



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

REQUEST FOR QUOTATION

Date: 30 June 2023
RFQ No.: 75418500

Company/Business Name¹ : _____
Address : _____
Business/Mayor's Permit No. : _____
TIN : _____
PhilGEPS Registration No. (required) : _____

Project/Procurement Title:	Procurement of Video Conferencing (VTC) System License Subscription
Approved Budget for the Contract (ABC):	Two Hundred Thousand Pesos Only (Php 200,000.00)
Mode of Procurement:	Small Value Procurement (Section 53.9)
Date of Delivery/Effectivity of the Contract:	15 days upon Notice of Award

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than the deadline on **06 JULY 2023 10:00AM** at the

Bids and Awards Committee Secretariat Office
3rd Floor, Agustin I Building
Emerald Avenue, Ortigas Center
Pasig City

The following documents are also required to be submitted along with your quotation on the specified deadline above:

DOCUMENTARY REQUIREMENTS	
1.	Mayor's/Business Permit
2.	PhilGEPS Registration Number/Certificate
3.	Notarized Omnibus Sworn Statement (Original copy)
4.	Income/Business Tax Return (if procurement is more than PhP500,000.00)

The Contract will be awarded per lot to the lowest quotation and responsive to the specifications and requirements.

¹ In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For further inquiries and clarifications, you may coordinate with the BAC Secretariat at telephone number (02) 8636 0701 to 06 local 871 or email at bac.secretariat@peace.gov.ph.

Prepared by:


RAHNEE CHEYSSER H. ESTRADA
PDO IV, ICT Division
End-User

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

3. All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Prospective Bidder/s shall submit the hardcopy of the bidding documents (delivered personally or via courier) on or before **13 JUNE 2023; 10:00AM** at the:

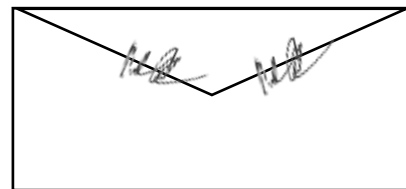
Bids and Awards Committee Secretariat Office
3rd Floor, Agustin I Building
Emerald Avenue, Ortigas Center
Pasig City

7. Bid documents shall be submitted in a *sealed and signed envelope* indicating the Procurement Title together with the name of the Bidder, complete mailing address, email address, and telephone or mobile number. Without such details, the bid shall not be accepted.

Sample Envelope Markings

<p>PROCUREMENT TITLE Name of Bidder Mailing Address Email Address Telephone/Mobile Number</p>
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Envelope Markings (FRONT)



Envelope Markings (BACK)

8. The delivery of goods shall be completed in **15 DAYS** from receipt of Job/Purchase Order.
9. The place of delivery will be at:

10th Floor, ICT Division
Agustin 1 Building, F. Ortigas Jr. Road,
Ortigas Center, Pasig City

10. Subcontracting is not allowed.
11. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the OPAPRU BAC Secretariat 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.
12. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
13. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
14. Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.
15. The OPAPRU reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of RA 9184.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PROCUREMENT OF VIDEO TELECONFERENCING (VTC) SYSTEM LICENSE SUBSCRIPTION			
Technical Specifications / Scope of Work	Yes	No	Remarks
10 licenses with 300 participants			
1 license with 1000 participants			
12-month subscription			
VTC meetings up to 30 hours per meeting			
Team chat/collaboration			
Unlimited Whiteboards			
5GB cloud storage capacity			
Single Sign-On (SSO), Branding and Managed Domain			
Dashboard Management			
Reports/Statistics			
Cloud/Local Recording			
Advanced end-to-end encryption security			

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF VIDEO TELECONFERENCING (VTC) SYSTEM LICENSE SUBSCRIPTION			
<i>Approved Budget for the Contract (ABC):</i>			
Two Hundred Thousand Pesos Only (Php 200,000.00)			
Item Description	Quantity	Unit Cost	Total
Total Bid Amount in Words:			
Total Bid Amount in Figures:			

FINANCIAL DETAILS

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee/s shall be charged against the creditor's account.

Payment Details:

Banking Institution : _____
Account Number : _____
Account Name : _____
Branch : _____

Company/Supplier Name: _____

Signature over Printed Name: _____

Position/Designation: _____

Contact Number: _____

Email Address: _____