



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

Date: 30 August 2023

RFQ No.: 038-2023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure **Office Productivity Tool: Project Management and Monitoring System** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 04 September 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: bacsec@gppb.gov.ph

The interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's/Business Permit; and
- b. Notarized Omnibus Sworn Statement

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to bacsec@gppb.gov.ph.

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

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 (with asterisk) 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.
- (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 e-mail 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. Award of contract shall be made to the lowest quotation which complies 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 goods not delivered 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 open to 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:

Office Productivity Tool: Project Management and Monitoring System		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.		
OFFICE PRODUCTIVITY TOOL: PROJECT MANAGEMENT AND MONITORING SYSTEM		
I. Project Planning, Scheduling, and Task Management		
<ul style="list-style-type: none"> • Project Request Forms & Project Templates 		
<ul style="list-style-type: none"> • Creating tasks, adding descriptions and file attachments 		
<ul style="list-style-type: none"> • Roadmaps for long term goals 		
<ul style="list-style-type: none"> • Assigning roles to concerned team members 		
<ul style="list-style-type: none"> • Setting due dates or deadlines 		
<ul style="list-style-type: none"> • Putting prioritization labels 		
<ul style="list-style-type: none"> • A kanban board view and Gantt charts to check the status of tasks 		
2. Team Communication and Collaboration		
<ul style="list-style-type: none"> • Virtual workspace where team members can log in/log out 		
<ul style="list-style-type: none"> • Tools for communication like real-time personal messaging and group messages 		
<ul style="list-style-type: none"> • Options to write comments, create threads and tag team members 		
<ul style="list-style-type: none"> • Options to store and share files with ease 		
<ul style="list-style-type: none"> • Automated notifications for task activities 		
<ul style="list-style-type: none"> • A shared team calendar that synchronizes with other calendar tools 		
3. Document Management and Accessibility		
<ul style="list-style-type: none"> • A central library for all the files uploaded 		
<ul style="list-style-type: none"> • Sharing and saving files in a structured and secure way 		
<ul style="list-style-type: none"> • Automatic updates to current versions wherever a file is saved 		
<ul style="list-style-type: none"> • Seamless integration and synchronization with third-party apps 		
<ul style="list-style-type: none"> • Archiving files when they aren't temporarily needed 		
<ul style="list-style-type: none"> • A powerful, user-friendly search option for all the current and archived files 		

4. Monitoring and Reporting		
<ul style="list-style-type: none"> Project dashboards for a quick bird's eye view of the progress made 		
<ul style="list-style-type: none"> Customization options so you can create and automate reports for various purposes 		
5. Resource Management		
<ul style="list-style-type: none"> Resource planning, scheduling, and time tracking 		
<ul style="list-style-type: none"> Calendar and timeline views to find who is available at a particular time 		
<ul style="list-style-type: none"> Customizable reports to track each team member's productivity 		
6. Support, Security, and other Essentials		
<ul style="list-style-type: none"> Security guarantee from the vendors to protect data 		
<ul style="list-style-type: none"> Long term maintenance and reliable customer support from the vendor 		
<ul style="list-style-type: none"> Easy sign-up and log-in with social accounts 		
<ul style="list-style-type: none"> Seamless user interface and easy navigation 		
Subscription Period: Twelve (12) months		
Delivery Period: Ten (10) calendar days from signing by supplier of Purchase Order		
*****nothing follows*****		

FINANCIAL OFFER:

<p>Terms of Payment:</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><i>The payment shall be based on a monthly bill to be submitted by the SP.</i></p> <p><u>Payment Details:</u></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>Bank Branch: _____</p>

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.

Office Productivity Tool: Project Management and Monitoring System	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<p>Two Hundred Thirty Thousand Pesos (PhP230,000.00)</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es