

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-031

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 <i>inclusive of VAT</i>
Catering Services for the Conduct of SEC Onboarding Programs 2.0			
1	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 1: Values Reflection - Batch 1 <i>See Annex A for Terms of Reference</i>	24 April 2023	Php 60,775.00
2	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 1: Values Reflection - Batch 2 <i>See Annex B for Terms of Reference</i>	13 November 2023	Php 60,775.00
3	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees(RA6713) - Batch 1 <i>See Annex C for Terms of Reference</i>	25 April 2023	Php 60,775.00
4	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees(RA6713)- Batch 2 <i>See Annex D for Terms of Reference</i>	14 November 2023	Php 60,775.00
5	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101 - Batch 1 <i>See Annex E for Terms of Reference</i>	26 April 2023	Php 60,775.00
6	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101 - Batch 2 <i>See Annex F for Terms of Reference</i>	15 November 2023	Php 60,775.00

m

7	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 4: Completed Staff Work - Batch 1 <i>See Annex G for Terms of Reference</i>	27-28 April 2023	Php 121,550.00
8	Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 4: Completed Staff Work - Batch 2 <i>See Annex H for Terms of Reference</i>	16-17 November 2023	Php 121,550.00

Delivery Place: 11F The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City

Interested consultants are required to submit **Price Quotation (use Attachment 1)**, and signed and accomplished **Terms of Reference/Scope of Work (Annex A to H)**, on or before the deadline. **Price Breakdown is required to be accomplished also. Service Providers may quote for one or all lots.**

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 3) *[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 **12:00 N.N. of April 5, 2023 (Wednesday)** at the Procurement Division, 7F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, Makati City. Submission may be done electronically or via email (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
AMP No. 2023-031

Date: _____

THE BIDS AND AWARDS COMMITTEE
c/o PROCUREMENT DIVISION
7th Floor, The
The SEC Headquarters, 7907 Makati Avenue
Salcedo Village, 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:

Lot No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (VAT inclusive)
Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 1: Values Reflection <i>See Annex A and B for Terms of Reference, which forms part of the quotation.</i>				
1	1 day	Batch 1 (24 April 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax	P _____	P _____
2	1 day	Batch 2 (13 November 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax	P _____	P _____
Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713) <i>See Annex C and D for Terms of Reference, which forms part of the quotation.</i>				
3	1 day	Batch 1 (25 April 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax	P _____	P _____
4	1 day	Batch 2 (14 November 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax	P _____	P _____
Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101 <i>See Annex E and F for Terms of Reference, which forms part of the quotation.</i>				

5	1 day	Batch 1 (26 April 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax.	P _____	P _____
6	1 day	Batch 2 (15 November 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax.	P _____	P _____
<p>Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 4: Completed Staff Work</p> <p><i>See Annex G and H for Terms of Reference, which forms part of the quotation.</i></p>				
7	2 days	Batch 1 (24-28 April 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax.	P _____	P _____
8	2 days	Batch 2 (16-17 November 2023) AM and PM Snacks with one (1) round of soft drinks or iced tea; and plated lunch for 65 pax.	P _____	P _____
Total				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: _____

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

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 _____.

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 initiated 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 a 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 i



HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

Terms of Reference Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 1: Values Reflection

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 1: Values Reflection - Batch 1.

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 1: Values Reflection.

3. Approved Budget for the Contract

The maximum possible contract price for the services for **one (1) day** is **SIXTY THOUSAND AND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (PhP 60,775.00)**.

The budget is broken down into the following details:

Meals	Php 55,250.00
Contingency Fund	Php 5,525.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **24 April 2023 from 8:00 AM to 5:00 PM at the 11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.** exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

The provider must meet the corresponding requirements:


- 6.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2. Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3. **Food and Meals.** The catering services must fulfill the following requirements for 65 individuals:

- 6.3.1. Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
- 6.3.2. Buffet lunch;
- 6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going
- 6.3.4. Drinking water shall be provided
- 6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user

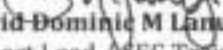
The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:



John Linedon G Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M Llanuza
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

Terms of Reference
**Catering Services for the Conduct of SEC Onboarding
 Program 2.0 Module 1: Values Reflection**

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 1: Values Reflection - Batch 2.

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 1: Values Reflection.

3. Approved Budget for the Contract

The maximum possible contract price for the services for **one (1) day** is **SIXTY THOUSAND AND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (PhP 60,775.00)**.

The budget is broken down into the following details:

Meals	Php 55,250.00
Contingency Fund	Php 5,525.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **13 November 2023 from 8:00 AM to 5:00 PM at the 11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

The provider must meet the corresponding requirements:

6.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.

