



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

AMP No. 2023-026

13 March 2023

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services** for the lot below in accordance with Section 53.6 of the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot	Description	Approved Budget for the Contract (inclusive of VAT)
1	Subscription to e-SCRA	Php90,000.00

You are requested to submit **Price Quotation (use Attachment 1)** on or before the deadline.

You shall be required as condition for the issuance of Notice of Award the submission of the following, or its equivalent, 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 or any equivalent document; and
2. PhilGEPS Registration Number.

Notes:

Certificate of Platinum Membership may be submitted in lieu of the documents

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 21 March 2023 (Tuesday) at the Procurement Division, 7F The SEC Headquarter, Makati Avenue, Salcedo Village, Bel-Air, 1209 Makati City. Submission may be done electronically or via email (fpbaluyot@sec.gov.ph).

In congruence with Section 53.6 of the 2016 Revised IRR of RA 9184, due to the nature of the information to be disseminated, alongside principles of transparency, efficiency and economy, award may be made to more than one (1) supplier.

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. 2023-026

Date: _____

THE BIDS AND AWARDS COMMITTEE c/o
 PROCUREMENT DIVISION
 7th Floor, The SEC Headquarters, Makati Avenue
 Makati City 1209

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	1 lot	Subscription to e-SCRA <i>See Annex 1 for Technical Specifications, which forms part of the quotation.</i>	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: _____

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.

TECHNICAL SPECIFICATIONS

I. PROJECT OBJECTIVE

The project's main objective is to enable users to conduct online legal research by having simultaneous and safe access anywhere and anytime.

II. LOCATION

SEC Library, 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209

III. SPECIFICATIONS

The following are the subscription's contents, features and specifications:

1. The **contents** should have an access to complete Decisions from 1901 to the present;
2. The **features and specifications** of the subscription services are described as follows;
 - Updated and Available 24/7
 - TrueCite Technology
3. **Additional Specifications**
 - The supplier must have a technical team and adequate human resources capable of ensuring the continuity and no disruption of service;
 - The supplier can deliver and activate the accounts dedicated to the Commission fourteen (14) days upon receipt of order; and
 - The supplier must conduct users' training as requested by the end-user.
 - The supplier should accommodate at least one-hundred (100) users.

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____