



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

AMP No. 2023-084

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement – Lease of Real Property and Venue** for the lot below in accordance with Section 53.10 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	Lease of Venue for the Agency Performance Review and Planning Conference Phase 1 (Focus Group Discussion) <i>See Annex 1 for Technical Specifications</i>	<b>Php 579,600.00</b>

Interested lessors are required to submit **Price Quotation** 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; and
3. Latest Income/Business Tax Returns.

*Notes:*

- a. *Certificate of Platinum Membership may be submitted in lieu of the documents; and*
- b. *Government lessors are exempted from submitting the above documentary requirements.*

Other terms and conditions are stated under Attachment 1 which forms part of this RFQ.

Submission of duly signed Price Quotation Form and other documents shall not later than **12:00NN of 06 September 2023 (Wednesday)** at the Procurement Division, 7F, SEC Headquarter, Makati Avenue, Makati City. Submission may be done electronically or via email ([fpbaluyot@sec.gov.ph](mailto:fpbaluyot@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

**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

Lease of Venue for the Agency Performance Review and Planning Conference Phase 1 (Focus Group Discussion)

### I. OBJECTIVE OF THE PROJECT

To search, identify and recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), an appropriate venue for the APRPC Phase 1 - FGD.

### II. RATIONALE

A venue conducive for the conduct of the APRPC Phase 1 - FGD activities is required to maximize the attainment of the conference objectives. The venue should also allow the officials to focus solely on the conference activities.

### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is Five Hundred Seventy-Nine Thousand and Six Hundred Pesos (PhP 579,600.00), inclusive of government taxes and charges.

### IV. AVAILABILITY

The venue should be available from 11-13 September 2023.

### V. LOCATION AND SITE CONDITION

1. **Accessibility.** The venue should be within the vicinity approved by the Commission En Banc
2. **Parking Space.** The venue must have free parking slots for the participants.

### VI. VENUE

#### 1. STRUCTURAL CONDITION

The building is designed in compliance with the latest Building and Structural Codes of the Philippines and preferably not more than ten (10) years.

#### 2. FUNCTIONALITY

##### a. Conference Rooms

The venue to be leased must be aligned with the following layout arrangements:

Conference Room Layout	No. of Persons
12 Round Tables (For breakout rooms purposes)	60
Training Providers' Table (Front)	1
Secretariat Table (Back)	8

It should also include the following:

- With free flowing tea and coffee
- Complimentary hard candies
- Complimentary use of whiteboard with markers
- Complimentary set-up of pads and pencils
- Complimentary use of flipchart with papers
- Complimentary use of wide screen
- Complimentary use of sound set-up system and microphones
- Waive electrical consumption for one (1) LCD projector and one (1) Laptop

- b. Light, Ventilation and Air Conditioning  
The venue must have adequate light, air conditioning and conform with the standard floor to ceiling distance of at least 2.40 meters, to allow adequate air circulation.
- c. Space requirements  
The venue can accommodate at least 69 participants.

**3. FACILITIES**

- a. Water Supply and Toilet  
The venue's premises must have available water supply and toilet facilities adequate to SEC requirements.
- b. Lighting/Electrical system  
The venue must have sufficient electrical fixtures, lighting fixtures and convenience outlets. There should also be provisions for electrical system for SEC's equipment. All electrical fixtures, convenience outlets, switches and telephone terminals shall be in good working conditions.
- c. Elevators  
The venue (if located in other floors) must have ample provision for elevators for the participants.
- d. Fire/Emergency escapes  
The venue must have adequate fire/emergency escapes as required by law.
- e. Fire-fighting equipment  
The venue must have a fire alarm/detection system and adequate number of fire- fighting equipment.
- f. Internet and Telecommunications  
The venue must have internet/telephone facilities in both the conference room and guest rooms.
- g. Audio visual equipment  
The venue must provide audio visual equipment as needed.

**4. OTHER REQUIREMENTS**

- a. Maintenance  
The venue must be properly maintained or there is an existing maintenance service program.
- b. Attractiveness  
The overall façade and architectural design must be appropriate for a venue.
- c. Security  
The building's management must provide security for common areas.
- d. Catering Services  
The venue must have catering services available and must fulfill the following requirements:

Date	Meals	No. of Persons
Day 1	AM Snack, Buffet Lunch, PM Snacks	69
Day 2	AM Snacks, Buffet Lunch, PM Snacks	69
Day 3	AM Snacks, Buffet Lunch, PM Snacks	69

**5. Client Satisfactory Rating**

The venue must have a positive client satisfactory rating.

**6. Sustainability Initiatives**

The venue must not use the following materials/ items during meal time:

- a. Plastic cups
- b. Styro Foams
- c. Plastic Straws
- d. Food/ Juice Tetra Pack Packaging
- e. Plastic Utensils