6.2. Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).

6.3. Food and Meals. The catering services must fulfill the following requirements for 65 individuals:

6.3.1. Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;

6.3.2. Buffet lunch;

6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going


6.3.4. Drinking water shall be provided

6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user


The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:



John Linedon G. Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M. Lamza
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



**Securities and
Exchange
Commission**
PHILIPPINES

HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

Terms of Reference

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713)

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713) - Batch 1.

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713).

3. Approved Budget for the Contract

The maximum possible contract price for the services for **one (1) day** is **SIXTY THOUSAND AND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (PhP 60,775.00)**.

The budget is broken down into the following details:

Meals	Php 55,250.00
Contingency Fund	Php 5,525.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **25 April 2023** from **8:00 AM to 5:00 PM** at the **11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

The provider must meet the corresponding requirements:

- 6.1.** The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2.** Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3.** Food and Meals. The catering services must fulfill the following requirements for 65 individuals:
 - 6.3.1.** Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
 - 6.3.2.** Buffet lunch;
 - 6.3.3.** Free-flowing water, tea and coffee for the participants while the event is on-going

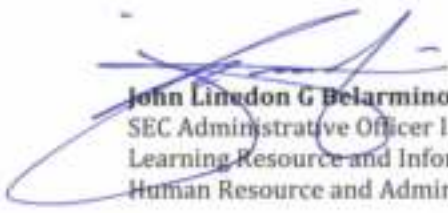
6.3.4. Drinking water shall be provided

6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user


The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:



John Linedon G Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M Lanuga
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

Terms of Reference

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713)

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713).

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 2: The Code of Conduct and Ethical Standards of Public Officials and Employees (RA6713).

3. Approved Budget for the Contract

The maximum possible contract price for the services for **one (1) day** is **SIXTY THOUSAND AND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (PhP 60,775.00)**.

The budget is broken down into the following details:

Meals	Php 55,250.00
Contingency Fund	Php 5,525.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **14 November 2023** from **8:00 AM to 5:00 PM at the 11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

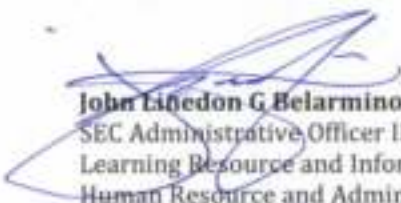
The provider must meet the corresponding requirements:

- 6.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2. Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3. Food and Meals. The catering services must fulfill the following requirements for 65 individuals:
 - 6.3.1. Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
 - 6.3.2. Buffet lunch;
 - 6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going
 - 6.3.4. Drinking water shall be provided
 - 6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user

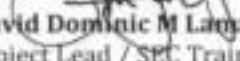
The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:




John Linedon G. Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M. Lagua
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



Securities and
Exchange
Commission
PHILIPPINES

HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

Terms of Reference Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101 - Batch 1

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 3: SEC Mandates 101.

3. Approved Budget for the Contract

The maximum possible contract price for the services for **one (1) day** is **SIXTY THOUSAND AND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (PhP 60,775.00)**.

The budget is broken down into the following details:

Meals	Php 55,250.00
Contingency Fund	Php 5,525.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **26 April 2023** from **8:00 AM** to **5:00 PM** at the **11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

The provider must meet the corresponding requirements:

- 6.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2. Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3. Food and Meals. The catering services must fulfill the following requirements for 65 individuals:
 - 6.3.1. Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
 - 6.3.2. Buffet lunch;

6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going


6.3.4. Drinking water shall be provided

6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user

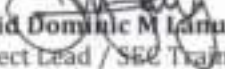
The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:




John Edredon G. Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M. Lamza
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

Terms of Reference Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 3: SEC Mandates 101 - Batch 2

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 3: SEC Mandates 101.

3. Approved Budget for the Contract

The maximum possible contract price for the services for **one (1) day** is **SIXTY THOUSAND AND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (Php 60,775.00)**.

