Securities and Exchange Commission
PHILIPPINES

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).

Item No.	Description	Quantity	Approved Budget for the Contract, inclusive of taxes
Subscription to Various Online Applications for Learning and Development *See Annex B for Technical Specifications*			
1	Portable Document Format Editor Software	23 accounts	Php 368,000.00
2	Online Mockup Styling Application	5 accounts	Php 67,000.00
3	Online multi-level workflow approval	1 account	Php 31,000.00
4	Grammar, spelling, and plagiarism checking software	7 accounts	Php 141,400.00
5	URL Shortener and QR Code Generator software	1 account	Php 192,000.00
6	Online Graphic Design Platform	20 accounts	Php 90,100.00
7	Online Question and Answer, and Polling Platform	3 users	Php 55,000.00
8	Collaborative Web Platform for Trainings and Meetings	3 users	Php 26,000.00
9	Online Automated Certificate Generator for Trainings and Events	2 users	Php 23,600.00

Mode of Procurement	Negotiated Procurement – Small Value Procurement (Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184)
Reference Number	AMP No. 2024-002
Procurement Schedules	Advertisement 18 January 2024 Deadline to Submit Quotation 23 January 2024 10:00 A.M.
Submission of Quotation	Manual Procurement Division, 7th 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: *Name of the Bidder* *Address of the Bidder* *Contact Information* *The Project (see Description Above) and Reference Number* *Deadline to Submit Quotation*
	Electronic	Electronic submission shall be made through email at cndcastillo@sec.gov.ph
Delivery Period		Within fifteen (15) calendar days upon receipt of approved Purchase Order/Notice to Proceed or from the date stated therein.
Delivery Place		The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy., Bel-Air, Makati City.

Interested suppliers are required to submit the following documents on or before the deadline:

1. **Price Quotation** (use Annex A);
2. Technical Specifications and Other Requirements (Annex B)

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;
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 Return *[for projects with ABC above Php 500,000.00]*.

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/.*

The following are the terms and conditions of this RFQ:

1. Sub-contracting 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 initialed 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 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.
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 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
/cndc

PRICE QUOTATION FORM
Reference No. AMP No. 2024-002

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:

Item No.	QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
Subscription to Various Online Applications for Learning and Development				
See Annex B · for Technical Specifications, which forms part of the quotation.				
1	23 accounts	Portable Document Format Editor Software	Php	Php
2	5 accounts	Online Mockup Styling Application	Php	Php
3	1 account	Online multi-level workflow approval	Php	Php
4	7 accounts	Grammar, spelling, and plagiarism checking software	Php	Php
5	1 account	URL Shortener and QR Code Generator software	Php	Php
6	20 accounts	Online Graphic Design Platform	Php	Php
7	3 users	Online Question and Answer, and Polling Platform	Php	Php
8	3 users	Collaborative Web Platform for Trainings and Meetings	Php	Php
9	2 users	Online Automated Certificate Generator for Trainings and Events	Php	Php
			TOTAL	P _____

AMOUNT IN WORDS:

_____

_____

This project having several items shall be awarded as separate contracts per item. Quotation per item should not exceed the approved budget for the contract (ABC) per item.

Brands and/or Models of the items being Offered:

1. Portable Document Format Editor Software   _____
2. Online Mockup Styling Application   _____
3. Online multi-level workflow approval   _____
4. Grammar, spelling, and plagiarism checking software   _____
5. URL Shortener and QR Code Generator software   _____
6. Online Graphic Design Platform   _____
7. Online Question and Answer, and Polling Platform   _____
8. Collaborative Web Platform for Trainings and Meetings `   _____
9. Online Automated Certificate Generator for Trainings and Events   _____

(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

Product's/ Service's General Description	Subscription to Various Online Applications for Learning and Development
Requirements	A. Portable Document Format Editor Software - *One (1) year subscription for 23 accounts, renewable* B. Online Mockup Styling Application - *One (1) year subscription for five (5) accounts, renewable* C. Online multi-level workflow approval - *One (1) year subscription, renewable* D. Grammar, spelling, and plagiarism checking software - *One (1) year subscription for seven (7) accounts, renewable* E. URL Shortener and QR Code Generator software - *One (1) year subscription, renewable* F. Online Graphic Design Platform - *One (1) year subscription for twenty (20) accounts, renewable* G. Online Question and Answer, and Polling Platform - *One (1) year subscription for three (3) users, renewable* H. Collaborative Web Platform for Trainings and Meetings - *One (1) year subscription for three (3) users, renewable* I. Online Automated Certificate Generator for Trainings and Events - *One (1) year subscription for two (2) users, renewable*
Subscription Specifications	A. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Portable Document Format Editor Software Minimum Technical Specifications
1	Edit text and images, reorder, and delete pages in a PDF
2	Convert PDFs and export to Word, Excel, and PowerPoint
3	Easily create, fill, sign, and send forms
4	Sign documents, request signatures, and track responses in real time
5	Add security and password-protect PDF files
6	Turn scanned documents into editable, searchable

