



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

(RFQ) No. 2022-SVP-60

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).

Lot	Description	Delivery Schedule	Approved Budget for the Contract inclusive of VAT
1	Brochure for Information Dissemination (Requirements and Procedures for SEC Services offered by the different Departments and Offices, and SEC Mandate Functions) - 60,000 pcs <i>See Attachment 3 for Terms of Reference</i>	Within thirty (30) calendar days upon receipt of approved PO/NTP.	Php 600,000.00

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 sign and accomplish Terms of Reference**, on or before the deadline.

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 4) [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 2 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 October 12, 2022 (Wednesday)** at the Procurement Division, 7F, SEC Headquarter, Makati Avenue, Makati City. Submission may be done electronically or via email (hacsecretariat@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-60

Date: _____

THE BIDS AND AWARDS COMMITTEE c/o
 PROCUREMENT DIVISION
 7th 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	60,000 pcs	Brochure for Information Dissemination (Requirements and Procedures for SEC Services offered by the different Departments and Offices, and SEC Mandate Functions) <i>Please see Terms of Reference (Attachment 3) for more details</i>	P _____	P _____
TOTAL				P _____

AMOUNT IN WORDS: _____
 _____ (VAT inclusive)

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

I hereby certify that the statements of compliance to the foregoing technical specification are true & correct.

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

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. **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.**
10. 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.

TERMS OF REFERENCE

GENERAL DESCRIPTION	STATEMENTS OF COMPLIANCE
<i>BROCHURES FOR INFORMATION DISSEMINATION</i>	
● SIZE : A4	
● PAPER : Matte	
● PRINT : Full Colors (Back to back) with UV Laminations	
● FOLDS : Tri-Fold	
● THICKNESS : C2s 160gsm	
*Note: Supplier should send sample work or material to be used. Please see attached sample for your reference.	

I hereby certify to comply with the above Technical Specifications

AUTHORIZED REPRESENTATIVE

Signature : _____
Printed Name : _____
Date : _____
Company Name : _____
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]

Doc. No. _____

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.

NOTARY PUBLIC

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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.

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EDUCATIONAL TOUR

The ERTD-Training Division conducts orientation on SEC Mandates and Functions for college students and students from grades 10-12.

Interested parties must submit a request letter addressed to the SEC Chairperson, signed by the college dean or any authorized school official at least one month prior to the desired date of orientation. The letter, to be sent via email, snail mail, courier, or hand-delivery, must indicate the following information:

1. Desired Date of Orientation
2. Desired Topic
3. Number of Participants. We require a maximum of 30 participants at a given time. In case of large groups, it will be advisable to divide the group into batches.
4. Name and contact information (email, landline and mobile phone) of the school representative coordinating the orientation

We also facilitate requests for SEC Resource Persons from business organizations/groups, companies, professional organizations, LGUs and other stakeholders on topics pertaining to SEC's regulatory functions.

For further inquiries, interested parties may email Assistant Director Jernel R. Macatangay at jrmacatangay@sec.gov.ph or through our direct line at 818-7256 or trunkline at 818-0921 local 243.

REMINDERS:

The conduct of student orientation and request for resource persons are given free of charge. The giving of gifts/tokens to the SEC or any of its staff is discouraged. However, a certificate of appreciation from the school may be more meaningful, especially for recording and documentation purposes.

It's Easy @ SEC



ECONOMIC RESEARCH AND
TRAINING DEPARTMENT
TRAINING DIVISION

West Wing, Ground Floor, Secretariat
Building, PICC Complex, Pasay City

8:00 am-5:00 pm

818-7256; 818-0921 loc. 243/218;

0998-8413545

certification@sec.gov.ph

SCAN ME!



