



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION
AMP No. 2023-090

15 September 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 a Digital Library <i>(See Annex 1 for Technical Specifications)</i>	Php1,600,000.00

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;
2. PhilGEPS Registration Number; and
3. Latest Income/Business Tax Return or any equivalent document.

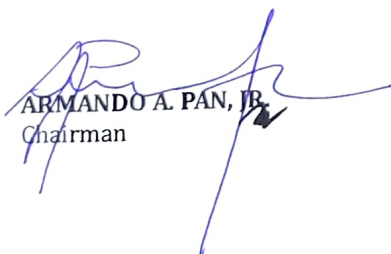
Notes:

Certificate of Platinum Membership may be submitted in lieu of the document numbers 1 and 2.

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 25 September 2023 (Monday)** 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).

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. 2023-090

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 a Digital Library - for at least 200 users <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.

TERMS OF REFERENCE

AMP No. 2023-090

- I. PROJECT TITLE**
One (1) Year Subscription to a Digital Library
- II. APPROVED BUDGET FOR THE CONTRACT**
The approved budget for the contract is **ONE MILLION SIX HUNDRED THOUSAND PESOS (P1,600,000.00)** for at least **two hundred (200) users** inclusive of bank and government taxes and charges, as well as other applicable fees and charges.
- III. MODE OF PROCUREMENT**
The purchase of various materials will be through an **Alternative Method of Procurement through Negotiated Procurement** from the publishers who own exclusive publishing rights to the materials, ensuring that these are not published elsewhere.
- IV. LOCATION**
SEC Library, 7th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City 1209
- V. PROJECT OBJECTIVE**
The main objective of the project is to ensure that the SEC community will have access to digital libraries. Specifically:
- to an extensive catalog of multimedia content (e.g., ebooks, audiobooks, podcasts, magazines, etc.) related to the extensive mandates of the agency that will complement the printed collections available at the SEC Library;
 - to latest information, learnings, and research that are available anywhere (remote location) and at any given time (both online and offline); and
 - to a collaborative platform to create small learning communities fostering and encouraging a professional learning environment.
- VI. RATIONALE**
The SEC has a physical library with materials open to all employees, but due to the pandemic, it is necessary to pivot the services by subscribing to a digital library that will allow employees to have simultaneous and safe access anywhere and at any time. The digital library shall provide a vast array of resources to support the operational and strategic needs of the agency and its employees. It shall be the platform for collecting multimedia content on topics related to the agency's broad mandates. The contents of the digital library shall likewise complement the employees' learning needs and the learning objectives of the training programs designed for the targeted employees.
- VII. SPECIFICATIONS**
The contents, features, and specifications of the subscription are as follows.
1. The **contents** should have an extensive catalogue and array of materials on the following subject areas:

<ul style="list-style-type: none"> ● Business ● Finance ● Economics ● Capital Markets ● Law and related topics ● Human Resources ● Leadership 	<ul style="list-style-type: none"> ● Productivity / Product Management ● Entrepreneurship ● Fiction and Non-fiction ● Other contents to develop professional skills, soft skills, recreational/leisure, best sellers, and more in English
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 2. The **features and specifications** of the subscription services are described as follows.
 - The employees can create their own individual accounts (i.e., username and password) and customize their own personal digital library;
 - The digital library's platform can be managed by an administrator or the end-user of this project, such as:
 - Confirmation of accounts
 - Selecting the priority contents or titles or materials to show on the main page
 - Creating banners to customize the homepage
 - Uploading of own content

- A customizable platform that allows the lending of ebooks, magazines, and periodicals in PDF and ePub formats for online and offline reading;
- A customizable platform that allows the lending of audiobooks and videos for online and offline streaming;
- Customizable platform for uploading of own content and for integration to the digital library;
- Compatibility with Mozilla Firefox, Chrome, Safari, and Microsoft Edge;
- Offers customizable mobile application for access using Android and iOS tablets and/or mobile phones that contain the same features for accessing through a desktop;
- Must have modules on acquisitions, cataloging, control of authorities, loans, advanced catalog searchers, and generation of statistics reports;
- Provide users with search engines to search by title, author, subject, etc., and automatic recommendations for related materials;
- Provide users with notifications via email alerts for the availability of materials and the expiration of borrowed materials;
- Offers integrated learning experience platform for interactive and collaborative learning experiences for users through learning paths (i.e., courses grouped together creating a learning journey or path for learners/targeted users) and learning clubs (i.e., learners/targeted users grouped together creating a small learning community on a specific topic); and
- The supplier must have the following certifications, and will have to deliver these certificates with the proposal, which guarantee the safety and continuity of the issued service by truly authorized independent third parties:
 - ISO/IEC 27001 - security of digital content services in the cloud
 - ISO/IEC 27017 - security controls for cloud services
 - ISO/IEC 27018 - for protection of personally identifiable information in public clouds
 - ISO/IEC 22301 – for continuity of digital services in the cloud. The provider must be certified to ensure that the cloud service is prepared to guarantee continuity and that there are no drops in the service.
 - ISO/IEC 27701 - International Standard for Data Privacy Management (Data Protection)

3. Additional Specifications

- The supplier shall provide at least two hundred (200) user accounts;
- The supplier must have a technical team and adequate human resources capable of ensuring continuity and no disruption of service;
- The supplier can deliver and activate the accounts dedicated to SEC seven (7) days upon receipt of the order; and
- The supplier must conduct user training as requested by the end-user

AUTHORIZED REPRESENTATIVE:

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____