



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2017- 012

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

APP Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Supplemental APP 2017-1	201704082	Consultancy Services for Commission Wide Training Program (Capability Building and Collaboration Program). Please see attached Terms of Reference	Php 950,000.00

Interested suppliers are required to submit the following documents:

1. *Valid Mayor's Permit*
2. *Professional License/Curriculum Vitae*
3. *Proof of PhilGEPS Registration*
4. *Latest Income/Business Tax Return (for ABC above Php 500,000.00 only)*
5. *Omnibus Sworn Statement (Attachment 2)*

SEC Condition of Sale:

1. *Delivery Schedule: upon receipt of approved Contract/NTP*
2. *Bid Validity: Sixty (60) calendar days from submission of bids*


Award of contract shall be made to the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Proposal Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of April 18, 2017** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330.

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


EMMANUEL Y. ARTIZA
Chairman, BAC

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 c/o Procurement Division
 3rd Floor, Secretariat Building,
 PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	Catering Services for Commission Wide Training Program (Capability Building and Collaboration Program). Please see attached Term of Reference	1 lot	P _____	P _____

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at of *[Name of Bidder]* *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the

Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this _____ day of _____, 20____
at _____, Philippines. _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____, affiant
exhibiting to me his/her _____ *(Government issued ID name, number and validity
date)* _____

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]

TERMS OF REFERENCE

Hiring of an organization-wide training service provider for the Securities and Exchange Commission

The two operative terms in the title of the program – *capability-building* and *collaboration* – are essentially, the foundational elements whereupon the training intervention has been anchored. Workforce development is critically important especially at a time when our agency is gearing up to take on mounting public demands for it to do much more with less; and insofar as intra-agency cooperation between and among employees is the linchpin of organizational performance, it is equally necessary to manage the existence of silos. *Put simply, this training program is all about making our people work better and getting them to work with each other better as well.*

It has been quite some time since the organization had a team-building exercise that involved almost everyone, and it is imperative that such an exercise is occasioned by the results.

The Securities and Exchange Commission (SEC) now calls for the hiring of consultant services provider to conduct an organization-wide capability-building and collaboration program that will deliver the expected results indicated below:

I. Services and Scope of Work

A. General Works

By the end of the exercise, the consultant services provider/training service provider should be able to:

1. Gather relevant information from the Learning Resource and Information Division of the Human Resource and Administrative Department as required by the project to determine the learning and development needs of the organization;
2. Design and submit a three-day Commission-wide capability-building and collaboration training program
3. Conduct the training program on the specified dates: 24-26 April 2017 at the venue to be provided by the SEC
4. Submit a Terminal Report to the SEC management to include recommendations within 60 days after the conduct of the program
5. Conduct follow-through activities as a post-training engagement to monitor the meeting of the program objectives

B. Specific Works

Specifically, the consultant shall be guided by the following objectives for the participants:

<p>Oral communication and written communication need enhancement not only in terms of the technical skill of articulation that characterize them but also in terms of the quality of thinking underpinning them. After all, communication is the lifeblood of intra-organizational relationships as well as of extra-organizational ones.</p>	<p>leadership across levels and units</p> <p>It is imperative that everyone in the organization should see things in the same way. Figuratively and literally speaking. Everyone should have a common operating picture – to which everyone, in the course of doing work, should subscribe and maintain a clear line of sight. Systems thinking requires alignment with this common operating picture – and by implication, understanding that everyone has a partial yet critical stake in it that affects, and is affected by, other's. To maintain this alignment, leadership across levels and units is key; all individual efforts and contributions should be orchestrated well to ensure that they are consistent with the common operating picture.</p>
<p>Critical thinking</p> <p>This competency goes beyond acquiring analytical prowess for problem-solving purposes insofar as it requires irrepressible inquisitiveness to do things better, to imagine and design alternatives and workarounds.</p>	<p>Relationship management across levels and units</p> <p>An organization is a social system, and as such, relationships between and among employees, between and among management and rank and file, between and among superiors, peers, and subordinates have to be well-maintained. The quality of relationships, after all, defines, to a large extent, the workplace culture, which influences the level of effectiveness of collective goal attainment by the entire organization.</p>
<p>Versatility (Cognitive)</p> <p>Characterized by openness to perpetual learning, this competency allows employees to assume different roles seamlessly on demand and can perform whichever role flawlessly. Not to be confused with multi-tasking, versatility is all about being a walking swiss-knife of sorts; and employees who are versatile can pinch-hit for others, compensate for operational disruptions and bridge the divide between various social groups and 'silos' within the organization.</p>	<p>Collective identity and accountability for results</p> <p>Organizational citizenship is necessary to preserve morale and esprit de corps, and the community of employee needs to have this strong identification with the organization to the extent that their workplace behavior is inspired by (1) the socially-prescribed outputs and outcomes that the organization is mandated to deliver and (2) the values that the organization officially epitomizes.</p>
<p>Social adaptability</p> <p>Personal effectiveness of individual employees is anchored on how well they can relate to, deal with, and work with, others. In the contemporary workplace, hardly any work of significance is done</p>	<p>Customer-centricity and institutional branding</p> <p>Being a public sector institution that is heavily engaged in frontline service delivery, the organization – ie the SEC – should subscribe to the gospel of customer-centricity; it exists to serve</p>

by lone wolves; and for work to be done and done well, the principles of complementation and supplementation, of teamwork and good interpersonal relations have to be observed.	and its entire constellation of services and the supporting systems and processes should be designed to maximize customer experience. And subscription to this gospel – in actual practice over time – is what defines the institutional reputation of the organization.
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- V. Qualifications of the consultant services provider
 - A. Experience in designing a 300-400 participant training program
 - B. Knowledge in organization development, team-building and silo-busting
 - C. Expertise in managing the conduct of 300 to 400- participant training program
 - D. Expert facilitators
 - E. Excellent oral and written communication skills

- VI. The consultant services provider shall be paid 50% before the conduct of the training, and the another 50% at the end of the engagement with the Learning investment maximum of P950,000 for three (3) days inclusive of VAT to qualify as small value procurement.

- VII. Reporting Obligations

The Terminal Report with recommendations is expected to be submitted 2-3 weeks after the conduct of the program.

- VIII. Authority and Resource Requirements
 - A. The venue and food shall be provided by SEC
 - B. Training equipment, sound system, and other logistical requirements shall be provided by SEC.
 - C. Special training equipment shall be provided by the consultant services provider.

- IX. The intellectual property of materials remains with the consultant services provided. The results of the products arising from the engagement shall belong to SEC.

- X. Confidentiality

The training program shall not be shared with other entities such as reports, content and other parts of the program shall not be disclosed.