



BIDS AND AWARDS COMMITTEE



**REQUEST FOR QUOTATION**

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

Description	Quantity	Approved Budget for the Contract, inclusive of taxes
Lease of Event Venue with Meals for the Tagbilaran LEG of the SEC Roadshow on Capital Formation for MSMEs and Startups  <i>See Annex B for Technical Specifications</i>	1 lot	Php 180,000.00

<b>Mode of Procurement</b>	Negotiated Procurement – Lease of Real Property and Venue  (Section 53.10 of the Implementing Rules and Regulations of Republic Act No. 9184)	
<b>Reference Number</b>	AMP No. 2024-034	
<b>Procurement Schedules</b>	Deadline to Submit Quotation	26 February 2024 12:00 P.M.
<b>Submission of Quotation</b>	Manual Procurement Unit, 7 <sup>th</sup> 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 mvabuyog@sec.gov.ph
<b>Delivery Period</b>	07 March 2024	
<b>Delivery Place</b>	Within Tagbilaran City, Bohol, Philippines	

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 a 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 a 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; and
2. PhilGEPS Registration Number.

*Notes:*

- a. *Certificate of Platinum Membership may be submitted in lieu of 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 proposed shall be valid for a period of thirty (30) calendar days from the date of the opening of bids.
4. Price proposals 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/services to confirm their conformity to the technical specifications.
11. Payment shall be processed after every maintenance service 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

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**PRICE QUOTATION FORM**  
Reference No. AMP No. 2024-034

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:

QTY	Technical Specifications/ Terms of Reference / Description	Unit Price	Total Price (inclusive of all taxes)
1 Lot	Lease of Event Venue with Meals for the Tagbilaran LEG of the SEC Roadshow on Capital Formation for MSMEs and Startups  <i>See Annex B for Technical Specifications, which forms part of the quotation.</i>	Php _____	Php _____

**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 and e-Mail Address: \_\_\_\_\_

## Terms of Reference

### LEASE OF VENUE WITH MEALS FOR THE TAGBILARAN CITY LEG OF THE SEC ROADSHOW ON CAPITAL FORMATION FOR MSMEs AND STARTUPS

#### I. PROJECT DESCRIPTION

Lease of event venue with meals for the Tagbilaran LEG of the SEC Roadshow on Capital Formation for MSMEs and Startups

#### II. 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 for the Tagbilaran leg of the SEC Roadshow on Capital Formation for MSMEs and Startups.

#### III. RATIONALE

A venue conducive to the conduct of the Tagbilaran leg of the SEC Roadshow on Capital Formation for MSMEs and Startups is required to maximize the attainment of the roadshow objectives.

#### IV. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the contract is One Hundred Eighty Thousand Pesos (PhP180,000.00), inclusive of government taxes and charges.

#### V. AVAILABILITY

The event venue should be available on 07 March 2024, from 7AM to 6PM.

#### VI. LOCATION AND SITE CONDITION

1. **Accessibility.** The venue should be centrally located in Tagbilaran City.
2. **Parking Space.** The venue must have free and ample parking slots for the roadshow participants.

#### VII. EVENT VENUE

##### 1. STRUCTURAL CONDITION

The building is designed in compliance with the latest Building and Structural Codes of the Philippines and preferably at most ten (10) years.

##### 2. FUNCTIONALITY

###### a. Conference Rooms

The venue to be leased must be aligned with the following layout arrangements:

<b>Conference Room Layout</b>	<b>No. of Persons</b>
Classroom type tables	130
3 round tables (for VIPs)	15
2 Secretariat and Registration Tables	5

It should also include the following:

- A stage platform
- Audio system (speakers, microphones, etc.)
- Two (2) flag poles
- Five (5) chairs on stage for the panel discussion
- One (1) podium
- Free-flowing coffee
- Complimentary use of electricity for the laptops of the Secretariat members
- High-speed internet connection

#### **b. Light, Ventilation and Air Conditioning**

The venue must have adequate light, and air conditioning and conform with the standard floor-to-ceiling distance of at least 2.40 meters, to allow adequate air circulation.

#### **c. Space requirements**

The venue can accommodate at least 200 participants.

### **3. FACILITIES**

#### **a. Water Supply and Toilet**

The venue's premises must have available water supply and toilet facilities adequate to SEC requirements.

#### **b. Lighting/Electrical system**

The venue must have sufficient electrical fixtures, lighting fixtures, and convenience outlets. There should also be provisions for electrical systems for SEC's equipment. All electrical fixtures, convenience outlets, switches, and telephone terminals shall be in good working condition.

#### **c. Elevators**

The venue (if located on other floors) must have ample provision for elevators for the participants.

#### **d. Fire/Emergency escapes**

The venue must have adequate fire/emergency escapes as required by law.

#### **e. Fire-fighting equipment**

The venue must have a fire alarm/detection system and adequate number of firefighting equipment.

#### **f. Internet and Telecommunications**

The venue must have internet/telephone facilities in the conference room.

#### **4. OTHER REQUIREMENTS**

##### **a. Maintenance**

The venue must be properly maintained or there is an existing maintenance service program.

##### **b. Attractiveness**

The overall façade and architectural design must be appropriate for a professional event venue. It should be corporate-looking and conducive for business events.

##### **c. Security**

The building's management must provide security for common areas.

##### **d. Catering Services**

The venue must have catering services available and must fulfill the following requirements:

<b>Meals</b>	<b>No. of Persons</b>
AM Snacks	150
Lunch	150
PM Snacks	150

#### **5. Client Satisfaction Rating**

The venue must have a positive client satisfaction rating.

#### **6. Sustainability Initiatives**

- The service supplier shall ensure that indoor lighting is energy efficient.
- The service supplier shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substance usage, the reduction of waste and energy consumption, and water saving.
- The service supplier should partly use as one of its energy sources renewable sources of energy, ie. solar power, etc.
- The venue should also have its own wastewater treatment system.
- The venue must not use the following materials/items during mealtime:
  - a. Plastic cups
  - b. Styrofoams
  - c. Plastic straws
  - d. Food/Juice tetra pack packaging
  - e. Plastic Utensils

#### **VIII. RATING OF FACTORS**

In the rating of factors for the lease of venue, the venue must receive a minimum rating of 80% to be considered as a potential venue.