



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-51

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Small Value Procurement** for the item stated below, in accordance with **Section 53.9** 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:

DESCRIPTION	Approved Budget for the Contract (ABC) inclusive of VAT
1 lot Supply and Delivery of the 7 units of Portable PA System and 8 units of Podium Stand for SEC Head Office and Extension Office	Php 997,000.00

Interested suppliers are required to submit the following documents:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number
Note: Certificate of Platinum Membership may be submitted in lieu of the above documents
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (See Attachment 3) *(Unnotarized omnibus sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No.09-2020)*
4. Latest Income Tax Return

SEC Condition of Sales:

1. Delivery Schedule: Within forty-five (45) calendar days upon receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies 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 Quotation Form (Attachment 1) and eligibility documents is not later than **05:00 P.M. of May 26, 2022 (Thursday)** at the Procurement Division, SEC Headquarter, 7907 Makati Avenue, Makati City. Open submission may be done, manually, through Facsimile No. 8818-5330, or via email (bacsecretariat@sec.gov.ph).

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 until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate 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.


ARMANDO A. PAN JR.
BAC Chairman

PRICE QUOTATION FORM

RFQ No. No. 2022-SVP-51

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 proposal for the items identified below:

Item no.	Article and Descriptions	Qty.	Unit price	Total Price (VAT Inclusive)
1	Supply and Delivery of the 7 units of Portable PA System for SEC Head Office and Extension Office a. 2 units for Head Office b. 5 units for Extension Offices	1 lot	Php _____ Php _____	Php _____ Php _____
2	Supply and Delivery of 8 units of Podium Stand for SEC Head Office and Ext		Php _____	Php _____
3	Delivery Charge for Extension Offices a. 5 units Portable PA System b. 5 units Podium Stand		Php _____	Php _____
TOTAL				Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

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

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____

PhilGEPS Registration No : _____
 Company Name : _____
 Address : _____

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project sites

Item Number	Description	Qty	Delivery Date
1	Supply and Delivery of the 7 units of Portable PA System and 8 units of Podium Stand for SEC Head Office and Extension Office	1 lot	Within 45 calendar days
2	Warranty: 2-year parts and labor		
3	Original Brochure of the product being offered		

Place of Delivery:

OFFICE	ADDRESS
SEC Head Office	SEC Headquarter, 7907 Makati Avenue, Makati City
SEC-Tarlac Extension Office	1/F Legislative Bldg., Tarlac City
SEC-Cebu Extension Office	SEC Bldg. V. Rama Ave., Guadalupe Cebu City
SEC-Bacolod Extension Office	P. Hernandez St. Extension, Brgy. Taculing, Bacolod City
SEC-Iloilo Extension Office	SEC Bldg., Gen. Hughes St., Iloilo City
SEC-Cagayan De Oro City Extension Office	SEC Bldg., 14 th St. Cor. Tomasaco Del Lara St., Cagayan De Oro City

*Delivery schedule may be adjusted by the end-user upon written notice to the supplier.

I certify to comply and deliver the above requirements within 45 calendar days upon receipt of the approved Work Order/Purchase Order.

AUTHORIZED REPRESENTATIVE:

Signature : _____
Printed Name : _____

TECHNICAL SPECIFICATION

I. Project Title

Supply and Delivery of Portable PA System and Podium Standard for SEC Head office and Extension Office

II. Requirements

A. Head Office

- Two (2) units Portable PA System
- Three (3) units Wooden Podium Stand with PA System

B. Extension Offices

- Five (5) units Portable PA System
- Five (5) units Podium Stand

III. Objective

To provide top quality portable PA System to increase/amplify the volume of voice, musical instrument, or other acoustic sound source, recorded sound or music during events, capacity building and/or crowd controls of the Securities and Exchange Commission.

IV. Product Specifications

- a. Bidder should be capable of providing Two (2) units Portable PA System for SEC Head Office, with the following features and capabilities or higher.

