



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

(RFQ) No. 2023-069

- A. The Securities and Exchange Commission (SEC) through the approved Annual Operating Budget for 2023 intends to apply the sum of **Two million Five Hundred Sixty-two Thousand Five Hundred Sixty Pesos (Php 2,562,560.00)** inclusive of all applicable taxes and other charges, being the Approved Budget for the Contract (ABC) to payments under the contract for Negotiated Procurement - Two Failed Biddings for **Setup, Configuration, Testing, Commissioning and Training for MS Project Online and Azure Devops**. Quotations received in excess of the ABC shall be automatically rejected.
- B. With the approval of BAC Resolution No. 2023-057 declaring a second failure of bidding and the change of mode of procurement to **Negotiated Procurement – Two Failed Biddings** in accordance with Section 53.1 of the 2016 Revised implementing Rules and Regulations (IRR) of RA 9184, SEC now invites bids for the above procurement project.

The BAC will engage in negotiation with a sufficient number of suppliers to ensure effective competition. *The selection of the successful offer will be based on the best and final offer that will be submitted on the specified date shown below, and which would meet the minimum technical specifications required.*

- C. Interested Bidder may obtain further information from the BAC Secretariat at the address given below from July 14 to July 28, 2023, Monday to Friday, at 8:00 AM to 4:00 PM
- D. The schedule of procurement activities is herein stated below:

ACTIVITIES	SCHEDULE	VENUE
1. Issuance and availability of Request for Quotation	July 14 to July 28, 2023 (8:00 AM to 4:00 PM)	7 <sup>th</sup> Floor, Procurement Division, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Makati City
2. Conduct of Initial Meeting ( <i>the meeting will be conducted in person</i> )	July 21, 2023, 10:00 AM	HRAD Conference Room, 7 <sup>th</sup> Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Makati City
3. Deadline for submission of quotation and documentary requirements.	July 28, 2023, 10: 00 AM	
4. Opening of Quotations	July 28, 2023, 10:15 AM	

- E. This procurement is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
- F. The place of delivery is The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, Makati City.

G. The SEC reserves the right to reject any and all proposals, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected consultant or consultants.

H. For further information, please refer to:

The BAC Secretariat  
Securities and Exchange Commission  
7F, The SEC Headquarters, Makati Avenue  
Bel-air, Makati City  
[bacsecretariat@sec.gov.ph](mailto:bacsecretariat@sec.gov.ph)

July 12, 2023



ARMANDO A. PAN, JR.  
Chairman

## CHECKLIST OF REQUIREMENTS

The following shall form part of the quotation to be submitted on or before the deadline to submit quotations:

- A. Valid PhilGEPS Certificate of Registration;
- B. Conformity with the Technical Specifications (**Annex A**);
- C. Duly signed Financial Bid Form (**Annex B**); and
- D. Authority of Signatory (**Annex C-1 and C-2**)
- E. Bid Security in any of the following forms:
  - Cash or cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
  - Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
  - Duly notarized Bid Securing Declaration (**Annex D**)

The awardee shall be required prior the signing of contract or Purchase Order the submission of the following documents:

- A. Statement of Largest Completed Contracts, including proof of such contract.  
The identified contract should be at least 50% of the ABC of this RFQ;
- B. Omnibus Sworn Statement;
- C. Joint Venture Agreement, if applicable; and
- D. Performance Security.



**TECHNICAL SPECIFICATIONS**  
**Setup, Configuration, Testing, Commissioning and Training for**  
**MS Project Online and Azure DevOps**

TECHNICAL REQUIREMENTS	STATEMENT OF COMPLIANCE
<b>Item 1: Setup, Configuration, Testing, Commissioning and Training of MS Project Online and Power BI Pro</b>	
<p><b>Scope of Work:</b></p> <ul style="list-style-type: none"> <li>• Configuration Services for the following licenses: <ul style="list-style-type: none"> <li>➤ Project Online Plan 5</li> <li>➤ Project Online Plan 3</li> <li>➤ Project Online Plan 1</li> <li>➤ Power BI Pro</li> </ul> </li>   <li>• Setup, configuration, testing, and commissioning of the following Project Online and Power BI functionalities: <p><b>Project Online</b></p> <ul style="list-style-type: none"> <li>➤ Project Home</li> <li>➤ Grid View</li> <li>➤ Board View (for Desktop)</li> <li>➤ Timeline (Gantt Chart)</li> <li>➤ Collaboration and Communication</li> <li>➤ Project Planning and Scheduling</li> <li>➤ Reporting</li> <li>➤ Roadmap (for PMO)</li> <li>➤ Timesheet Submission</li> <li>➤ Resource Management</li> <li>➤ Desktop Client</li> <li>➤ Demand Management (to use the POL Standard Ideation List)</li> <li>➤ Enterprise Resource Planning and Management</li> <li>➤ Printing</li> </ul> <p><b>Power BI Pro</b> (to use the Standard Power BI Project Online Content Pack)</p> <ul style="list-style-type: none"> <li>➤ Dashboard</li> <li>➤ Reporting</li> </ul> </li>   <li>• Deep dive training <ul style="list-style-type: none"> <li>➤ To be conducted on-site and off-site (virtually). Management Training will be conducted on-site and the remaining training will be done off-site (virtually).</li> <li>➤ To be conducted by a Certified Microsoft trainer.</li> <li>➤ Provide training materials (printed and electronic form). Five (5) printed manuals shall be provided along with the soft copy version that would be distributed by SEC for the trainees.</li> <li>➤ Training syllabus should be provided.</li> <li>➤ Courses should be tailored based on the Microsoft Standard Training Manuals. A Microsoft Quick Reference Guide shall be provided.</li> <li>➤ Certificate of attendance should be issued.</li> <li>➤ To ensure the availability of designated personnel, the schedule of training sessions should be agreed with the SEC.</li> <li>➤ The Service Provider is responsible for all materials, resources, and training costs, among other things.</li> <li>➤ The training should cover the following user groups including but not limited to: <ul style="list-style-type: none"> <li>○ Application Administrators</li> </ul> </li> </ul> </li> </ul>	