The budget is broken down into the following details:

Meals	Php 55,250.00
Contingency Fund	Php 5,525.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **15 November 2023** from **8:00 AM to 5:00 PM** at the **11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

The provider must meet the corresponding requirements:

- 6.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2. Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3. Food and Meals. The catering services must fulfill the following requirements for 65 individuals:
 - 6.3.1. Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
 - 6.3.2. Buffet lunch;
 - 6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going

7
JUP

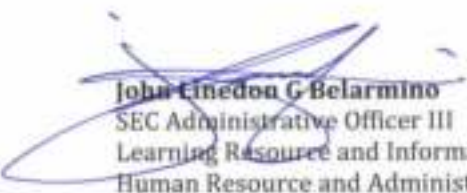
6.3.4. Drinking water shall be provided

6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user

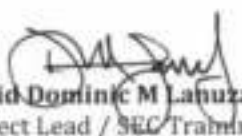
The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:



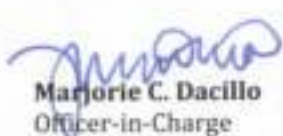
John Einedon G. Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M. Lanuza
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



**Securities and
Exchange
Commission**
PHILIPPINES

HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

**Terms of Reference
Catering Services for the Conduct of SEC Onboarding Program 2.0
Module 4: Completed Staff Work**

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 4: Completed Staff Work - Batch 1.

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 4: Completed Staff Work.

3. Approved Budget for the Contract

The maximum possible contract price for the services for **two (2) days** is **ONE HUNDRED TWENTY-ONE THOUSAND AND FIVE HUNDRED FIFTY PESOS ONLY (PhP 121,550.00)**.

The budget is broken down into the following details:

Meals	Php 110,500.00
Contingency Fund	Php 11,050.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **27-28 April 2023** from **8:00 AM to 5:00 PM** at the **11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

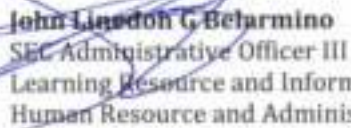
The provider must meet the corresponding requirements:

- 6.1.** The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2.** Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3.** Food and Meals. The catering services must fulfill the following requirements for 65 individuals:
 - 6.3.1. Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
 - 6.3.2. Buffet lunch;
 - 6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going
 - 6.3.4. Drinking water shall be provided
 - 6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user

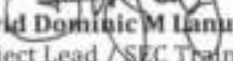
The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:




John Lindon G. Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M. Lanuza
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department



**Securities and
Exchange
Commission**
PHILIPPINES

HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT

**Terms of Reference
Catering Services for the Conduct of SEC Onboarding Program 2.0
Module 4: Completed Staff Work**

1. Project Title

Catering Services for the Conduct of SEC Onboarding Program 2.0 Module 4: Completed Staff Work - Batch 2.

2. Objective of the Project

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate catering service for the conduct of the SEC Onboarding Program 2.0 Module 4: Completed Staff Work.

3. Approved Budget for the Contract

The maximum possible contract price for the services for **two (2) days** is **ONE HUNDRED TWENTY-ONE THOUSAND AND FIVE HUNDRED FIFTY PESOS ONLY (PhP 121,550.00)**.

The budget is broken down into the following details:

Meals	Php 110,500.00
Contingency Fund	Php 11,050.00

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government.

4. Availability

The catering service will be utilized on **16-17 November 2023** from **8:00 AM to 5:00 PM** at the **11th Floor, The SEC Headquarters, Makati, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209**, exclusive of ingress and egress, if needed.

5. Participation

There will be **SIXTY (60) PARTICIPANTS**, three (3) organizers, and two (2) L&D Secretariat throughout the duration of the training.

6. Catering Services Requirements and Conditions

The location of the venue is at 11F, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

The provider must meet the corresponding requirements:

- 6.1.** The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 6.2.** Venue and meals must be able to accommodate 60 to 65 individuals (participants and organizers).
- 6.3.** Food and Meals. The catering services must fulfill the following requirements for 65 individuals:
 - 6.3.1.** Morning and Afternoon Snacks with one (1) round of soft drinks or iced tea;
 - 6.3.2.** Buffet lunch;

6.3.3. Free-flowing water, tea and coffee for the participants while the event is on-going

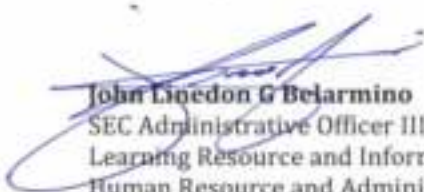
6.3.4. Drinking water shall be provided

6.3.5. Food served shall be fresh, hot, and ready at least 30 minutes before each meals

7. End-user

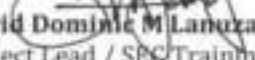
The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department at the 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209.

Prepared By:




John Linedon G Belarmino
SEC Administrative Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Reviewed By:



David Dominic M Lanuza
Project Lead / SEC Training Officer III
Learning Resource and Information Division
Human Resource and Administrative Department

Approved By:



Marjorie C. Dacillo
Officer-in-Charge
Learning Resource and Information Division
Human Resource and Administrative Department