



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), requests the submission of quotations for the following requirements in accordance with the revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

Lot No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
1	Subscription to CD Asia Online for at least seventy (70) user's accounts and eight (8) libraries <i>(See Annex B for Technical Specification)</i>	1 lot	Php 1,320,000.00

Mode of Procurement	Negotiated Procurement – Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6 of the Implementing Rules and Regulations of Republic Act No. 9184)
Reference Number	AMP No. 2024-021
Procurement Schedule	Deadline to submit Quotation: 05 February 2024
Submission of Quotation	Manual Procurement Division, 7 th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City. Quotation (one copy only) shall be placed in an envelope with markings containing the following information: <i>Name of the Bidder</i> <i>Address of the Bidder</i> <i>Contact Information</i> <i>The Project (see Description Above) and Reference Number</i> <i>Deadline to Submit Quotation</i>

	Electronic Electronic submission shall be made through email at nmdelasalas@sec.gov.ph
Subscription Period	September 29, 2024 to September 28, 2025.
Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested supplier is required to submit the attached **Price Quotation** (use Annex A) on or before the deadline:

In the event that the national or local government declares suspension of work by reason of fortuitous event or an event beyond the control of the SEC, the deadline to submit quotation is automatically moved to the next working day, same time and place of submission.

Quotations exceeding the Approved Budget for the Contract shall be disqualified.


The bidder with the single or lowest calculated and responsive quotation, or 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 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.

The following are the terms and conditions of this RFQ:

1. Subcontracting is not allowed.
2. Bidders who have been determined to have unsatisfactory performance in any government contract may be disqualified from award.
3. Prices quoted shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price quotations shall be in Philippine peso and shall include all applicable taxes and/or levies.
5. Award of contract shall be made to the Single/Lowest Calculated and Responsive Quotation (for goods and infrastructure) or the Highest Rated and Responsive Quotation (for consulting services).
6. In case two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotations or Highest Rated and Responsive Quotations, the rules on Tie-Breaking as provided under the existing rules shall be observed to arrive at the S/LCRQ or HRRQ.
7. 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. 

8. The goods or services item/s shall be delivered according to the accepted technical proposal specified in the Notice of Award.
9. 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.
10. SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
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.
13. The SEC reserves the right to reject any and all quotations, declare a failure of bidding, or not award the contract without thereby incurring any liability to the affected bidder or bidders.



ARMANDO A. PAN, JR.

Chairman
/nmd

PRICE QUOTATION FORM
AMP No. 2024-021

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE
 Procurement Division, 7th Floor
 The SEC Headquarters, 7907 Makati Ave.,
 Salcedo Village, Brgy., 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 (inclusive of all taxes)
1	lot	Subscription to CD Asia Online for at least seventy (70) user's accounts and eight (8) libraries <i>(See Annex B for Technical Specification)</i>	P _____	P _____
TOTAL				p _____

AMOUNT IN WORDS:

Brand and/or Model of the item being Offered:

(If the Offer has no brand and/or Model, attach in the Quotation proof of offer, in the form of brochure, unamended sales literature, or any equivalent document.)

The above-quoted price is inclusive of all costs and applicable taxes. **In case of discrepancy between the amount in figures and the amount in words, the latter shall prevail.**

Very truly yours,

Authorized Representative

Signature: _____

Printed Name: _____

Company Name: _____

Contact Number: _____

e-Mail Address: _____

TECHNICAL SPECIFICATIONS
Subscription to CD Asia Online

I. PROJECT TITLE

One (1) year subscription to CD ASIA ONLINE.

II. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **ONE MILLION THREE HUNDRED TWENTY THOUSAND PESOS (Php1,320,000.00)**, inclusive of bank and government taxes and charges, as well as other applicable fees and charges.

III. OBJECTIVE

To recommend to the Commission En Banc, through the Bids and Awards Committee (SEC-BAC), the renewal of 1-year subscription to CD Asia Online for **at least seventy (70) accounts and eight (8) libraries**.

IV. RATIONALE

To support the research and information needs of this agency (both in the head office and in the nine (9) extension offices), the HRAD, through the SEC Library, is proposing to renew its 1-year subscription to CD ASIA ONLINE. It provides access to the most comprehensive legal database for local jurisprudence.

V. MODE OF PROCUREMENT

The purchase of various materials will be through the **Alternative Method of Procurement through Negotiated Procurement** from the publishers who own the exclusive publishing rights to the materials, ensuring that these are not published elsewhere.

VI. LOCATION

The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-Air, Makati City, 1209

VII. SPECIFICATIONS

The contents, features, and specifications of the subscription are as follows.

1. The **contents** should include the following:

a. **Major Libraries**

- i. *Laws* - The most comprehensive compilation of laws, statutes, presidential issuances, administrative issuances, implementing rules and regulations, Supreme Court issuances, treaties, and international agreements.
- ii. *Taxation* - An omnibus reference on taxation matters that includes rulings, opinions, memoranda, and circulars issued by BIR. Also featured are taxation-related laws, jurisprudence (from the Supreme Court, Court of Appeals, and Court of Tax Appeals), and executive issuances, as well as international tax treaties, zonal valuations, and ordinances.
- iii. *Jurisprudence* - A collection of the text of Supreme Court decisions since 1901, patterned after the Philippine Reports. Also includes the text of available case syllabi and synopses.

- iv. *Securities and Exchange Commission* – A compilation of opinions, memoranda, orders, memorandum circulars, rules and regulations, En Banc, SICD, and PED Decisions. It also features related laws, jurisprudence, and executive issuances.
- v. *Banking* – Contains issuances of the Bangko Sentral ng Pilipinas (BSP), the Philippine Deposit Insurance Corporation (PDIC), the Anti-Money Laundering Council (AMLC), and other agencies, banking-related statutes, executive and administrative issuances, implementing rules and regulations, and DOJ issuances.

b. Minor Libraries

- i. *Department of Justice* - The opinions of the Secretary of Justice from 1939 to the present.
- ii. *Insurance* – Contains Circular Letters, Commission Rulings, Department Orders, Joint Issuances, Legal Opinions, Memoranda, and Memorandum Circulars of the Insurance Commission, related legislation, and executive and administrative issuances.
- iii. *Lexicon* - A quick reference for law students, legal professionals, and anyone who wants to be familiar with and understand Philippine legal terminology. It contains more than 7,000 legal terms from source materials covering more than 100 years of Philippine jurisprudence, legislation, and administrative issuances.

- 2. The **features** of the subscription services are described as follows:
 - a. Complete and up-to-date databases of Philippine Laws and Jurisprudence
 - b. Powerful internal search engine with comprehensive filtering options
 - c. Search template customized for legal documents
 - d. Query analyzer that checks for typographical errors in search parameters
 - e. Laws and jurisprudence citations
 - f. Automatic cross-referencing of cited laws and jurisprudence within and across databases
 - g. Facilitates the following:
 - i. Sorting of search results by relevance, date, issuance number, ponente
 - ii. Bookmarking and annotating documents for future reference
 - iii. Saving and organizing favorite and useful search queries
 - iv. Viewing of the history of queries and document views
 - v. Navigation through search results within a document
- 3. **Additional Features:**
 - a. Online activation of usernames and passwords, seven (7) days upon receipt of the order.