RFQ No. 2023-069

Setup, Configuration, Testing, Commissioning  
and Training of MS Online and Azure Devops


<ul style="list-style-type: none"> <li>○ Portfolio Managers</li> <li>○ Portfolio Viewers</li> <li>○ Project Managers</li> <li>○ Team Members</li> <li>➤ The Application Administrators shall include: <ul style="list-style-type: none"> <li>○ Project Online Setting</li> <li>○ SharePoint Designer</li> <li>○ PowerBI</li> </ul> </li> <li>➤ Number of participants <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Subscription</th> <th style="width: 50%;">Training Pax</th> </tr> </thead> <tbody> <tr> <td>Project Online Plan 5</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">200-210</td> </tr> <tr> <td>Project Online Plan 3</td> </tr> <tr> <td>Project Online Plan 1</td> </tr> <tr> <td>PowerBI Pro</td> <td style="text-align: center; vertical-align: middle;">10-15</td> </tr> </tbody> </table> </li> </ul> <p>• Documentation. The following documents must be completed and delivered with SEC approval and sign-off.</p> <ul style="list-style-type: none"> <li>➤ Project Plan</li> <li>➤ Project Timeline</li> <li>➤ Business Requirements Document or equivalent</li> <li>➤ System Design Document or equivalent</li> <li>➤ Configuration Manual</li> <li>➤ Training Materials</li> </ul> <p>The bidder must be able to submit <b>Work Instructions</b> on how to perform the setup and configuration of MS Project Online (Plan 5,3,1) and PowerBI Pro. This must be provided during the submission of the best and final offer.</p> <p>• Support on the Configuration and Provisioning (1 year)</p> <ul style="list-style-type: none"> <li>➤ Service Provider should have a local technical support team.</li> <li>➤ Support should be provided from M-F, 8AM-5PM.</li> <li>➤ Provide 8x5 local support via email, SMS and phone call</li> </ul>	Subscription	Training Pax	Project Online Plan 5	200-210	Project Online Plan 3	Project Online Plan 1	PowerBI Pro	10-15	
Subscription	Training Pax								
Project Online Plan 5	200-210								
Project Online Plan 3									
Project Online Plan 1									
PowerBI Pro	10-15								
<b>Item 2: Azure DevOps Deep Dive Training</b>									
<p><b>Scope of Work</b> General Requirements:</p> <ul style="list-style-type: none"> <li>➤ Trainings to be conducted on-site or off-site (virtually).</li> <li>➤ Azure DevOps environment/subscription to use for the hands-on training are provided by the SEC.</li> <li>➤ Service Provider should provide training materials and Microsoft Certified instructor. A soft copy of the certificate of attendance shall also be provided.</li> <li>➤ Number of participants: 10-15 pax</li> </ul>									

**Payment Schedule**

Deliverables	Percentage of Payment
<b>Item 1: Setup, Configuration, Testing, Commissioning and Training of MS Project Online and Power BI Pro</b>	
<b>Project Kick-off</b> <ul style="list-style-type: none"> <li>➤ Project Plan</li> <li>➤ Mobilization</li> </ul>	5%
<b>Analysis</b> <ul style="list-style-type: none"> <li>➤ Requirement Gathering</li> <li>➤ Requirement Document</li> </ul>	15%



<b>Design and Deployment</b> > Prototype Setup > Design Document > Configuration > Production Setup	20%
<b>Training on MS Project Online and Power BI Pro</b>	25%
<b>Handover</b> > Final Acceptance > Project Closure Report	10%
<b>Item 2: Azure DevOps Deep Dive Training</b>	
Training on Azure DevOps	25%
<b>TOTAL</b>	<b>100%</b>

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

**Authorized Representative:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

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

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

Email Address: \_\_\_\_\_

**PRICE QUOTATION FORM**  
**AMP No. 2023-069**

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

THE BIDS AND AWARDS COMMITTEE  
 c/o PROCUREMENT DIVISION  
 7<sup>th</sup> Floor, 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)
1	1	Setup, Configuration, Testing, Commissioning and Training for MS Project Online and Azure Devops	P _____	P _____
			<b>TOTAL</b>	P _____

**AMOUNT IN WORDS:**


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 (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: \_\_\_\_\_



**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.

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 Series of. \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.

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**BID SECURING DECLARATION**

To:

*The Bids and Awards Committee  
Securities and Exchange Commission  
The SEC Headquarters, 7907 Makati Avenue  
Salcedo Village, Bel-Air, Makati City*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].