



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2020-SVP-30

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the items stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as “the Purchaser”, now requests submission of a price quotation for the subject below:

CY 2020 S-APP 02 Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
II.F.13	202003095	One (1) Year Subscription to Video Conference Solution Refer to Attachment 2 for Specifications	Php330,000.00

Interested suppliers are required to submit the following documents:

1. Valid and current Mayor’s/Business Permit or its equivalent
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (Attachment 3)

SEC Condition of Sale:

1. Delivery Schedule: Fifteen (15) calendar days from receipt of approved PO/NTP
2. Bid Validity: Sixty (60) calendar days from submission of bids

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Any alterations, erasures, or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative.

Submission of duly signed Price Quotation Form (Attachment 1) and eligibility documents is not later than **10:00 A.M. of April 1, 2020** via email at bacsecretariat@sec.gov.ph

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

Original Signed
EMMANUEL Y. ARTIZA
Chairman, BAC

**PRICE QUOTATION FORM
RFQ. 2020-SVP-30**

Date: _____

The Bids and Awards Committee
c/o Procurement Division
3rd Floor, Secretariat Building,
PICC Complex, Pasay City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our price quotation for the item/s identified below:

Item no.	Article and Descriptions	Qty	Unit price	Total Price (VAT Inclusive)
1	One (1) Year Subscription to Video Conference Solution	1 Lot	P _____	P _____

AMOUNT IN WORDS: _____

The above-quoted price is inclusive of all costs and applicable taxes

Very truly yours,

AUTHORIZED REPRESENTATIVE:

Signature : _____
 Printed Name : _____
 Date : _____
 Company Name : _____
 Contact no. : _____

Technical Specifications

Specifications	Statement of Compliance (Comply/Not Comply)
Includes at least 25 accounts/distinct users that can host meeting/events simultaneously	
Each meeting can have up to 300 participants	
Can host meetings that last up to 8-10 hours	
Has the following administration features: - Management of users (participants and host) - Host Management of real-time meeting-wide and per-user features - Dashboard for integrated administration	
Has Historical Reporting Capabilities	
Can customize meeting names and identifiers	
Provides meeting scheduler (once, repeating)	
Can record meeting sessions online on the Cloud or on Local Storage of Host	
Has a RESTful Web API	
Interoperability with other corporate instant messaging and conferencing platforms	
Must have options for self-hosted/on-premise deployment	
Should provide for Managed Domains	
Supports Single Sign-On (SSO) with LDAP Directory Services or similar	
Can be co-branded/white labeled with company branding	
Can support custom emails with configurable Subject, Body, Attachments, Sender, Recipients, and other email Message Parameters	
Supports Learning Tools Interoperability (LTI) Integration with such Learning Management Systems (LMSes) as Google Classrooms, Moodle, etc	
Can produce Transcripts of Recording on Cloud	
Has the following Video Conferencing Features - HD video and voice - A view and indicator of the Active speaker - Supports views of Full screen and thumbnail gallery - Allows for screen sharing simultaneously - Users can join by calling in from a publicly switched telephone network. - Supports customizable or pre-provided virtual backgrounds of videos	
Has the following Web Conferencing Features - Allows or the sharing of the Desktop as well as per-application sharing - Supports personal room or meeting identifiers - Supports both Instant/on-the-fly or pre-scheduled meetings - Has browser and/or email client plug-ins that support scheduling	

<ul style="list-style-type: none"> - Supports MP4 for locally stored recording - Can accommodate private (1-1) and group chat - Provided for host controls of the Web Conference - Allows participants to flag attention of the host and other participants 	
<p>Has the following Group Collaboration Features</p> <ul style="list-style-type: none"> - Can have breakout sessions - Support for the following platforms: Mac, Windows, Linux, iOS and Android - Supports in-call group messaging and group status monitoring - Capability to share any iPad/iPhone application screens in real time. - Allows for collaborative annotation/notes on shared screens - Allows for Keyboard/mouse control - Provides for Virtual Whiteboards where different participants can collaborate annotations or notes on shared screens - Allows multiple participants to share their screens simultaneously 	
<p>Security</p> <ul style="list-style-type: none"> - Supports Secure Socket Layer (SSL) encryption - Has 256-bit or greater encryption 	

I hereby certify compliance with the above Technical Specifications

Name Company/Bidder

Signature over Printed Name
of Representative

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at of *[Name of Bidder] [address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. I did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this _____ day of _____, 20____
at _____, Philippines. _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____, affiant exhibiting to me his/her _____ (*Government issued ID name, number and validity date*) _____

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Bidder's Representative/Authorized Signatory

[JURAT]