



## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

AMP No. 2023-113

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	<b>Lease of Venue and Provision for Related Requirements for the Conduct of 2023 Commission-Wide Supervision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference</b>  <i>See "Annex A" for Technical Specifications</i>	₱3,600,000.00

Interested suppliers are required to submit the **Price Quotation Form** on or before the deadline.

Only the awardee/s shall be required as a 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 [for projects with ABC above Php 50,000.00]; and
4. Latest Income Tax Returns.


**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 1 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 October 24, 2023 (Tuesday)** 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 ([mvabuyog@sec.gov.ph](mailto:mvabuyog@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.

SGD  
**ARMANDO A. PAN JR.**  
Chairman  
mva 

**Terms of Reference**

**Lease of Venue and Provision for Related Requirements for the Conduct of 2023 SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference**

**1. Project Title**

Lease of Venue and Provision for Related Requirements for the Conduct of 2023 SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference.

**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 venue that is conducive for the conduct of the Commission-Wide SuperVision 2028 Performance Review and Internal Targets Updating (SPRINT) Conference. The venue should also allow the participants to focus solely on the activities to maximize the attainment of the program objectives.

**3. Approved Budget for the Contract**

The maximum possible contract price for the services for **three (3) days and two (2) nights** is **THREE MILLION SIX HUNDRED THOUSAND PESOS ONLY (Php3,600,000.00)**.

This amount shall be inclusive of 10% incidental expenses, 12% Value Added Tax (VAT), and other taxes imposed by the government.

**4. Availability**

The venue will be utilized on **29 November - 01 December 2023**, exclusive of ingress and egress, if needed.

**5. Participation**

There will be an estimated of at least **FIVE HUNDRED (500) PARTICIPANTS** throughout the duration of the event.

**6. Functionality**

6.1. One (1) Conference Hall which can be arranged as a conference type with tables and chairs good for a minimum of 500 to a maximum of 600 pax.

<b>Conference Room/Hall Layout</b>	<b>No. of Persons</b>
1 Conference Hall ● Event/dining hall open from 6:00 AM-11:00 PM	500 to 600 pax

50-60 Round Tables for dining (banquet hall set-up)	500 to 600 pax
500-600 chairs for dining	500 to 600 pax
Secretariat/ Registration Table (at designated area)	10 pax
Technical booth (at designated area)	5 pax

- 6.2. With separate tables, chairs, and space for registration/secretariat.
- 6.3. With stage set-up
  - Podium (2 pcs)
  - Flag pole and stand (2 pcs)
  - Basic floral decoration
  - Stage arrangement based on preferred layout
- 6.4. With standard lights and a sound system
  - Wireless microphones (at least 5 pcs)
  - Wired microphones (at least 3 pcs)
  - Concert speakers (at least 4 pcs located around the venue)
  - Lights and sound system
  - Lights and sound operator
- 6.5. With audio-visual equipment
  - LED wall 9 ft (height) and 12 ft (length) [1 set located at the center stage]
  - Wide LCD projector with screen [2 pcs located each at left and right side of the stage]
  - LED wall operator
- 6.6. With space for the buffet (4 buffet stations, 2 lanes located around the venue)
- 6.7. Well-ventilated and fully air-conditioned.
- 6.8. No obstructions or posts inside the conference room.
- 6.9. With activity facilitators appropriate to the number of participants and agreed program.
- 6.10. With designated logistics personnel for ingress, venue arrangement, and egress.

## 7. Location, Distance, and Accessibility

- 7.1. The event venue should preferably be within 300 kilometers from Makati City, near commercial establishments, and easily accessible directly to main thoroughfares and by public transport for convenience
  - 7.1.1. The venue should be within the vicinity approved by the Commission En Banc.
- 7.2. The venue should not offer short-term lodging and services associated with motels and should not be located beside or across gambling establishments or casinos, strip clubs, adult entertainment shops/ nightclubs, funeral parlors, mortuaries, morgues, and other similar types of facilities.
- 7.3. The venue must have free parking slots for the participants.
  - 7.3.1. With available free parking spaces for at least twenty-five (25) SEC vehicles and at least ten (10) buses.
- 7.4. The venue should preferably be within easily accessible directly to the main thoroughfares.
  - 7.4.1. With separate comfort rooms for men and women and cubicles for PWD.
  - 7.4.2. With elevators and a fire exit near the venue/conference room.

## 8. Requirements and Conditions

The provider must meet the corresponding requirements:

- 8.1. The supplier must be duly registered with regulatory agencies and with appropriate licenses and permits.
- 8.2. The venue must be able to accommodate at least 500 individuals (participants and organizers).
- 8.3. The venue must be located in a sanitary and healthy environment with proper garbage disposal facilities and observe health sanitation standards.
  - 8.3.1. Cleanliness is fully maintained, with sanitation permit; no ongoing constructions or renovations.
- 8.4. The building is designed in compliance with the latest Building and Structural Codes of the Philippines.
- 8.5. **Food and Meals.** The venue must have catering services available and must fulfill the following requirements:

