors, mortuaries, morgues, and other similar facilities.
- 6.3. The venue must have free parking slots for the participants.
- 7.3.1. With available free parking spaces for at least twenty-five (25) SEC vehicles and at least ten (13) buses.
- 6.4. The venue should preferably be easily accessible directly to the main thoroughfares.
- 6.4.1. With separate comfort rooms for men and women and cubicles for PWD.
- 6.4.2. With elevators and a fire exit near the venue/conference room.

7. Requirements and Conditions

The provider must meet the corresponding requirements:

- 7.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 7.2. The venue must be able to accommodate at least 650 individuals (participants and organizers).
- 7.3. The venue must be located in a sanitary and healthy environment with proper garbage disposal facilities and observe health sanitation standards.
- 7.3.1. Cleanliness is fully maintained, with a sanitation permit; no ongoing constructions or renovations.
- 7.4. The building is designed in compliance with the latest Building and Structural Codes of the Philippines.
- 7.5. **Food and Meals.** The venue must have catering services available and must fulfill the following requirements:

Date	Meals	No. of Persons
Day 1	Buffet Lunch (3 viands, 1 vegetable, 1 soup, fruits or dessert and 1 round of drinks); PM Snacks with one (1) round of drinks; and Buffet Dinner (2 viands, 1 vegetable, 1 soup, fruits or dessert and 1 round of drinks)	650
Day 2	Breakfast, AM, and PM Snacks with one (1) round of drinks; Buffet Lunch (3 viands, 1 vegetable, 1 soup, fruits and dessert and 1 round of drinks); and Buffet Dinner (2 viands, 1	650

	vegetable, 1 soup, fruits or dessert and 1 round of drinks) Pica-pica	
Day 3	Breakfast, AM Snacks with one (1) round of drinks;	650

7.5.1. Buffet for breakfast and lunch with soft drinks or iced tea **(include special menus for Muslim participants - Halal, if necessary)**

- For breakfast, lunch, and dinner: Steamed Rice with at least 2 viands in a combination of fish and alternative of beef and chicken; vegetable; soup; assorted fruits for dessert and soft drinks/juices/iced tea for drinks

7.5.2. Plated AM and PM snacks with one (1) round of drinks **(include special menus for Muslim participants - Halal, if necessary)**

- For AM and PM snacks: Sandwich/Pasta/Kakanin with drinks/juice/tea

7.5.3. Complimentary hard candies

7.5.4. Drinking water shall be provided

7.5.5. Flowing coffee and tea shall be provided throughout the event

7.5.6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal

7.6. Accommodation and Room Arrangement

7.6.1. The venue must be able to house the participants for 3 days and 2 nights and must be aligned with the following room arrangement:

Dates	No. of Rooms	Room Type	No. of Persons	Occupants
27 October 2024	4	4-5 pax per room	20 pax	Organizing Committee (Complimentary Rooms)
28-30 October 2024	5	Executive Room (Single Occupancy)	5 pax	Chairperson and Commissioners
28-30 October 2024	15	Twin Sharing	30 pax	Directors and Assistant Directors
28-30 October 2024	150	4 pax per room	600 pax	All attending employees
Total	174*		655	

**Estimated number of rooms, depending on availability of room types*

7.6.2. The venue must be able to provide toiletries to all rooms provided with replenishments on the second day of the event.

7.7. Venue Setup

7.7.1. Conference set-up for 650 participants

7.7.2. Placement of 1 secretariat table and 1 technical booth

7.7.3. Complimentary room for organizers near or adjacent to the venue on 27-28 October 2024

7.7.4. Complimentary use of three (3) projectors

7.7.5. Complimentary use of three (3) projector screens/ white screens

7.7.6. LED Wall located at the center stage

7.7.7. Waived electrical consumption for the LCD Projectors, Official Laptops, Printers, and other lights and sound equipment

7.7.8. Fully air-conditioned

7.7.9. Free use and access to wireless internet access

- 7.7.10. Use of basic public address system and microphones
- 7.7.11. Use of extension outlets
- 7.7.12. Use of built-in-stage, if any, with rostrum
- 7.7.13. Sign stands, lobby, and function room signage
- 7.7.14. Engineering services
- 7.7.15. Janitorial services
- 7.7.16. Banquet services
- 7.7.17. Security services

