

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
Supply and Delivery of the Various Materials for the Office of the Commission Secretary			
1	Supply and Delivery of DSLR Camera with Kit Lens <i>See Annex B for Technical Specifications</i>	1 unit	Php 250,000.00
2	Supply and Delivery of Gimbal for DSLR/Video Camera <i>See Annex C for Technical Specifications</i>	1 unit	Php 75,000.00
3	Supply and Delivery of Presidential Teleprompter <i>See Annex D for Technical Specifications</i>	2 units	Php 150,000.00

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. 2024-024		
Procurement Schedules	Advertisement	05 February 2024	
	Deadline to Submit Quotation	12 February 2024 10:00 A.M.	
Submission of Quotation	Manual	Procurement Unit, 7 th Floor, The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Brgy. Bel-Air, Makati City.	

	<p>Quotation (one copy only) shall be placed in an envelope with markings containing the following information:</p> <p><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></p> <p>Electronic Electronic submission shall be made through email at jamroa@sec.gov.ph</p>
Delivery Period	Within Thirty (30) 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); and
2. **Technical Specifications** (use Annex B, C and D)

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
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PRICE QUOTATION FORM
Reference No. AMP No. 2024-024

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)
Supply and Delivery of the Various Materials for the Office of the Commission Secretary				
1	1 unit	Supply and Delivery of DSLR Camera with Kit Lens <i>See Annex B for Technical Specifications</i>	Php _____	Php _____
2	1 unit	Supply and Delivery of Gimbal for DSLR/Video Camera <i>See Annex C for Technical Specifications</i>	Php _____	Php _____
3	2 units	Supply and Delivery of Presidential Teleprompter <i>See Annex D for Technical Specifications</i>	Php _____	Php _____
TOTAL				P _____

AMOUNT IN WORDS:

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

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

Product's/Service's General Description	<i>Supply and Delivery of Presidential Teleprompter</i>
Technical Requirements	<ul style="list-style-type: none"> ● Visual Size: 22 inches; 16:9 default aspect ratio (supports other formats by manual adjustment) ● Screen Brightness: 250cd/m2 ● Light Transmittance: 97% ● Spectroscope: Single-sided coating, 460cm x 460cm x 3cm; RT 30-70 ● Video Connection: HDMI display input/s ● Power Supply: 100-240V 50Hz/60Hz, 1.5A ● Viewing Angle: Horizontal 140 degrees, Vertical 0-90 degrees, adjustable ● Working Height: Approximately 1.27m to 2.17m, adjustable, telescopic type ● Weight: Approximately 25kg ● Enclosure: High-strength wheeled casing with custom-cut EVA foam ● Application: Recommended for portability, ease of use, and professional stage look <p>Key Features:</p> <ul style="list-style-type: none"> ● Integrated portable design ● Carbon fiber telescopic stand up to 2.19m ● HD monitor with mirror image function ● Hard film tempered viewing glass ● Easy access connection for pair use with 10m HDMI cable and power connector ● High-strength composite board casing ● Custom-cut EVA foam protection ● Wheeled flight case with trolley handle ● Free teleprompter software <p>*Training on how to use the equipment *At least 1 year warranty</p>
Intended application	For events, video production, and webinars.
Packaging	Manufacturer's Standard
Marking and Labeling	Manufacturer's Standard
Evidence and Verification:	A sample or brochure of the Presidential Teleprompter being offered shall be submitted to BAC for verification of technical specifications.
Green Specifications	<ul style="list-style-type: none"> ● Products should be energy-efficient ● Packaging should be made of recycled or environment-friendly materials
Delivery	<ul style="list-style-type: none"> ● Within 1 month upon receipt of PO with warranty

