



Bids and Awards Committee

REQUEST FOR QUOTATION (RFQ) No. 2022-SVP-57

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Small Value Procurement** for the item stated below, in accordance with **Section 53.9** 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:

Description	Approved Budget for the Contract (ABC) inclusive of VAT
Subscription to Video Conferencing Software as a Service Solution for the period of one (1) year	Php 968,000.00

Interested suppliers are required to submit the following documents:

1. Valid Mayor's/Business Permit
2. PhilGEPS Registration Number (please fill out Price Quotation Form: Attachment 1)
Note: Certificate of Platinum Membership may be submitted in lieu of the above documents
3. Omnibus Sworn Statement with attached duly Notarized Secretary's Certificate/Special Power of Attorney (See Attachment 3)
[[for projects with ABC above Php50,000.00]
Unnotarized omnibus sworn statement is acceptable subject to compliance therewith after the award of contract in accordance with GPBB Resolution No.09-2020
4. Latest Income Tax Return

SEC Condition of Sales:

1. Delivery Schedule: Within thirty (30) calendar days upon receipt of approved PO/NTP
2. Bid Validity: Thirty (30) calendar days from submission of bids
3. Delivery Place: 7th Flr. SEC Headquarters, 7907 Makati Avenue Salcedo Village, Bel-air, Makati 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 August 04, 2022 (Thursday)** at the Procurement Division 7th Flr. SEC Headquarters, 7907 Makati Avenue, Makati 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 reach 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. 2022-SVP-57**

Date: _____

The Bids and Awards Committee
c/o Procurement Division
7th Floor, SEC Headquarters,
7907 Makati Ave., Salcedo Village,
Bel-air Makati 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	1 lot	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 : _____
 PhilGEPS Registration : _____
 Number : _____
 Contact no. : _____

TERMS OF REFERENCE

Subscription to Video Conferencing Software as a Service Solution for one (1) year

Technical Specifications	COMPLY/NOT COMPLY
<ul style="list-style-type: none"> • Includes at least 30 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 • 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 view 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
 - 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
- Security
 - Supports Secure Socket Layer (SSL) encryption
 - Has 256-bit or greater encryption
- Webinars
 - At least 2 users 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)
 - Supply and delivery of one (1) unit of Video Conference Camera
 - Zoom: 15x HD zoom (5x optical + 3x digital)
 - Pan: 180° (±90°)
 - Tilt: 140° (+50°/-90°)
 - Field of View
 - Diagonal: 90°
 - Horizontal: 82°
 - Vertical: 52°
 - Total Room Coverage: 262° wide x 192° tall (field of view + pan and tilt)
 - Resolution @ 30fps: 4K Ultra HD, 1440p, 1080p, 900p, 720p, and SD
 - Resolutions @ 60fps: 1080, 720p
 - Wide Dynamic Range (WDR), low-light compensation, video noise reduction, low-light saturation optimization
 - Privacy: Lens parks at -90° in sleep mode for assured privacy
 - Standard Warranty
 - Accessories
 - Display Hub
 - Table Hub

Speaker (x1) Mic Pod (x1) Remote control USB Type C to USB Type C USB Type A to USB Type B CAT6A Ethernet cable HDMI Type A (x2) A/C cables (x2) Power Supplies (x2)	
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I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct.

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]

**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

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

**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:

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“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.

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