

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	Subscription of Branded SMS and Email Blasting <i>See Annex B for Technical Specifications</i>	1	Php 1,000,000.00
		TOTAL:	Php 1,000,000.00

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. 2024-099		
Procurement Schedules	Advertisement	09 October 2024	
	Deadline to Submit Quotation	14 October 2024 10:00 A.M.	
Submission of Quotation	Manual	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 jamroa@sec.gov.ph
Delivery Period	Fifteen (15) days upon receipt of Notice to Proceed (NTP)/ Purchase Order (PO).
Delivery Place	The SEC Headquarters 7907 Makati Avenue, Bel-Air, Salcedo Village, Makati City 1209

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

1. **Price Quotation** (use Annex A); and
2. **Technical Specifications** (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;
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
/jar

PRICE QUOTATION FORM
Reference No. AMP No. 2024-099

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:

Particular	Budget Distribution	Number of Credits	Unit Price
Email	P800,000.00		
SMS	P200,000.00		
	Grand Total (Credits)		

****Note: The total number of credits in a year for E-Mail and SMS shall be delivered upfront. The Commission will be getting the Service Provider that can give the most number of E-Mail and SMS combined credits given the budget.***

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

SUBSCRIPTION OF BRANDED SMS AND EMAIL BLASTING

A. PROJECT DESCRIPTION

Email and SMS notifications offer a unique form of brand recognition while making communication more professional. SMS (sometimes called corporate SMS) uses an alphanumeric Sender ID. Instead of a number, the Sender ID becomes the company name or brand, for example, SEC. The SMS notification/messaging platform covers all networks. It boasts a wide range of fully set and user-friendly web SMS and email features and an Application Program Interface (API) for easy integration with any application. Email and SMS notification is frequently used for business-critical information, confirmations, or alerts in real-time. It ensures that essential notifications are delivered fast, securely, and directly to the recipient.

The Email and SMS Notification will be used primarily by the Commission for the following:

1. As a tool to send real-time Email/SMS notifications to stakeholders/clients and registered companies on the status of their transactions with the Commission;
2. As an API to SEC company registration system and other systems that will keep the SEC stakeholders/clients informed and updated in every stage of their transaction status (i.e. from initial registration application up to releasing of Certificate of Incorporation). The SEC stakeholders/clients will receive updates on their transactions and applications or whenever needed. Keeping the clients updated and informed on the status of their transactions will lead to faster action on the company's side and will ensure immediate transaction processes.

B. PROJECT OBJECTIVES

1. To ensure that SEC Stakeholders/clients will be updated and informed of their transaction status;
2. To ensure that Email and SMS Notification will continuously send notifications to SEC stakeholders/clients;
3. To ensure that Email and SMS Notifications provide high-speed sending capability to SEC stakeholders/clients.
4. To ensure that 100% of the Email and SMS will be delivered directly to the recipients on time;
5. To ensure that the Email and SMS sent will not be treated as spam.

C. SCOPE OF SERVICE

1. Provide web-based application for Email and SMS Notification and client's account that is accessible anytime, anywhere;

2. Able to provide Application Program Integration (API) to SEC applications; SMTP server credentials and its IP address must be provided by the service provider for connectivity and integration.
3. Ability to create multiple Sender ID;
4. Customized Email and SMS messages, and module to create, edit and delete sub-accounts;
5. Ensure that there is no credit expiration;
6. Provide an update status on the number of used and remaining credits based on the subscription plan;
7. Provide messaging platform that covers all mobile network;
8. Ability of the application to send a large number of Emails and SMS messages in a short period of time; Able to provide IP address (dedicated IP or multiple IP) with great sender reputation (no need to warm-up).
9. Ability to view messages before sending, schedule notification (scheduler), and view sent and unsent messages;
10. Ability to send different/multiple messages to different recipients in one sending;
11. Ability to generate reports (daily, weekly and monthly) as to the number of messages sent, failed, open, clicked, bounced, and spam. The report can be generated/retrieved anytime within the duration of the contract;
12. Provide training for ICTD personnel;
13. System uptime by 99.95%;
14. Ensure availability of technical support, when necessary, Monday to Friday from 8:00 am to 5:00 pm;
15. Provide system dashboard and analytics; the dashboard should display the following but not limited to:
 - Email available credits
 - SMS available credits
 - IP reputation
 - Number of sent, failed, bounced, etc.
16. Provide an incident report if a service failure is encountered. Detail the nature of failure and estimated repair time. If the failure is not resolved within an hour after initial troubleshooting, the service provider shall follow standard escalation procedure. The Service provider shall also provide feedback every hour to provide resolution updates;
17. Notify SEC-ICTD once the Service failure has been restored.
18. There should be no limit on creating an account in the admin portal.
19. The system must be able to send email even without subscribing to a mailing list.

D. APPROVED BUDGET CONTRACT

The approved budget is **One Million Pesos (P1,000,000.00)** inclusive of all applicable taxes, commissions, bank charges and other fees that may be incurred. The budget is distributed 80% for email blasting and 20% for SMS blasting.

The Commission will be getting the Service Provider that can give the most number of EMAIL and SMS combined credits given the budget.

BREAKDOWN OF PROPOSAL

Particular	Budget Distribution	Unit Price	Number of Credits	TOTAL NUMBER OF CREDITS
Email	₱800,000.00			
SMS	₱200,000.00			

NOTE: The total number of credits in a year for EMAIL and SMS shall be DELIVERED UPFRONT.

E. CONFIDENTIALITY

The Provider shall maintain confidentiality and shall not use or disclose any information during the Email and SMS notification process to any other individual or organization.

I hereby certify to comply with the above Technical Specifications

Authorized Representative

Signature: _____
Printed Name: _____
Company Name: _____
Contact Number: _____
e-Mail Address: _____