Date	Meals	No. of Persons
Day 1	AM and PM Snacks with one (1) round of drinks;  Buffet Lunch (3 viands, 1 vegetable, 1 soup and 1 round of drinks); and Buffet Dinner (2 viands, 1 vegetable, 1 soup and 1 round of drinks)	500
Day 2	Breakfast, AM and PM Snacks with one (1) round of drinks;  Buffet Lunch (3 viands, 1 vegetable, 1 soup and 1 round of drinks); and Buffet Dinner (2 viands, 1 vegetable, 1 soup and 1 round of drinks)	500
Day 3	Breakfast, AM Snacks with one (1) round of drinks; and  Packed AM Snacks with one (1) round of drinks	500

- 8.5.1. Buffet for breakfast and lunch with softdrinks or iced tea (include special menus for Muslim participants - Halal, if necessary)
  - For breakfast, lunch, and dinner: Steamed Rice with at least 2 viands in combination of fish and alternative of beef and chicken; vegetable; soup; assorted fruits for dessert and softdrinks/juices/iced tea for drinks
- 8.5.2. Plated AM and PM snacks with one (1) round of drinks (include special menus for Muslim participants - Halal, if necessary)
  - For AM and PM snacks: Sandwich/Pasta/Kakanin with drinks/juice/tea
- 8.5.3. Complimentary hard candies
- 8.5.4. Drinking water shall be provided
- 8.5.5. Flowing coffee and tea shall be provided throughout the event.
- 8.5.6. Food served shall be fresh, hot, and ready at least 30 minutes before each meal

**8.6. Accommodation and Room Arrangement**

- 8.6.1. The venue must be able to house the participants for 3 days and 2 nights and must be aligned with the following room arrangement:

Dates	No. of Rooms	Room Type	No. of Persons	Occupants
28 November 2023	4	4-5 pax per room	20 pax	Organizing Committee
29 November - 01 December 2023	5	Executive Room (Single Occupancy)	5 pax	Chairperson and Commissioners
29 November - 01 December 2023	10	Twin Sharing	20 pax	Directors and Assistant Directors
29 November - 01 December 2023	91	4-5 pax per room	455 pax	All attending employees
<b>Total</b>	<b>110*</b>		<b>500</b>	

*\*Estimated number of rooms, depending on availability of room types*

8.6.2. The venue must be able to provide toiletries to all rooms provided with replenishments on the second day of the event.

## 8.7. Venue Setup

- 8.7.1. Conference set-up for 500-600 participants
- 8.7.2. Placement of 1 secretariat table and 1 technical booth
- 8.7.3. Complimentary room for organizers near or adjacent to the venue
- 8.7.4. Complimentary use of two (2) projector
- 8.7.5. Complimentary use of two (2) projector screens/ white screens
- 8.7.6. Waive electrical consumption for the LCD Projectors, Official Laptops, and printers
- 8.7.7. Fully airconditioned
- 8.7.8. Free use and access to wireless internet access
- 8.7.9. Use of basic public address system and microphones
- 8.7.10. Use of extension outlets
- 8.7.11. Use of built-in-stage, if any, with rostrum
- 8.7.12. Sign stands, lobby, and function room signage
- 8.7.13. Engineering services
- 8.7.14. Janitorial service

## 8.8. Facilities

- 8.8.1. **Water Supply and Toilet.** The venue's premises must have available water supply and toilet facilities adequate to SEC requirements.
- 8.8.2. **Lighting/Electrical system.** The venue must have sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for the electrical system for the equipment. All electrical fixtures, convenience outlets, switches, and telephone terminals shall be in good working condition.

- 8.8.3. **Elevators.** Buildings with 3 or more floors must have ample elevators. The venue (if located on other floors) must have ample provision for elevators for the participants.
- 8.8.4. **Fire/Emergency escapes.** The venue must have adequate fire/emergency escapes as required by law.
- 8.8.5. **Fire-fighting equipment.** The venue must have a fire alarm/detection system and an adequate number of fire-fighting equipment.
- 8.8.6. **Internet and Telecommunications.** The venue must have internet/telephone facilities in both the conference and guest rooms.
- 8.8.7. **Audiovisual equipment.** The venue can provide audio-visual equipment as needed.

8.9. **Health Protocols.** The venue should have the highest level of safety standards to ensure the health and well-being of our attendees and staff by providing us with the following:

- 8.9.1. Disinfectant or alcohol in the entrance
- 8.9.2. Air purifier located around the hall
- 8.9.3. Temperature check
- 8.9.4. Hand sanitizer or soap in the Comfort Rooms.
- 8.9.5. Humidifier or air purifier depending on the size of the room.
- 8.9.6. Have a floor plan that observes social distancing and enough space to avoid the risk of infection
- 8.9.7. Regular sanitation of the venue.

**8.10. Other requirements**

- 8.10.1. **Maintenance.** The venue must be properly maintained, or there is an existing maintenance service program.
- 8.10.2. **Attractiveness.** The overall façade and architectural design must be appropriate for a venue.
- 8.10.3. **Security.** The building’s management must provide security for common areas.
- 8.10.4. **Client Satisfactory Rating.** The venue must have a positive client satisfactory rating.
- 8.10.5. Other arrangements may be mutually agreed by the end-user and the supplier and/or service provider

**9. End-user**

The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resources and Administrative Department.

*I hereby certify that the proposal for this project is compliant with the foregoing technical specifications are true and correct.*

**AUTHORIZE REPRESENTATIVE:**

Signature : \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Date / Contact No.: \_\_\_\_\_

**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 grounds for disqualification. Sample, if required, shall also be submitted as part of the quotation. Non-submission of samples may be considered as grounds 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 it.