	PDFs
7	Redact to permanently remove sensitive visible information
8	Compare two versions of a PDF to review all differences
9	Works on Windows and Mac
10	Insert, delete, and organize pages in a PDF
11	Convert PDFs to JPG, TIFF, or PNG image formats
12	Split a PDF by extracting one or multiple pages
13	Add bookmarks, headers, numbering, and watermarks
14	Work with certificate signatures

B. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Online Mockup Styling Application Minimum Technical Specifications
1	Design flexibility
2	Compatibiliy with Adobe PhotoShop Documents
3	Could create own font style
4	Compatibility with Smartphones (iOs, Android)
5	Layers organization
6	Have severals assets (vectors, stock photos, icons, and stickers)
7	Could mockup designs on several varieties
8	Functional innovations; high-res downloads
9	Dedicated tools and for brand kits and styles
10	User-management – individually and by team
11	Priority customer support
12	five (5) accounts

C. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Online multi-level workflow approval Minimum Technical Specifications
1	1 admin user Unlimited requestors Unlimited recipients
2	Full featured dashboard
3	Multi-level workflows
4	Role-based workflows
5	Routing conditions
6	Generate or Publish Documents
7	Google Sheets integration
8	Personalized notifications
9	Enhanced support
10	Can accommodate at least 400 requests per month

D. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Grammar, spelling, and plagiarism checking software Minimum Technical Specifications	
1	Correctness	Grammar, spelling, and punctuation Consistency in spelling and punctuation
2	Clarity	Conciseness Formatting
3	Engagement	Word choice Word and sentence variety
4	Delivery	Tone detection Tone suggestions Inclusive language

5	Citations	Auto-citations
		Citation style formatting
		Plagiarism detection
6	Security	Enterprise-grade privacy and security
		Account roles and permissions
7	Team Features	Style guide
		Snippets
		Brand tones
		Analytics dashboard

E. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	URL Shortener and QR Code Generator software	
	Minimum Technical Specifications	
1	Link Management	Branded links
		Branded Link Redirects
		Custom Back-Halves
		Mobile Deep Links
		Bulk Shortening
2	QR Code	Branding
		Download Format
3	Link-in-bio	Pre-Designed Themes
		Custom Background Colors
		Link-in-bio Social Icons
		Link-in-bio QR Code
4	Campaign Management	Bulk Import to Campaigns
		Export of Campaign Data
		Social Posting
5	Data and Analytics	API Rate Limit
		Webhooks
		Integrations

F. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Online Graphic Design Tool Minimum Technical Specifications
1	Browser-based and JavaScript enabled; compatibility with Smartphones (iOs, Android)
2	Pre-programed design templates, audio-visual stocks (photos, videos, audio)
3	Design flexibility; functional innovations; ready-to-use graphics; high-res downloads
4	Dedicated tools and for brand kits and designs
5	Editing collaboration and comments capable; real-time changes; design folders
6	50GB cloud storage or higher
7	User-management – individually and by team
8	Priority customer support
9	Seventeen (17) accounts

G. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Online Question and Answer and Polling Platform Minimum Technical Specifications
1	Browser-based; compatibility with Smartphones (iOs, Android)
2	Built-in features: Q&A moderation, live polls, quizzes, brainstorms, surveys, feedback
3	Capable for a ranged integration with third-party applications
4	Capable of gathering and processing data and analytics
5	Event-privacy; secured usage; multiple rooms
6	Pre-programed themes and templates; branding capable

7	Collaboration within teams
8	Participation of 500 users at a time or higher
9	Customer support – mail, chat, onboarding

H. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Collaborative Web Platform for Trainings and Meetings Minimum Technical Specifications
1	Browser-based; accessibility between across devices (laptops, tablets, and smartphones)
2	Compatibility with smartphones (iOs, Android)
3	Works with unlimited contributors and/or guests
4	Allow others to remake existing work to use as a template
5	Upload files from computer, take a picture or video from your phone, or link from the web
6	Embed content from anywhere on the web, including YouTube, Instagram, Twitter, Vimeo etc.
7	Manage users and monitor activity
8	Unlimited working boards or pads for collaboration
9	Priority customer support with capability for domain mapping or personalization

I. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Online Automated Certificate Generator for Trainings and Events Minimum Technical Specifications
1	Can be used in an unlimited number of Google Forms and/or other online forms
2	Can be customized depending on the user's requirement for certificate templates
3	Ability to send and resend certificates to the respondents and track progress thereof
4	Customizable certificate ID prefix and other

		essential elements
	5	Ability to save copies of the issued certificates in the cloud
	6	Ability to create a summary list and/or data matrix of all issuances made
	7	No unnecessary product branding and/or watermarks
	8	Configure passing percentage, responses, email contents and other advanced options
	9	Customer support
Intended application	To subscribe to various learning and development online applications that will be utilized for the learner's assessment and collaboration in learning and development interventions conducted on digital or blended learning modalities.	
Evidence and Verification:	No evidence is required	
Green Specifications	The bidder must have effective waste management policies and procedures and/or a waste management program.	
Delivery Schedule	Delivery of various online applications within fifteen (15) calendar days upon receipt of notice to proceed.	