



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2021-SVP-36

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 subjects below:

Item	SAPP 2021-8	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
1.	Item no. II.G.17	2021-11-162	Subscription to Online Cloud Storage -5 Accounts	Php 44,850.00
2.	Item no. II.G.18	2021-11-163	Subscription to E-Learning Software -1 Yr. Subscription	Php 362,250.00
3.	Item no. II.G.19	2021-11-165	Subscription to Online Graphic Design Tool	Php 37,950.00
4.	Item no. II.G.20	2021-11-166	Subscription to Online Question and Answer, and Polling Platform	Php 80,500.00
5.	Item no. II.G.21	2021-11-167	Subscription to a Collaborative Web Platform for Trainings and Meetings	Php 5,175.00
6.	Item no. II.G.22	2021-11-169	Subscription to an Online Automated Certificate Generator for Trainings and Events	Php 9,775.00
See Attachment 2 to 7 for Technical Specifications				

Interested suppliers are required to submit the following documents:

1. Valid Mayor’s/Business Permit
2. PhilGEPS Registration Number
3. Omnibus Sworn Statement with duly authorized Secretary’s Certificate, if a corporation. (Attachment 3)
4. Latest Income Tax/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 **(5:00 P.M. of December 16, 2021)** 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.



OLIVER O. LEONARDO
Vice-Chairman, BAC

PRICE QUOTATION
FORM RFQ No. No. 2021-SVP-36

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	Total Price (VAT Inclusive)
1	Subscription to Online Cloud Storage -5 Accounts	1	lot	Php _____
2	Subscription to E-Learning Software -1 Yr. Subscription	1	lot	Php _____
3	Subscription to Online Graphic Design Tool	1	lot	Php _____
4	Subscription to Online Question and Answer, and Polling Platform	1	lot	Php _____
5	Subscription to a Collaborative Web Platform for Trainings and Meetings	1	lot	Php _____
6.	Subscription to an Online Automated Certificate Generator for Trainings and Events	1	lot	Php _____
<i>(See Attachment 2 to 7 for Technical Specifications)</i>				
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. _____

Technical Specifications-Item #1

I. Project Title

Subscription to an Online Cloud Storage

II. Requirements

One (1) year subscription for five (5) users, renewable

III. Objective

To subscribe to an online cloud storage facility that will store and handle all relevant knowledge materials (documents, videos, images, graphics, other contents in varying file formats/types) and products that is accessible across different platforms with minimum limitations for sharing, automation, synchronization, among others for the all related learning and development interventions (traditional, digital, and blended learning modalities), learning materials (e-learning courses and modules), programs, projects, and events.

IV. Approved Budget

Subscription to an online cloud storage for five (5) users not exceeding the amount of **FORTY- FOUR THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY (₱44,850.00)**.

V. Subscription Specifications

A. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Cloud Storage Minimum Technical Specifications
1	Anytime, anywhere access
2	Computer backup
3	Easy and secure sharing
4	256-bit AES and SSL/TLS encryption
5	File locking
6	Enable two-factor authentication (2FA)
7	Document Watermarking
8	Multi-team admin login
9	Unlimited API access to security platform partners
10	Unlimited API access to productivity platform partners
11	5TB worth of storage, encrypted

VI. Quality Assurance

The bidder must submit a Proof-of-concept (POC) to the end-user during the post-qualification phase for the item being offered, to ensure the actual quality of the product.

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder

Signature over printed name of authorized representative

Date: _____

Technical Specifications-Item #2

- I. Project Title
Subscription to eLearning Software
- II. Requirements
One (1) year subscription, renewable
- III. Objective
To subscribe to an eLearning Software capable of developing, creating, designing, publishing, and tracking educational courses (eLearning / online courses or modules) as part of the regular learning and development interventions for the employees.
- IV. Approved Budget
Subscription to e-Learning Course Developer - not to exceed **₱ 362,250.00**
- v. Subscription Specifications
- A. Bidder should be capable of providing the following features and capabilities or higher.

