



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION

The **Department of Budget and Management (DBM)** – Bids and Awards Committee (BAC) through its **Administrative Service - Procurement Management Division**, will undertake a Small Value Procurement for the **Procurement of AVAYA Phones** for FY 2021 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **not later than August 9, 2021, 8:00 A.M.** at the Administrative Service, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Open submission may be submitted, manually or through email at mcadiz@dbm.gov.ph.

A copy of your **2021 Business/Mayor's Permit¹** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement²** shall also be required prior to award.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at mcadiz@dbm.gov.ph.

AARON ALBERTO A. ESCALONA
OIC- Chief Administrative Officer,
Procurement Management Division

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

Accomplish this RFQ correctly and accurately.

Do not alter the contents of this form in any way.

All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Failure to follow these instructions will disqualify your entire quotation.

Bidder's must state here either "**Comply**" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Procurement of AVAYA Phones				
TECHNICAL SPECIFICATIONS	Quantity	Bidder's Statement of Compliance	Unit Price	Total Cost
See attached Annex "A" for the Technical Specifications	1 lot (10 units)			

**The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date to the project site.

Procurement of AVAYA Phones	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
See attached Annex "B" for the Schedule of Requirements.	

 Digitally signed by Luis S. Indefenso

FINANCIAL OFFER:

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

Procurement of AVAYA Phones	
Approved Budget for the Contract	Total Offered Quotation
Seventy-six Thousand Pesos (PhP76,000.00)	In words: _____ _____
	In figures: _____ _____

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

Branch: _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

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 *thirty (30) 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. Quotations 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 DBM 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 existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable 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 per day of delay. The DBM shall rescind 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.

Signature over Printed Name

Position/Designation

Y

TECHNICAL SPECIFICATION

I. PROJECT TITLE

Procurement of AVAYA Telephones

II. OBJECTIVE

To address concerns of employees regarding their work through phone calls.

III. DELIVERY DATE

The supply, delivery, and testing of AVAYA Telephones will be thirty (30) calendar days from the receipt of Notice to Proceed (NTP).

IV. SPECIFICATIONS

IV.1 The CONTRACTOR shall supply, deliver and test the following items within thirty (30) calendar days from the receipt of NTP.

IV.1.1 Ten (10) units of AVAYA Telephone with the following minimum features and specifications:

IV.1.1.1 Can deliver high definition audio that can increase productivity by reducing fatigue and provides easier-to-understand multi-party calls through the wideband audio codec in the handset and headset.

IV.1.1.2 Can simplify call control on the display using softkeys for everyday functions such as transfer, conference and forwarding; also makes it easy to perform everyday tasks such as quick access to recent call log(100 entries) / Aura Contact List (250 entries)

IV.1.1.3 Can provide visual cues that can speed task management through 4dual-color Red / Green LED buttons.

IV.1.1.4 Can improve flexibility through support of a secondary Gigabit Ethernet port for a PC.

IV.1.1.5 Has a built in volume boost in the headset for hearing impaired to avoid having to purchase a separate amplified headset.

IV.1.1.6 Can accommodate advanced unified communications solutions through Session Initiation Protocol (SIP).

IV.1.1.7 Supports reduced energy consumption and lower costs through Power-over-Ethernet Class 1 design with "sleep mode".

IV.1.1.8 2.8" (diagonal) color display—320 x 240 pixels

IV.1.1.9 Multiple line phone with four red / green line / feature indicators around display

IV.1.1.10 Context sensitive soft keys

IV.1.1.11 Hard buttons for phone, messages, contacts, history, home, navigation cluster, headset, speaker, volume, mute