7.8. Facilities

- 7.8.1. **Water Supply and Toilet.** The venue's premises must have available water supply and toilet facilities adequate to SEC requirements.
- 7.8.2. **Lighting/Electrical system.** The venue must have sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for the electrical system for the equipment. All electrical fixtures, convenience outlets, switches, and telephone terminals shall be in good working condition.
- 7.8.3. **Elevators.** Buildings with 3 or more floors must have ample elevators. The venue (if located on other floors) must have ample provision for elevators for the participants.
- 7.8.4. **Fire/Emergency escapes.** The venue must have adequate fire/emergency escapes as required by law.
- 7.8.5. **Fire-fighting equipment.** The venue must have a fire alarm/detection system and an adequate number of fire-fighting equipment.
- 7.8.6. **Internet and Telecommunications.** The venue must have internet/telephone facilities in both the conference and guest rooms.
- 7.8.7. **Audiovisual equipment.** The venue can provide audio-visual equipment as needed.
- 7.8.8. **Power back-up.** The venue must have an available power back-up/ generator set that can accommodate the electric requirements to continue with the program, in case of power failure.

7.9. Health Protocols. The venue should have the highest level of safety standards to ensure the health and well-being of our attendees and staff by providing us with the following:

- 7.9.1. Disinfectant or alcohol in the entrance
- 7.9.2. Air purifier located around the hall
- 7.9.3. Temperature check
- 7.9.4. Hand sanitizer or soap in the Comfort Rooms
- 7.9.5. Humidifier or air purifier depending on the size of the room
- 7.9.6. Have a floor plan that observes social distancing and enough space to avoid the risk of infection
- 7.9.7. Regular sanitation of the venue
- 7.9.8. Available clinic with basic first-aid equipment/kit and emergency personnel on stand-by

7.10. Other requirements

- 7.10.1. **Maintenance.** The venue must be properly maintained, or there is an existing maintenance service program.
- 7.10.2. **Attractiveness.** The overall façade and architectural design must be appropriate for a venue.
- 7.10.3. **Security.** The building's management must provide security for common areas.
- 7.10.4. **Client Satisfactory Rating.** The venue must have a positive client satisfactory rating.
- 7.10.5. Other arrangements may be mutually agreed by the end-user and the supplier and/or service provider.
- 7.10.6. **Corkage fee.** Waived corkage fee for specific items sourced from SEC officials and employees. The specific items shall be agreed upon by the both parties.
- 7.10.7. **Outdoor Activities.** The Service Provider must provide outdoor tents and chairs that can accommodate at least forty (40) people for the duration of the outdoor activities on 29 October 2024. Similarly, they shall provide stand-by security marshalls and emergency personnel throughout the duration of the outdoor activities.

7.10.8. **Schedule.** The schedule may change in case of force majeure that may affect the conduct of the activity. The rescheduled date shall be agreed by the SEC and the Service Provider through an issued written notice prior to the original schedule.

8. End-user

The end-user for this project is the Human Resources Management Division (HRMD) of the Human Resources Department.

9. Rating factors

The lowest calculated quotation shall be rated in accordance with the following rating of factors, the venue/s must receive a minimum rating of 80 points.

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	
	2. Parking space	(50)	
		100	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
		100	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	a. Conference Rooms	(10)	
	b. Room arrangement (e.g., single, double, etc.)	(5)	
	c. Light, ventilation, and air conditioning	(5)	
	d. Space requirements	(5)	
	c. Facilities		
	a. Water supply and toilet	(4)	
	b. Lighting system	(5)	
	c. Elevators	(4)	
	d. Fire escapes	(4)	
	e. Firefighting equipment	(4)	
	f. Internet and Telecommunications	(4)	
	g. Audio visual equipment	(5)	
	d. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
	c. Security	(5)	
	e. Catering Services	(5)	
	f. Client's satisfactory rating	(5)	
		100	
I.	Availability	X (.5) =	
II.	Location and Site Condition	X (.1) =	
III.	Neighborhood Data	X (.05) =	
IV.	Venue	X (.35) =	
FACTOR VALUE			