Item	E-Learning Course Developer Minimum Technical Specifications
1	Team collaboration of multiple authors; team management
2	Capable of creating and facilitating unlimited courses for unlimited learners
3	Pre-programmed templates; ease of use and functionality
4	Customizable branding; customizable settings
5	Certificate-generation capability; automated
6	Exportable content in SCORM and/or HTML format for external hosting; API, LMS or LXP embed capable as well
7	Real-time result tracking and data analytics
8	High cloud storage for audio-visual contents (photos, videos, audio, document)
9	24/7 customer support - mail, chat, phone

- vi. Quality Assurance
Bidder must submit a Proof-of-concept (POC) to the end-user during the post-qualification phase for the item being offered, to ensure the actual quality of the product.

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder
Date: _____

Signature over printed name of authorized representative

Technical Specifications-Item #3

- I. Project Title
Subscription to an Online Graphic Design Tool
- II. Requirements
One (1) year subscription, renewable
- III. Objective
To subscribe to an online graphic design platform capable of instantly preparing and catering to regular and operational design requirements for learning and development programs by way of visual contents, presentation decks, posters, documents, social media graphics and other related design elements.
- IV. Approved Budget
Subscription to to an Online Graphic Design Tool - not to exceed **₱ 37,950.00**
- V. Subscription Specifications
 - A. Bidder should be capable of providing the following features and capabilities or higher.

Item	Online Graphic Design Tool Minimum Technical Specifications
1	Browser-based and JavaScript enabled; compatibility with Smartphones (iOs, Android)
2	Pre-programed design templates, audio-visual stocks (photos, videos, audio)
3	Design flexibility; functional innovations; ready-to-use graphics; high-res downloads
4	Dedicated tools and for brand kits and designs
5	Editing collaboration and comments capable; real-time changes; design folders
6	50GB cloud storage or higher
7	User-management – individually and by team
8	Priority customer support

- VI. Quality Assurance
Bidder must submit a Proof-of-concept (POC) to the end-user during the post-qualification phase for the item being offered, to ensure the actual quality of the product.

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder
Date: _____

Signature over printed name of authorized representative

Technical Specifications-Item #4

I. Project Title

Subscription to Digital Question and Answer, and Polling Platform

II. Requirements

One (1) year subscription for three (3) users, renewable

III. Objective

To subscribe to a digital question and answer and polling platform that will be utilized for the learner's assessment (pre, during and post) and collaboration in learning and development interventions conducted by way of digital or blended learning modalities throughout the year.

IV. Approved Budget

Subscription to Digital Question and Answer, and Polling Platform - not to exceed ₱ 80,500.00

v. Subscription Specifications

A. Bidder should be capable of providing the following features and capabilities or higher.

Item No.	Digital Question and Answer and Polling Platform Minimum Technical Specifications
1	Browser-based; compatibility with Smartphones (iOs, Android)
2	Built-in features: Q&A moderation, live polls, quizzes, brainstorm, surveys, feedback
3	Capable for a ranged integration with third-party applications
4	Capable of gathering and processing data and analytics per Slido event
5	Event-privacy; secured usage; multiple rooms
6	Pre-programed themes and templates; branding capable
7	Collaboration within teams
8	Participation of 500 users at a time or higher
9	Customer support - mail, chat, onboarding

VI. Quality Assurance

Bidder must submit a Proof-of-concept (POC) to the end-user during the post-qualification phase for the item being offered, to ensure the actual quality of the product.

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder
Date: _____

Signature over printed name of authorized representative

Technical Specifications-Item #5

- I. Project Title
Subscription to a Collaborative Web Platform for Trainings and Meetings
- II. Requirements
One (1) year subscription for three (3) users, renewable
- III. Objective
To subscribe to an online collaborative platform that could be utilized during trainings and/or meetings where users can upload, post, comment, organize, and share contents to virtual bulletin boards.
- IV. Approved Budget
Subscription to a Collaborative Web Platform for Trainings and Meetings should not exceed the amount of **FIVE THOUSAND ONE HUNDRED SEVENTY-FIVE PESOS ONLY (PhP 5,175.00)**.
- v. Subscription Specifications
- A. Bidder should be capable of providing the following features and capabilities or higher.

