



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2021-SVP-21

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:

APP 2021	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
Item no. II.G.09	2021-03-087	Subscription to Branded SMS and Email Notification (See Attachment 2 for Technical Specifications)	Php800,000.00

Interested suppliers are required to submit the following documents:

1. Valid Mayor’s/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement (See Attachment 3)
Unauthorized omnibus sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No.09-2020
4. Income/Business Tax Return

SEC Condition of Sales:

1. Delivery Schedule: Within thirty (30) calendar days upon receipt of approved PO/NTP
2. Validity: Sixty (60) calendar days from submission of bids
3. Delivery Site: General Services Division, 3rd Floor, Secretariat Building, 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 **05:00 P.M. of September 09, 2021 (Thursday)** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually, through Facsimile No. 8818-5330, or via email (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 until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate 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 RFQ No. No. 2021-SVP-21

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 Branded SMS and Email Notification <i>(See Attachment 2 for Technical Specifications)</i>	1.00	Php _____	Php _____
TOTAL				Php _____

AMOUNT IN WORDS _____ (VAT inclusive)

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. : _____

Terms of Reference

A. PROJECT DESCRIPTION

Subscription to Branded Short Message (SMS) and Email Notification/Blasting

B. BRIEF PROJECT DESCRIPTION

The Branded SMS and eMail notification offers a unique form of brand recognition, while at the same time making communication more professional. Branded SMS (sometimes called corporate SMS) uses an alphanumeric Sender ID. Instead of a number, the Sender ID becomes the company name or brand, for example, SEC. The Branded SMS notification/messaging platform covers all networks. It boasts a wide range of fully-set and user-friendly web SMS and email features, along with an Application Program Interface (API) for easy integration with any application. Branded SMS and email notification is frequently used for business-critical information, confirmations, or alerts in real-time. It ensures that important notifications are delivered fast, securely, and directly to the recipient.

The Branded SMS and eMail Notification will be used primarily by the Commission for the following:

1. As a tool to send on time SMS/email notification to stakeholders/clients and registered companies on the status of their transactions with the Commission;
2. As an API to SEC company registration system and other systems that will keep the SEC stakeholders/clients informed and updated in every stage of their transaction status (i.e. from initial registration application up to releasing of Certificate of Incorporation). The SEC stakeholders/clients will receive updates on their transaction and/or applications or whenever the need arises.

Keeping the clients updated and informed on the status of their transactions will lead to faster action on the company's side and will ensure immediate transaction processes.

C. PROJECT OBJECTIVES

1. To ensure that SEC Stakeholders/clients will be updated and informed of their transaction status;
2. To ensure that SMS and eMail Notification will continuously send notifications to SEC stakeholders/clients; and
3. To ensure that SMS and eMail Notification will provide a high-speed sending capability to SEC Stakeholders/clients.
4. To ensure that 100% of the SMS and emails will be delivered directly to the recipients on-time; and
5. To ensure that the SMS and emails sent will not be treated as spam

D. SCOPE OF SERVICE

1. Provide web-based application for SMS and eMail Notification and client's account that is accessible anytime, anywhere;
2. Able to provide Application Program Integration (API) to SEC applications;
3. Ability to create multiple Sender ID;
4. Customized SMS and eMail messages, and module to create, edit and delete sub-accounts;
5. Ensure that there is no credit expiration;
6. Provide an update status on the number of used and remaining credits based on the subscription plan;
7. Provide messaging platform that covers all mobile network;
8. Ability of the application to send a large number of SMA messages and emails in a short period of time;
9. Ability to view messages before sending, schedule notification (scheduler), and view sent and unsent messages;
10. Ability to send different/multiple messages to different recipients in one sending;
11. Ability to generate reports (daily, weekly and monthly) as to the number of messages sent, failed open, clicked, bounced, and spam.
12. Provide training for ICTD personnel;
13. System uptime by 99.95%

14. Ensure availability of technical support, when necessary, Monday to Friday from 8:00 am to 5:00 pm;
15. Provide system dashboard and analytics;
16. Provide an incident report if a service failure is encountered. Detail the nature of failure and estimated repair time. If the failure is not resolved within an hour after initial troubleshooting, the service provider shall follow standard escalation procedure. The Service provider shall also provide feedback every hour to provide resolution updates.
17. Notify SEC-ICTD once the Service failure has been restored.

E. APPROVED BUDGET CONTRACT

The approved budget for the SMS and Email Notification/Blasting Service is Eight Hundred Thousand Pesos (P800,000.00) inclusive of all applicable taxes, commission, bank charges and other fees as may be incurred in the process. The distribution of the budget is 30% for SMS blasting and 70% for email blasting.

The Commission will be getting the lowest price per notification sent, that is the one that can give the most number of SMS and email combined credits given the budget.

F. PAYMENT SCHEDULE

Payment for the SMS and email credits, and the operation and support will be on a monthly basis, where the total contract amount will be equally divided to 12 months.

G. CONFIDENTIALITY

The Provider shall maintain confidentiality and shall not use nor disclosure any information during the SMS and email notification process to any other individual or organization.

BREAKDOWN OF PROPOSAL

	Number of Credits	Unit Price	Total Price
Email			
SMS			
		Grand Total	

I hereby certify to comply with the above Technical Specifications

AUTHORIZED REPRESENTATIVE:

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission.
3. Price quotation/s. to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
4. Quotation/s exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The SEC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications,
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest calculated and Responsive Quotation, the GPPB_TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **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.**
11. 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.

Signature over Printed Name

Position/Designation