Item No.	Minimum Product Specification		Statement of Compliance
2 units Portable PA System for SEC Head Office			
	System Power, Voltage	230V,600W	
	Controls	<ul style="list-style-type: none">• Separate Volume•Treble•Bass•Reverb on each channel•Mic/Line Pad•Phantom Power Speech•Reverb Select•Time and Tone•Hi-Z Instrument/Line Switch<ul style="list-style-type: none">• Bluetooth Pair• Master Volume• Master Tone	
	Channels	Ten (10) <ul style="list-style-type: none">• 4 – XLR ¼" Combo• 2 – ¼"Line/Hi-Z Instrument• 2 – Stereo ¼"• 2 – Stereo 1/8"• 1 – Stereo Bluetooth	
	Inputs	Thirteen (13) <ul style="list-style-type: none">• 4 – XLR ¼" Combo (mic/line)• 2 – ¼" Line• 2 – HiZ Instrument	

	Line Out	Three (3) <ul style="list-style-type: none"> 1 – 1/8" Phones/Line Stereo 1 – 1/4" Mono Output 1 – 1/4" Subwoofer O 	
	Speaker Jack	Two (2) – Left and Right Stereo	
	Effects	Reverb	
	Pole Mount	Yes	
	Cabinet Material	Molded Plastic	
	Front Panel	Black	
	Handle	Integrated Top-Mounted Handle	
	Speakers	Two(2) – 10 in	
	Tweeter	Two(2) – 1.2 in	
	Accessories	Two(2) – Speaker Cables One(1) – Detachable Power cable	
Speaker Stand			
	Quantity	Two (2) sets	
	Material	Steel	
	Height	Adjustable 46 in to 74 in	
	Bag	Yes	
Microphone Set			
	Quantity	Three (3) sets	
	Microphone Type	Dynamic	
	Polar Pattern	Cardioid	
	Frequency Response	50-15,000 Hz	
	Wired/Wireless	Wired	
	Mount Type	Tripod Stand with boom and clip	
	Mount Material	Hybrid Sheet material and Composite Leg Housing	
	Cable Type and Length	XLR 25'	
	Cable Material	Metal Headshell and Shrink-wrapped Sleeve	
Jack Cable			
	Quantity	One (1) – 3.5mm (1/8") to 3.5mm (1/8")	
	Plug material	Nickel plated	
	Conductor material	Oxygen-Free Copper(OFC)	
	Connector	3.5mm (1/8") to TRS to same	
	Length	10 ft	

- b. Bidder should be capable of providing Five (5) units Portable PA System for SEC Extension Offices, with the following features and capabilities or higher.

Item No.	Minimum Product Specification	Statement of Compliance
Five (5) units Portable PA System for SEC Extension Offices		
	System Power, Voltage	230V,175W
	Controls	<ul style="list-style-type: none"> • Separate Volume •Tone on each channel •Master Volume •Mic/Line Pad •Bluetooth Pair •Phones Out Level
	Channels	Five (5) <ul style="list-style-type: none"> • 3 – XLR 1/4" Combo • 1 – Stereo 1/4"

		<ul style="list-style-type: none"> 1 – Stereo 1/8" 1 – Stereo Bluetooth 	
	Inputs	Seven (7) <ul style="list-style-type: none"> 3 – XLR ¼" Combo (mic/line) 1 – Stereo ¼" 1 – Stereo 1/8" 1 – Stereo Bluetooth 	
	Line Out	One (1) <ul style="list-style-type: none"> 1 – 1/8" Phones/Line Stereo with Level Control 	
	Speaker Jack	Two (2) – Left and Right Stereo	
	Pole Mount	Yes	
	Cabinet Material	Molded Plastic	
	Front Panel	Black	
	Handle	Integrated Top-Mounted Handle	
	Speakers	Two(2) – 5.25 in	
	Tweeter	Four (4) – 2.75 in	
	Accessories	Two (2) – Speaker Cables One(1) – Detachable Power cable	
Speaker Stand			
	Quantity	Two (2) sets	
	Material	Steel	
	Height	Adjustable 46 in to 74 in	
	Bag	Yes	
Microphone Set			
	Quantity	Two (2) sets	
	Microphone Type	Dynamic	
	Polar Pattern	Cardioid	
	Frequency Response	50-15,000 Hz	
	Wired/Wireless	Wired	
	Mount Type	Tripod Stand with boom and clip	
	Mount Material	Hybrid Sheet material and Composite Leg Housing	
	Cable Type and Length	XLR 25'	
	Cable Material	Metal Headshell and Shrink-wrapped Sleeve	
Jack Cable			
	Quantity	One (1) – 3.5mm (1/8") to 3.5mm (1/8")	
	Plug material	Nickel plated	
	Conductor material	Oxygen-Free Copper(OFC)	
	Connector	3.5mm (1/8") to TRS to same	
	Length	10 ft	

- c. Bidder should be capable of providing Three (3) units for SEC Head office and Five (5) units for SEC Extension Offices of Wooden Podium Stand with PA System, with the following features and capabilities or higher.