TECHNICAL SPECIFICATIONS

Product's/Service's General Description	<i>Supply and Delivery of the Gimbal for DSLR/Video Camera</i>
Technical Requirements	<ul style="list-style-type: none"> ● Grip Design: Single Handgrip (Slanted) ● Load Capacity: 9.9 lb / 4.5 kg ● Number of Axes: 3-Axis (Pitch (Tilt), Roll, Yaw (Pan)) ● Rotation Range: Mechanical Range <ul style="list-style-type: none"> ○ Yaw (Pan): 360 degrees Unlimited ○ Pitch (Tilt): 335 degrees (-95 to 240 degrees) ○ Roll: 326 degrees (-112 to 214 degrees) ● Follow Speed: <ul style="list-style-type: none"> ○ Pan: 360 degrees /s ○ Tilt: 360 degrees /s ○ Roll: 360 degrees /s ● Camera Control: Compatible with selected cameras ● Camera Mounting Screw: 1 x ¼"-20 Male ● Inputs/Outputs: <ul style="list-style-type: none"> ○ 3 x USB-C (Control) Output ○ 1 x USB-C (Power) ● Wireless Frequency: 2.4GHz (2.4-2.484) ● Wireless Protocol: Bluetooth 5.0 ● Battery Type: 1 x Built-In ● Battery Capacity: 1950 mAh / 30 Wh ● Battery Runtime: 12 Hours ● Battery Charging Time: 1.5 Hours ● Battery Chemistry: Lithium-Ion Polymer (LiPo) ● Voltage: 15.4 VDC ● Operating Temperature: -4 to 113 degrees Fahrenheit / -20 to 45 degrees Celsius ● Display Type: Fixed Touchscreen OLED ● Materials: Carbon Fiber ● Mounting: <ul style="list-style-type: none"> ○ 1 x ¼"-20 Female ○ 1 x Cold Shoe Mount ● Dimensions: <ul style="list-style-type: none"> ○ 16.3 x 8.6 x 7.7" / 415 x 218 x 195 mm ○ 10.9 x 10.6 x 2.7" / 276 x 268 x 68 mm (Folded) ● Weight 2.5 lb / 1143 g Inclusions (in the box) <ul style="list-style-type: none"> ● Lens Support ● Extended Grip/Tripod ● Quick Release Plate ● Lower Extended Quick Release Plate ● Focus Motor Rod Mount Kit Combo ● Focus Gear Strip ● Phone Holder ● USB Power Cable (7.9") ● USB Type-C Charging Cable (15.7")

	<ul style="list-style-type: none"> ● USB Type-C Multi-Control Cable (11.8") ● Mini-HDMI to HDMI Cable (7.9") ● Mini-HDMI to Micro-HDMI Cable (7.9") ● Carry Case ● Screw Kit ● 3 x Hook-and-Loop Strap <p>*Training on how to use the equipment *At least 1 year warranty</p>
Intended application	For video and photo documentation or production.
Packaging	Manufacturer's Standard
Marking and Labelling	Manufacturer's Standard
Evidence and Verification:	A sample brochure of the offered gimbal shall be submitted to BAC to verify technical specifications.
Green Specifications	<ul style="list-style-type: none"> ● Products should be energy-efficient ● Packaging should be made of recycled or environment-friendly materials
Delivery	<ul style="list-style-type: none"> ● Within 1 month upon receipt of PO with warranty

TECHNICAL SPECIFICATIONS

Product's/Service's General Description	<i>Supply and Delivery of the DSLR Camera with Kit lens</i>
Technical Requirements	<ul style="list-style-type: none"> ● 24.2MP Full-Frame CMOS Sensor ● 4K60 10-Bit Internal Video, C-Log 3 ● External 6K ProRes RAW Recording ● Dual Pixel CMOS AF II ● 12 fps Mech. Shutter, 40 fps E. Shutter ● Sensor-Shift 5-Axis Image Stabilization ● 3.69m-Dot OLED EVF ● 3" 1.62m-Dot Vari-Angle Touchscreen LCD ● Dual UHS-II Memory Card Slots ● Multi-Function Shoe, Wi-Fi, and Bluetooth ● Lens mount compatibility: RF (EF and EF-S lenses can be attached using: Mount Adapter EF-EOS R, Control Ring Mount Adapter EF-EOS R, Drop-In Filter Mount Adapter EF-EOS R) ● Inclusions <ul style="list-style-type: none"> ○ Kit Lens ○ Bag ○ Memory Card ○ Training How to Operate ○ At least 1-year warranty
Intended application	For video and photo documentation of events.
Packaging	Manufacturer's Standard
Marking and Labeling	Manufacturer's Standard
Evidence and Verification:	A sample brochure of the offered DSLR Camera shall be submitted to BAC to verify technical specifications.
Green Specifications	<ul style="list-style-type: none"> ● Products should be energy-efficient ● Packaging should be made of recycled or environment-friendly materials
Delivery	<ul style="list-style-type: none"> ● Within 1 month upon receipt of PO with warranty