



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 a Digital Library <i>See Annex B for Technical Specifications</i>	1 lot	Php1,920,000.00

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. 2024-016
Procurement Schedule	Deadline to Submit Quotation 02 February 2024 12:00 P.M.
Submission of Quotation	Manual Procurement Unit, 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 fpbaluyot@sec.gov.ph
Delivery Period	September 9, 2024 to September 8, 2025 (Subscription Period)
Delivery Place	The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Makati City

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

1. **Price Quotation** (use Annex A); and
2. **Terms of Reference** (use 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; and
3. Latest Income Tax Return *[for projects with ABC above Php 500,000.00]*.

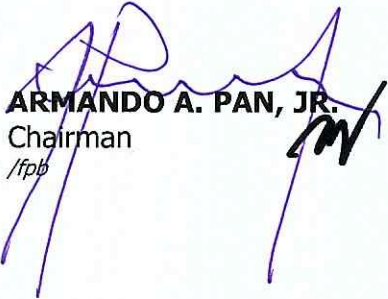
Notes:

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. 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
/fpb

PRICE QUOTATION FORM
Reference No. AMP No. 2024-016

Date: _____

The Chairman
BIDS AND AWARDS COMMITTEE

Procurement Unit, 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	1 lot	Subscription to a Digital Library <i>See Annex B for Technical Specifications, which forms part of the quotation.</i>	Php _____	Php _____
TOTAL				P _____

AMOUNT IN WORDS:

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

I. PROJECT TITLE

One (1) Year Subscription to a Digital Library

II. 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.

III. 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.

IV. 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:
 - Business
 - Finance
 - Economics
 - Capital Markets
 - Law and related topics
 - Human Resources
 - Leadership
 - Productivity/Product Management
 - Entrepreneurship
 - Fiction and Non-fiction
2. The **features and specifications** of the subscription services are described as follows.
 - a. The employees can create their own individual accounts (i.e., username and password) and customize their own personal digital library;
 - b. 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
- c. A customizable platform that allows the lending of ebooks, magazines, and periodicals in PDF and ePub formats for online and offline reading;
- d. A customizable platform that allows the lending of audiobooks and videos for online and offline streaming,
- e. Customizable platform for uploading of own content and for integration to the digital library;
- f. Compatibility with Mozilla Firefox, Chrome, Safari, and Microsoft Edge;
- g. Offers customizable mobile applications for access using Android and iOS tablets and/or mobile phones that contain the same features for accessing through a desktop;
- h. Must have modules on acquisitions, cataloging, control of authorities, loans, advanced catalog searchers, and generation of statistics reports;
- i. Provide users with search engines to search by title, author, subject, etc., and automatic recommendations for related materials;
- j. Provide users with notifications via email alerts for the availability of materials and the expiration of borrowed materials;
- k. 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
- l. 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.