Item No.	Minimum Product Specification		Statement of Compliance
Eight (8) units Podium Stand			
	Material	Mahogany laminate with Gold Linings	
	Front Logo	SEC Logo, Colored, Etched	
	Podium Dimensions	22 x 46 x 17"	
	Shelves	One (1)	

	Podium Dimensions	22 x 46 x 17"	
	Shelves	One (1)	
	Casters	Four (4)	
Built-in PA Speakers			
	System Power Voltage	230V, 40W	
	Driver Amplifier	4 x 6"	
	Connectors	Two (2)- Microphone One (1)- Line0in Two (2)-Line-out	
	Built-in Speakers	Four (4) – 6" High-efficiency Speakers	
	Microphone	One (1) – Built-in Gooseneck Mic One (1) – handheld Dynamic Mic (L=10') One(1) – Wireless/Lavalier	
	Reading Lamp	Brass	
	Power Cable	10'	
Accessories			
	Podium Cover	Green	

V. Support Service

- A. The bidder must maintain local parts and services facilities. The bidder must carry sufficient inventory to cover parts and services within. Further, the bidder shall have a factory trained service representative to furnish all installation, test and start-up supervision necessary for final approval and acceptances as well as perform maintenance and repairs on all components as required.
- B. The bidder must have branches/service centers in close proximity with the Head Office.
- C. The bidder must provide eight (8) business/office hours per five (5) days (Monday-Friday) technical support.
- D. Technical Support response and resolution time are as follows:
 1. Within one (1) hour upon receipt of notice, either via phone or email.
 2. For onsite support, the Bidder must attend and repair/replace the defective component within three (3) business days.

VI. Delivery Schedules

Delivery of Seven (7) units of Portable PA System and Eight (8) units Wooden Podium Stand with PA System within forty-five (45) days upon receipt of Notice to Proceed.

VII. Warranty

Seven (7) units of Portable PA System and Eight (8) units Wooden Podium Stand with PA System must be covered by a full parts and labor service warranty for a period of Twenty-Four (24) months from the date of delivery.

VIII. Evidence, Verification and Quality Assurance

Bidder must submit a Proof-of-concept (POC) or conduct of a Product Demonstration or any equivalent form of trial/testing to the BAC and End-user during the post qualification for verification of the product specification and quality.

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct.

AUTHORIZED REPRESENTATIVE:

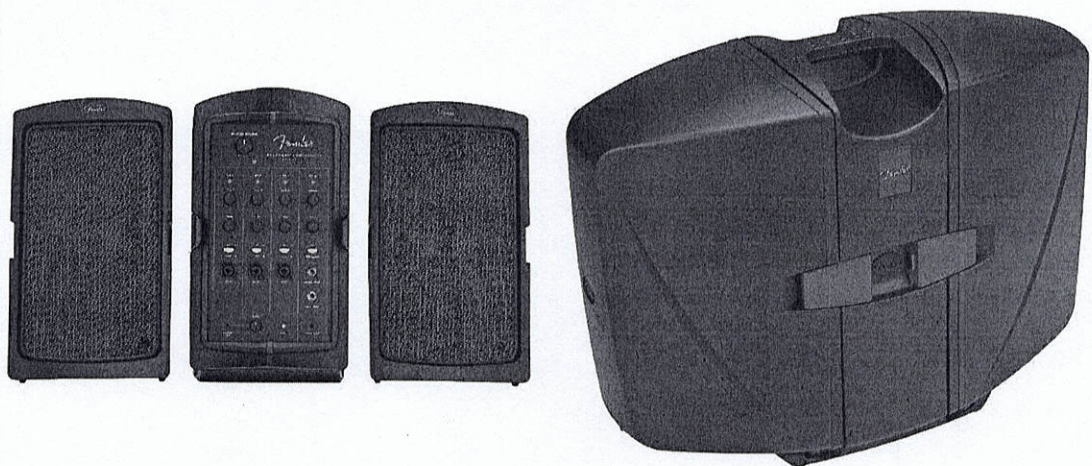
Signature : _____
 Printed Name : _____

Sample Photos

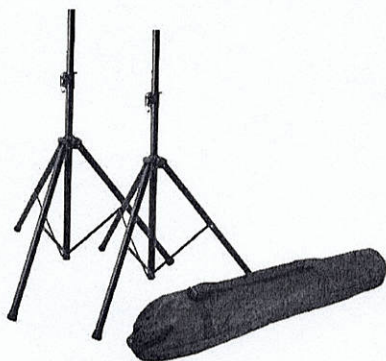
Portable PA System for SEC Head Office



Portable PA System for SEC Extension Offices



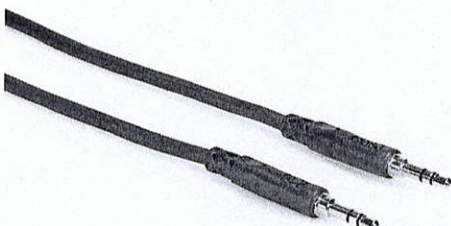
Speaker Stand



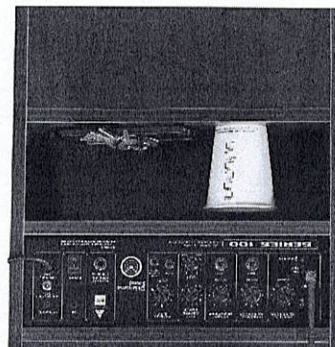
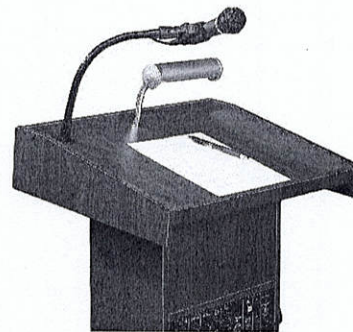
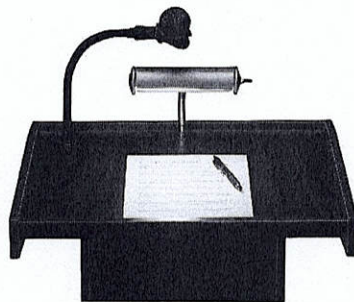
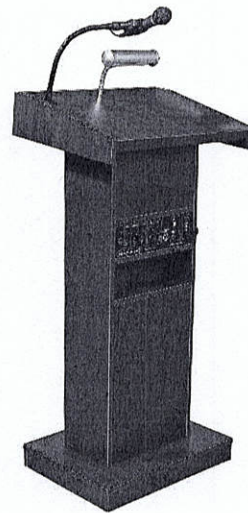
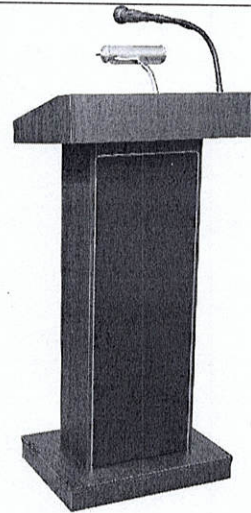
Microphone Set



Jack Cable



Podium Stand



Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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

AFFIDAVIT

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 or authorized representative of [Name of Bidder] with office address at [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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 and members 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s. to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications,
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, the GPPB_TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **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.**
11. 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.

Signature over Printed Name

Position/Designation

**AUTHORITY OF SIGNATORY
(For Corporation)**

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at _____, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this ____ day of _____ at _____.

PRINTED NAME/SIGNATURE
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of _____ this ____ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

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

**AUTHORITY OF SIGNATORY
(For Sole Proprietor/Partnership)**

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];
2. As the Sole Proprietor/Managing Partner 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];
3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project]

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this ____ day of _____ at _____.

PRINTED NAME/SIGNATURE

SUBSCRIBED AND SWORN TO before me in the City of _____ this ____ day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

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