



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**REQUEST FOR QUOTATION**

**Date: 24 January 2023**  
**RFQ No.: 003-2023**

Company/Business Name:<sup>1</sup> \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **One (1) Year Subscription of Five (5) Licenses of Cloud Based Video Communication Application with Large Meeting and Webinar** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative on **or before 5:00 PM of 27 January 2023** addressed to:

**MS. JULIE D. ABRIGO**

*Chairperson, Bids and Awards Committee*  
Unit 2504, Raffles Corporate Center  
1605 Emerald Ave, Ortigas Center, Pasig  
Telephone No.: (02) 7900-6741 to 44  
Email: bacsecgppb@gppb.gov.ph

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement” of Annex “H” of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award is issued:

Document	Remarks
<b>Copy of valid Mayor's or Business Permit for CY 2023</b>	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment.</b>
<b>Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract but before payment.</b>

<sup>1</sup> 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 any clarification, you may contact us at telephone no. 7900-6741 to 44 or email address at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).

(Digitally Sgd.)  
**RICHELSON A. MANAOIS**  
*Head, Bids and Awards Committee Secretariat*

### **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 are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### **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. In case of 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.
7. The award of contract shall be made to the lowest quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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.**

11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the unperformed portion of the works within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

One (1) Year Subscription of Five (5) Licenses of Cloud Based Video Communication Application with Large Meeting and Webinar		
Minimum Technical Specifications	Offer Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
<b>1 Lot</b>		
<b>Meetings</b>		
a. Can accommodate up to 100 participants with video and audio		
b. Works with mobile phones, desktop and laptop computer, and tablet		
c. One click start or join		
d. Multi-screen sharing, co-annotation, and polling		
e. Local and cloud recording up to 1GB		
f. Dual camera for video sharing, dual monitor for screen sharing		
g. Meeting duration up to 24-hours		
h. With breakout rooms and waiting rooms		

i. Customized personal meeting		
j. ID		
k. Assign scheduler		
l. With reporting and capable to generate list of participants entered in the meeting		
m. Chat facility for text, image, and audio file sending across desktop, laptop, mobile phones, and tablet		
n. Admin feature controls		
o. With user management		
<b>Webinar</b>		
a. Can accommodate up to 1,000 participants		
b. Hosts and panelist assignment		
c. Facebook Live and YouTube integration		
d. With scheduling, registration, reporting, and host controls for user management		
e. With polling, chat, Q & A and promotion of attendee to panelist for collaboration and engagement tools		
<b>Additional requirements</b>		
a. Ad-on meeting that can accommodate up to 500 participants for Large Meetings with video and audio		
b. Capable for cloud-based and local recording		
c. Admin and User Training		
d. Technical After-Sales Support		
<b>Other Deliverables</b>		
<b>The Service Provider shall submit the following documents upon delivery of the required subscription:</b>		
a. Subscription contract with the Cloud-Based Video Communication Application provider.		
b. Contact details (mobile number and/or email) for technical support.		
<b>Subscription Coverage</b>		

One (1) year subscription and contract period shall commence upon successful license activation and issuance of Certificate of Acceptance.		
<b>Delivery Period</b>		
The license subscription is required within fifteen (15) calendar days from the receipt of the signed PO		
<b>Terms of Payment</b>		
Payment shall be made within thirty (30) calendar days from the submission of billing statement and completion of the deliverables and issuance of Certificate of Acceptance.		

**FINANCIAL OFFER:**

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.

<p><b>Terms of Payment:</b></p> <p><i>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 shall be charged against the creditor's account.</i></p> <p><b><u>Payment Details:</u></b></p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank) : _____</p> <p>Branch: _____</p>
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One (1) Year Subscription of Five (5) Licenses of Cloud Based Video Communication Application with Large Meeting and Webinar	
Approved Budget for the Contract	TOTAL OFFERED QUOTATION
<p><b>Three Hundred Thirty Thousand Pesos (PhP330,000.00)</b></p>	<p><b>In Words:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>In Figures:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>

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Signature over Printed Name

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Position/Designation

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Office Telephone/Fax/Mobile

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Email address/es