

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

(RFQ) No. 2022-SVP-71

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement – Small Value Procurement** for the lot below in accordance with Section 53.9 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

<b>Lot</b>	<b>Description</b>	<b>Delivery Schedule</b>	<b>Approved Budget for the Contract inclusive of VAT</b>
1	Subscription to Branded Email and SMS Blasting Services  <i>See Annex A for Technical Specifications</i>	Within thirty (30) calendar days upon receipt of approved PO/NTP.	<b>Php 1,000,000.00</b>

**Delivery Place:** The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit **Price Quotation (use Attachment 1), and signed and accomplished Technical Specifications / Scope of Work (Annex A)**, on or before the deadline. **Breakdown of Proposal is required to be accomplished also.**

Only 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 (see Attachment 2) [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/>.

Other terms and conditions are stated under Attachment 3 which forms part of this RFQ.

**Submission of duly signed Price Quotation Form and other documents shall not later than 5:00 P.M of September 14, 2022 (Wednesday) at the Procurement Division, 7F, SEC Headquarter, 7907 Makati Avenue, Salcedo Village, Brgy. Bel-Air, Makati City. Submission may be done electronically or via email ([bacsecretariat@sec.gov.ph](mailto:bacsecretariat@sec.gov.ph)).**

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.**  
Chairman

**PRICE QUOTATION FORM**  
RFQ No. 2022-SVP-71

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

THE BIDS AND AWARDS COMMITTEE  
c/o PROCUREMENT DIVISION  
7<sup>th</sup> Floor, SEC Headquarters, Makati Avenue  
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 (VAT inclusive)
1		Subscription to Branded Email and SMS Blasting Services  <i>See Annex A for Technical Specifications.</i>	P _____	P _____
			<b>TOTAL</b>	P _____

**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: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_



## **TECHNICAL SPECIFICATION / SCOPE OF WORK**

### **A. PROJECT DESCRIPTION**

Subscription to Branded Email and SMS Blasting Services

### **B. BRIEF PROJECT DESCRIPTION**

The Branded Email and SMS Blasting Services offers a unique form of brand recognition, while at the same time making communication more professional. Branded 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 Branded SMS notification/messaging platform covers all networks. It boasts a wide range of fully-set and user-friendly web SMS and email features, along with an Application Program Interface (API) for easy integration with any application. Branded Email and SMS Blasting Services is frequently used for business-critical information, confirmations, or alerts in real-time. It ensures that important notifications are delivered fast, securely, and directly to the recipient.

The Branded Email and SMS Blasting Services will be used primarily by the Commission for the following:

1. As a tool to send on time Email/SMS notification to 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 transaction and/or applications or whenever the need arises.

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.

### **C. 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 Blasting Service will continuously send notifications to SEC stakeholders; and
3. To ensure that Email and SMS Blasting Service will provide a high-speed sending capability to SEC Stakeholders/clients.
4. To ensure that 100% of the Emails and SMS will be delivered to the users on-time; and
5. To ensure that the Emails and SMS sent will not be treated as spam

### **D. SCOPE OF SERVICE**

1. Provide Web-based application for Email and SMS Blasting Service and client's account accessible anytime, anywhere;
2. Able to provide Application Program Integration (API) to SEC applications;
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 updated status on the number of used and remaining credits based on the subscription plan;
7. Provide messaging platform that covers all mobile networks;
8. Ability of the application to send a large number of Emails and SMS messages in a short period of time;
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;
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 p.m.;
15. Provide system dashboard and analytics;
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-ISDMD once the Service failure has been restored.

**E. APPROVED BUDGET CONTRACT**

The approved budget for the Email and SMS Blasting Service is One Million Pesos (P1,000,000.00) inclusive of all applicable taxes, commission, bank charges and other fees as may be incurred in the process. The distribution of the budget is 50% for Email Blasting and 50% for SMS Blasting.

**F. PAYMENT SCHEDULE**

Payment for the Email and SMS credits, and the operation and support will be on a monthly basis, where the total contract amount will be equally divided to 12 months.

**G. CONFIDENTIALITY**

The Provider shall maintain confidentiality and shall not use nor disclose any information during the SMS and email notification process to any other individual or organization.

**BREAKDOWN OF PROPOSALS**

The Commission will be getting the lowest price per notification sent, that is the one that can give the most number of Email and SMS combined credits given the budget.

	<b>Budget Distribution</b>	<b>Number of Credits</b>	<b>Unit Price</b>	<b>Total Price</b>
Email	P500,000.00			
SMS	P500,000.00			
Grand Total				

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

**AUTHORIZED REPRESENTATIVE:**

Signature : \_\_\_\_\_  
Printed Name : \_\_\_\_\_  
Date : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Email Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_



## Omnibus Sworn Statement

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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_ day of [month] [year].

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

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Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_

## 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.

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**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

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Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

**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 thirty (30) calendar days from the date of submission.
3. Price quotation/s which shall be 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 Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Quotation (for consulting services).
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 accepted technical proposal and specified in the Notice of Award.
8. 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.
9. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the LCRQ.
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.