Item	Minimum Technical Specifications
1	Browser-based; accessibility between across devices (laptops, tablets, and smartphones)
2	Compatibility with smartphones (iOs, Android)
3	Works with unlimited contributors and/or guests
4	Allow others to remake existing work to use as a template
5	Upload files from computer, take a picture or video from your phone, or link from the web
6	Embed content from anywhere on the web, including YouTube, Instagram, Twitter, Vimeo etc.
7	Manage users and monitor activity
8	Unlimited working boards or pads for collaboration
9	Priority customer support with capability for domain mapping or personalization

- VI. Quality Assurance
Bidder must submit a Proof-of-concept (POC) to the end-user during the post-qualification phase for the item being offered, to ensure the actual quality of the product.

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder
Date: _____

Signature over printed name of authorized representative

Technical Specifications-Item #6

I. Project Title

Subscription to an Online Automated Certificate Generator for Trainings and Events

II. Requirements

One (1) year subscription for one (1) user, renewable

III. Objective

To subscribe to an online automated certificate generator that will provide accessibility and automation in the preparation and issuance of training and/or participation certifications of employees and/or partners who have successfully attended a learning and development intervention and met the corresponding requirements.

IV. Approved Budget

Subscription to an Online Automated Certificate Generator for Trainings and Events should not exceed the amount of **NINE THOUSAND SEVEN HUNDRED SEVENTY-FIVE PESOS ONLY (PhP9,775.00)**.

v. Subscription Specifications

A. Bidder should be capable of providing the following features and capabilities or higher.

Item	Minimum Technical Specifications
1	Can be used in an unlimited number of Google Forms and/or other online forms
2	Can be customized depending on the user's requirement for certificate templates
3	Ability to send and resend certificates to the respondents and track progress thereof
4	Customizable certificate ID prefix and other essential elements
5	Ability to save copies of the issued certificates in the cloud
6	Ability to create a summary list and/or data matrix of all issuances made
7	No unnecessary product branding and/or watermarks
8	Configure passing percentage, responses, email contents and other advanced options
9	Customer support

VI. Quality Assurance

Bidder must submit a Proof-of-concept (POC) to the end-user during the post-qualification phase for the item being offered, to ensure the actual quality of the product.

I hereby certify to comply and deliver the above requirements.

Name of Company/Bidder
Date: _____

Signature over printed name of authorized representative

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

[Jurati]

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

**AUTHORITY OF SIGNATORY
(For Corporation)**

I, (Name of Corporate Secretary), of legal age, Filipino, with business address at _____, after being duly sworn to in accordance with law do hereby depose and state:

That I am the duly elected Corporate Secretary of (Name of Corporation), a corporation duly organized and existing under and by virtue of applicable Philippine laws:

That at the special meeting of the Board of Directors of the said corporation, duly called and held at the principal office on (Date of Meeting) at which a quorum was presented and voting throughout the following resolution was unanimously approved to wit:

“RESOLVED, any of the following whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as attachment, is/are authorized to sign in behalf of the Corporation, to submit documents and represent solely for the purpose of complying with the (Name of Project).

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this day of _____ at _____.

PRINTED NAME/SIGNATURE
CORPORATE SECRETARY

SUBSCRIBED AND SWORN TO before me in the City of _____ this day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

NOTARY PUBLIC

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

**AUTHORITY OF SIGNATORY
(For Sole Proprietor/Partnership)**

I, (Name Owner/Managing Partner), of legal age, [civil status], Filipino, and residing at [address of affiant], after having been duly sworn in accordance with law do hereby depose and state that:

1. I am the Sole Proprietor/Managing Partner of [Name of Bidder], with office address at [Address of Bidder];
2. As the Sole Proprietor/Managing Partner 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];
3. As the Sole Proprietor/Managing Partner of [Name of Bidder], I authorized [Name of Representative] whose specimen signature/initials and copy of acceptable government issued identification cards with signatures as clearly shown attachment, is authorized to sign in behalf of the [Name of Bidder], to submit documents and represent solely for the purpose of complying with the bidding of [Name of Project]

NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS

IN WITNESS WHEREOF, I have hereunto affix my signature this day of _____ at _____.

PRINTED NAME/SIGNATURE

SUBSCRIBED AND SWORN TO before me in the City of _____ this day of _____ by (Name of Corporate Secretary) who has satisfactorily proven to me his/her identity through his/her (Identification Card presented), that he/she is the same person who personally signed before me the foregoing Affiant and acknowledged that he/she executed the same.

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Doc. No. ____
 Page No. ____
 Book No. ____
 Series of. ____

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.