Note:

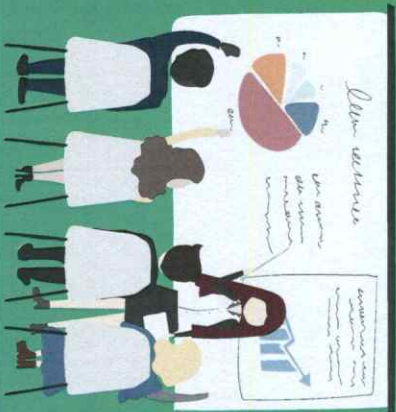
The SEC reserves the right to change the contents of this brochure, as needed. Please contact the ERTD-Training Division for further concerns/clarifications.



ECONOMIC RESEARCH AND
TRAINING DEPARTMENT

SEC-ERTD TRAINING AND CERTIFICATION PROGRAMS





THESEC CERTIFICATION PROGRAMS

The SEC Certification Programs has two components, Certification Seminars and Certification Examinations. Currently, the Department conducts certification seminars for Phase 1 and Phase 2. The Phase 2 seminars are for prospective Equities Securities Salesmen (ESS) (Phase 2-7B) and for prospective Compliance Officers/Associated Persons (CO/AP) (Phase 2-7D).

Phase 1 is composed of 6 General Topics, as follows:

- Module 1:** Fundamentals of Securities
- Module 2:** Economic Principles and Market Theories
- Module 3:** Fundamentals of Securities Regulation
- Module 4:** Corporate Governance (CG)
- Module 5:** Risk Management (RM)
- Module 6:** Anti-Money Laundering (AML)

Phase 2 is the Module 7, which is composed of five sub-modules, as follows:

- Phase 2-7A:** Certified Investment Solicitors (CIS)
- Phase 2-7B:** Equities Securities Salesmen (ESS)
- Phase 2-7C:** Fixed Income Market Salesmen (FIMS)
- Phase 2-7D:** Compliance Officers/Associated Persons (CO/AP) for broker dealers in Equities
- Phase 2-7E:** Proprietary/Non-Proprietary Securities (Timeshares) Salesmen (PNPSS)

DETAILS ABOUT THE EXAMINATION

1. All prospective capital market professionals shall take and pass both Phases, to be eligible for licensing.
2. The exam has a multiple choice format.
3. Phase 1 has 120 questions and 50 questions for Phase 2.
4. Passing rate for Phase 1 is 65% and 75% for Phase 2.
5. Time duration for Phase 1 is 3 hours and 2 hours for Phase 2.

HOW TO APPLY FOR AN EXAMINATION

1. Log on to the SEC website through:

www.sec.gov.ph

Under Services of the Home page, click Certification Examination and List of Passers under the Capital Market Professionals.



2. Download the appropriate registration form and accomplish the same.

3. Present the accomplished registration form to the assigned Processing Officer of the Economic Research and Training Department-Training Division (ERTD-TD), which is located at the Ground Floor, West Wing, Secretariat Bldg.,

PICC Complex, Pasay City. Only duly accomplished registration forms will be issued a Payment Assessment Form (PAF).

Registration is on a first-come, first served basis. The examination applicant may authorize a representative to file the registration form on his/her behalf.

Examination fee is PhP500, and is non-refundable.

4. Proceed to the Cashier and pay the corresponding fee, as indicated in the PAF. Applicants may pay in cash or Manager's Check payable to the Securities and Exchange Commission.

Confirmed examination schedule is final and cannot be rescheduled, regardless of cause or reason.

Non-appearance on the scheduled examination date would mean forfeiture of payment.

5. Return to the Processing Officer at the ERTD-TD and submit the validated PAF and receive the Application Receipt.

SCHEDULE OF EXAMINATION

We conduct examinations weekly, every Wednesdays, Thursdays and Fridays, with two sessions per day, morning session at 9:00 am and afternoon session at 1:30pm. Examination schedule depends on the examinee's preferred date, but subject to the availability of slot.

For clarifications, kindly email Ms. Abigail Camus at amcamus@sec.gov.ph or through our direct line at 818-7256.