IV.1.1.12 LEDs for speaker, mute, headset, message, history

- IV.1.1.13 Wideband audio in handset and wired headset
- IV.1.1.14 Full duplex speakerphone & handset
- IV.1.1.15 Ergonomic hearing aid compatible handset supports TTD acoustic coupler
- IV.1.1.16 Message waiting indicator
- IV.1.1.17 Mute key with optional mute alerting
- IV.1.1.18 IC call alerting with 360-degree visibility
- IV.1.1.19 Rich, classic, alternate, and downloadable ringtones
- IV.1.1.20 Dual-position stand, optional wall-mount stand
- IV.1.1.21 Gigabit Ethernet (10 / 100 / 1000) line interface
- IV.1.1.22 Second Ethernet interface 10 / 100 / 1000 Mbps
- IV.1.1.23 PoE Class (IEEE 802.3af) registers as class 1 device and supports 802.3az
- IV.1.1.24 SIP protocol support
- IV.1.1.25 Standards-based codec support: G.722, Opus
- IV.1.1.26 Configurable via Web interface
- IV.1.1.27 Support for HTTPS, TLS, SRTP for encryption
- IV.1.1.28 Recent Call Log (100 entries) / Aura Contact List (250 entries)
- IV.1.1.29 Zero touch deployment via Device Enrolment Services Support
- IV.1.1.30 Supports the following languages: Dutch, English (UK & US), French (Canada), French (France), German, Italian, Japanese, Portuguese (Brazil), Simplified Chinese, Spanish (Latin America), Spanish (Spain), Traditional Chinese
- IV.1.1.31 Software compatibility
 - Avaya Aura® 6.2 FP4
 - Avaya IP Office™ 10.0 SP7
 - Avaya One Cloud 2.1
 - Avaya Approved Third Party Platforms: RingCentral, 3CX 15.5, Netsapiens 40, FreeSwitch 1.8.5, Asterisk 16, Broadsoft 22, Kandy, Microsoft, Kamalio, Metaswitch, Zang Office R1.0

V. SERVICE LEVEL AGREEMENT

- V.1 DBM shall maintain a Service Level Agreement (SLA) with the CONTRACTOR, with provisions for liquidated damages for their non-compliance.

Component	Description	Liquidated Damages
5.1.1 Supply, Delivery and Testing	The CONTRACTOR shall supply, deliver and test the ten (10) units of AVAYA Telephones within thirty (30) calendar days from the receipt of NTP.	One percent (1%) of the total contract price shall be imposed for every day of delay.

VI. WARRANTIES OF THE CONTRACTOR

- VI.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this technical specifications.
- VI.2 The CONTRACTOR shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bidded out.

VI.3 The CONTRACTOR shall provide twelve (12) months warranty period for the AVAYA Telephones.

The warranty period shall commence on the day the DBM issues the Certificate of Acceptance.

VII. CONFIDENTIALITY OF DATA

VII.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).

VII.2 The DBM Enterprise Network System, its component, parts and all products, products samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are confidential.

VII.3 The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. The CONTRACTOR furthermore agrees not to reproduce, translate or disclose the Proprietary Information to 3rd parties without prior written approval of the DBM.

VIII. TERMS OF PAYMENT

VIII.1 The CONTRACTOR shall be paid one-time payment upon supply, delivery and testing of AVAYA Telephones subject to the required Final Withholding VAT (Services) of five percent (5%) and Expanded Withholding Tax of two percent (2%).

VIII.2 Payment shall be made within a reasonable time from the submission of the documentary requirements such as, but not limited to the following, based on existing accounting and auditing laws, rules and regulations:

VIII.2.1 Sales Invoice/Billings

VIII.2.2 Certificate of Acceptance

VIII.2.3 Non-Disclosure Agreement

VIII.3 No advance payment shall be made as provided for in Section 88 of Presidential Decree 1445 (Government Auditing Code of the Philippines).

IX. PRE-TERMINATION OF CONTRACT

The contract for the Procurement of AVAYA Telephones may be pre-terminated by the DBM for any violation of the terms thereof. In case of pre-termination, the CONTRACTOR shall be notified by the DBM thirty (30) days prior to actual pre-termination.

 Digitally signed by Luis S. Indefense

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

Schedule of Requirements

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
1	Supply, delivery, and testing of AVAYA Telephones	10	Within 30 calendar days upon receipt of Notice to Proceed (NTP)
2	<p>Warranty:</p> <p>The warranty period are as follows:</p> <p>(a) Parts and labor from authorized service centers</p> <p>(b) Response time for the repair and replacement of defective parts and for technical assistance/support</p>		<p>At least one (1) year from the date of acceptance by the DBM-Administrative Service (AS)</p> <p>Within twenty-four (24) hours upon receipt of written or verbal notice from the DBM-AS</p>
3	Submission of Warranty Certificate by the Supplier		Within 3 working days from the date of acceptance by the DBM-AS