

Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2021-SVP-07

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 item 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:

2021 APP	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.10	202103080	Subscription to Video Conferencing Software as a Service Solution for the Period of One (1) Year (See attachment 2 for Technical Specifications)	Php880,000.00

Interested suppliers are required to submit the following documents:

1. Mayor's/Business Permit
2. PhilGEPS Registration Number
3. Latest Income/Business Tax Return
4. Omnibus Sworn Statement (Attachment 3)

SEC Condition of Sales:

1. Delivery Schedule: Fifteen (15) Calendar days from receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bid
3. Delivery Site: 3/F Secretariat Bldg., PICC Complex, Pasay City

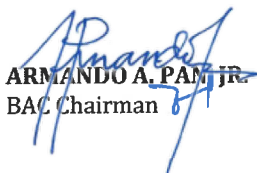
Award of contract shall be made to the bidder with the lowest quotation for the subject goods which complies with the minimum technical specifications and other terms and conditions stated herein.

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 **4:00 P.M. of May 20, 2021** at the Procurement Division, HRAD, 3/F Secretariat Building, PICC Complex, Pasay City. Open submission may be done manually or through Facsimile No. 8818-5330 or by sending through email at fpbaluyot@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.


ARMANDO A. PAN JR.
BAC Chairman

PRICE QUOTATION FORM

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 proposal for the items identified below:

Item no.	Article and Descriptions	Qty.	Unit price	Total Price (VAT Inclusive)
1	Subscription to Video Conferencing Software as a Service Solution for the Period of One (1) Year			
	26 Users License with 2 Webinar Features			
	Camera	3 Units		
	Portable Computer	3 Units		
	49" Monitor	3 Units		
	Accessories			
	Installation and Other Miscellaneous Cost			
	<i>See Attachment 2 for the Technical Specifications</i>			
	TOTAL			

AMOUNT IN WORDS: _____ (VAT inclusive)

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

AUTHORIZED REPRESENTATIVE:

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

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

TECHNICAL SPECIFICATIONS	COMPLY/ NOTCOMPLY
<ul style="list-style-type: none"> • Includes at least 26 accounts/distinct users that can host or meetings/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: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 • 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 • Has the following Group Collaboration Features <ul style="list-style-type: none"> • Can have breakout sessions • Support for the following platforms: Mac, Windows, Linux, iOS and Android <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Allows multiple participants to share their screens simultaneously • Security <ul style="list-style-type: none"> • Supports Secure Socket Layer (SSL) encryption • Has 256-bit or greater encryption 	

<ul style="list-style-type: none"> • Webinars <ul style="list-style-type: none"> • At least 2 user able to conduct webinars session simultaneously. • Can accommodate not less than 500 attendees. • Able to conduct Question and answer with live or text answers, polling, registration and reporting • Able the host to mute/unmute panelists, and promote attendees to panelists, giving them audio & video capabilities for enhanced engagement. • Video Conference Equipment (shall be owned by SEC) <ul style="list-style-type: none"> • Able to supply, delivery, installation and configuration of Video Conference equipment with the following specification <ul style="list-style-type: none"> • 3 unit of 49 inches UHD Monitor, HDMI input interface with movable monitor stand at least 1.5 meter high that able to tilt at least 15 degrees • 3 unit laptop with Intel Core i7 processor, 16 GB memory, 500GB HD, HDMI output interface, USB 3.0 interface, latest Windows Pro and MS Office Home/Business Edition • 3 unit Camera with following spec: <ul style="list-style-type: none"> • 4K Ultra HD video calling (up to 4096 x 2160 pixels @ 30 fps) • 1080p Full HD video calling (up to 1920 x 1080 pixels @ 30 or 60 fps) • 720p HD video calling (up to 1280 x 720 pixels @ 30, 60, or 90 fps) • Plug-and-play USB connectivity • Field of View: <ul style="list-style-type: none"> • Diagonal: 90° • Horizontal: 82.1° • Vertical: 52.2° • 5x digital zoom in Full HD • Autofocus. • Image controls with optional Camera Settings application for control of pan, tilt, and zoom • Built-in dual omni-directional mics with noise cancellation • Infrared sensor technology for Windows (SDK available for application integration) • External privacy shutter • Multiple mounting options, including clip and tripod mount • Supports multiple connection types, including USB 2.0 Type A and USB 3.0 Type A and • Custom carrying case • 3 unit USB cables extensions (from laptop to camera) • 3 unit HDMI cables extensions (from laptop to camera) • 3 unit of Camera Mounting kits • Warranty <ul style="list-style-type: none"> Standard warranty on Camera and Laptop • That any or all hardware components (each set of 1 laptop, camera, and TV) that will be used for the Executive Lounges, Conference/Meeting rooms and can be repurposed for Webinars or other requirements. 	
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I hereby certify to comply with the above Technical Specifications.

Name of Company/Bidder

**Signature over Printed Name
of Representative**

Date

Omnibus Sworn Statement

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

AFFIDAVIT

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 or authorized representative of [Name of Bidder] with office address at [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, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

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:] The owner or sole proprietor is 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 and members 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]