



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2021-SVP-26

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.C.18	2021-09-139	SEC Onboarding Program Module 2: Ethics of Good Followership (2 Batches) <i>(Refer to Attachments 2 for the Minimum Technical Specifications)</i>	Php320,000.00

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

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 October 11, 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 Chairma

PRICE QUOTATION
FORM RFQ No. No. 2021-SVP-26

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	SEC Onboarding Program Module 2: Ethics of Good Followership (2 Batches) <i>(Refer to Attachments 2 for the Minimum 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

1. General Details

Title of Training: **SEC Onboarding Program (Module 2): The Ethics of Good Followership Learning Delivery Method Virtual Learning**

Date: Batch 1 - November 2021: 09 – 12 (AM)
Batch 2 - November 2021: 09 – 12 (PM)

Venue Zoom Video Communications / SEC Corporate Learning Portal

2. Program Description

The Onboarding Program is a structured learning intervention that occupies an interstitial place in the entry process of new hires. Composed of five (5) consecutive trainings, it is meant to supplement the Employee's Orientation conducted by the Human Resources Management Division (HRMD) of the Human Resource and Administrative Department (HRAD), and to underpin the Assimilation by the host units. The strategic intent of this program is two-fold:

- a. It aims to equip new hires with basic functionality, and
- b. It intends to imbue new hires with the ethos of "employeehip"

The second module (Module 2) of the SEC Onboarding Program deals with 'The Ethics of Good Followership.' The Ethics of Good Followership training intends to provoke the new hires into thinking through their status as subordinates in a hierarchical structure, into reflecting on the critical importance of their gatekeeping and problem-solving roles in pursuit of collective goal attainment.

3. Duration

The SEC Onboarding Program (Module 2) will be conducted in two (2) day schedules and in two (2) batches on the following schedule:

- a. Batch 1 November 2021: 09 – 12 (AM) 100 participants
- b. Batch 2 November 2021: 09 – 12 (PM) 100 participants

The Learning Service Provider (LSP) shall be engaged for a period of thirty-two (32) training hours or sixteen (16) training hours per module per batch and shall likewise be available for attendance to meetings before and after the conduct of the training.

4. Modality

The entire learning program shall be fully conducted virtually with sixteen (16) hours synchronous sessions and eight (8) hours asynchronous sessions.

Synchronous sessions will be conducted using Zoom Video Communications, while asynchronous sessions will be delivered and/or monitored through the SEC Corporate Learning Portal.

5. Approved Budget for the Contract

The maximum possible contract price for the services for the **thirty-two (32) training hours period is THREE HUNDRED TWENTY THOUSAND PESOS (PhP 320,000.00)** for a total of **200 participants or 100 participants per module per batch**.

This amount shall be inclusive of 12% Value Added Tax (VAT) and other taxes imposed by the government. The amount shall be billed by the LSP upon submission of the terminal report that includes the proposal submitted by the LSP, report on the implementation of the program, detailed results of the pre-test and post-test (if applicable), narrative of the learning gains by the participants, pictures chronicling the conduct, and program effectiveness assessment, whether the objectives of the program has been met, etc.

Expenses and tools of the trade and other similar items necessary to enable the LSP to carry out its commitments in accordance with this Terms of Reference shall be for the account of the LSP.

6. End-user

The end-user for this project is the Learning Resource and Information Division (LRID) of the Human Resource and Administrative Department.

7. Scope of Work

The Learning Service Provider is expected to perform the following:

- 7.1. Design a competency-based 16-hour training for 100 participants based on the general parameters set by the Learning Resource and Information Division:

7.1.1. Technical Aspect

- Must be competency-based
- Must enable the participants to have a good understanding of the role of 'followership' in the workplace
- Must enable the participants to know how their role as follower's complement with that of their superiors/principals in achieving company goals
- Must enable the participants to identify the challenges of followership as a strategic, operational, and tactical leadership

7.1.2. Administrative Aspect

- Must be able to profile the participants according to learning absorption and learning application using appropriate metrics
- Must provide a copy of handouts and all other learning materials

- 7.2. Conduct the training on the following schedules, utilizing the learning delivery methods agreed upon, viz;

Batch	Day	Time	Modality/Venue
1	Day 1 / 09 November 2021	8AM – 12PM	Virtual/Digital
	Day 2 / 10 November 2021	8AM – 12PM	Virtual/Digital
	Day 3 / 11 November 2021	8AM – 12PM	Virtual/Digital
	Day 4 / 12 November 2021	8AM – 12PM	Virtual/Digital
2	Day 1 / 9 November 2021	1PM – 5PM	Virtual/Digital
	Day 2 / 10 November 2021	1PM – 5PM	Virtual/Digital
	Day 3 / 11 November 2021	1PM – 5PM	Virtual/Digital
	Day 4 / 12 November 2021	1PM – 5PM	Virtual/Digital

The schedule is subject to change depending on the availability of the speaker/s and the preparatory arrangements. Likewise, the schedule will need to be responsive to the evolving new normal in the wake of the COVID-19 pandemic and the to the nature of the health and safety guidelines promulgated by the duly constituted authorities.

7.3. Submit a Terminal Report with recommendations.

8. Minimum Qualifications

- 8.1. Proven expertise in designing and conducting a training program on ethics or cognate topics
- 8.2. Advanced ability to customize the program tailored to the peculiar learning requirements of the agency
- 8.3. Advanced ability to engage the participants through application of suitable learning modalities
- 8.4. Ability to rate the learning agility (learning absorption plus learning application) of the participants during the program and provide guidance for improvement

9. Evaluation Criteria

The HRAD carefully sought for prospective consultants or learning service providers considering both the private and government-accredited training institutions. Their proposals will be evaluated based on the following criteria:

Responsiveness of training design to the concept note	40%
Ability to execute masterfully	30%
Track record compared with competitors	20%
Feedback from previous clients who availed of the LSP's or consultant's services for the same type of training	10%
Total	100%

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]