



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

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## **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 **Subscription of Zoom Meeting Pro License** 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 February 2, 2021, 2:00 P.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](mailto:mcadiz@dbm.gov.ph).

A copy of your **2021 Business/Mayor's Permit<sup>1</sup>** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement<sup>2</sup>** 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](mailto:mcadiz@dbm.gov.ph).

**JOYCE D. LABAO**

OIC- Chief Administrative Officer,  
Procurement Management Division

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<sup>1</sup> 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.

<sup>2</sup> 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:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) 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:

<b>Subscription of Zoom Meeting Pro License</b>				
<b>TECHNICAL SPECIFICATIONS</b>	<b>Quantity</b>	<b>Bidder's Statement of Compliance</b>	<b>Unit Price</b>	<b>Total Cost</b>
See attached Annex "A" for the Technical Specifications	1 lot			

*\*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.

<b>Subscription of Zoom Meeting Pro License</b>	
<b>SCHEDULE OF REQUIREMENTS</b>	<b>Delivery Schedule</b>
See attached Annex "A."	

**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.

<b>Subscription of Zoom Meeting Pro License</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>One Hundred Sixty-eight Thousand One Hundred Pesos (PhP168,100.00)</b>	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.

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Signature over Printed Name

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Position/Designation

## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

Subscription of Zoom Meeting Pro License

### II. OBJECTIVE

Aim to have a platform for meetings and webinars that can handle 1000 participants that can empower DBM Officials and Employees organize their work, collaborate, plan, and work efficiently.

### III. DURATION OF THE CONTRACT

The contract duration for the Subscription of Zoom Meeting Pro License shall be one (1) year from the issuance of Certificate of Acceptance by the ICTSS-Director.

### IV. SCOPE OF WORK AND SERVICES

4.1 The CONTRACTOR shall provide the Subscription of Zoom Meeting Pro License and support services for the five (5) host licenses within seven (7) calendar days from the receipt of Notice to Proceed (NTP).

The CONTRACTOR shall provide licenses and support services for the following Zoom Meeting Pro features:

- 4.1.1 Minimum of 5 licenses for first purchase
- 4.1.2 Basic + additional features
- 4.1.3 Can handle 1000 participant for large meeting (Add-ons)
- 4.1.4 Meeting duration of up to 24 hours
- 4.1.5 Custom Personal Meeting ID
- 4.1.6 Assign scheduler
- 4.1.7 Online and Local customer support
- 4.1.8 Video and web conferencing features
- 4.1.9 Group collaboration
- 4.1.10 1 GB of MP4/M4A cloud recording storage
- 4.1.11 With user management and admin feature controls
- 4.1.12 Breakout, Polling and Reporting

4.2 The CONTRACTOR shall provide/render twenty-four hours a day, seven days a week (24x7) technical support services. Technical support can be delivered in a form of telephone call, electronic mail, online and/or on-site support.

The CONTRACTOR shall resolve every problems on all Zoom Meeting Pro License components within four (4) hours after it was reported during the subscription period.

It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. Problem and resolution shall be logged in the DBM Help Desk Facility.

4.3 The CONTRACTOR must have Certificates and/or Authorization to represent Original Product Manufacturer/Reseller (certificates must be submitted in the submission of bid documents and will be subject to post-qualification).

4.4 A Certificate of Acceptance shall be issued by the Director of Information and Communication Technology Systems Service (ICTSS) once all the requirements are fully met by the CONTRACTOR.

**V. SERVICE LEVEL AGREEMENT**

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

<b>Component</b>	<b>Description</b>	<b>Liquidated Damages</b>
5.1.1 Provision of License/s	The CONTRACTOR shall provide the licenses for the Subscription of Zoom Meeting Pro License and support services for the five (5) host licenses within seven (7) calendar days upon receipt of Notice to Proceed (NTP).	One (1) % of the total contract price for every day of delay.
5.1.2 Technical Support	The CONTRACTOR shall resolve every problems on all Zoom Meeting Pro License components within four (4) hours after it was reported during the subscription period. It shall refer to a condition wherein the reported problem is resolved by the CONTRACTOR to the satisfaction of the DBM. Problem and resolution shall be logged in the DBM Help Desk Facility.	1/10 <sup>th</sup> of 1% of the total contract price shall be imposed for every hour of delay. Said penalty shall be deducted from the special bank guarantee as specified in Section 6.9.

**VI. WARRANTIES OF THE CONTRACTOR**

6.1 The CONTRACTOR warrants that it shall conform strictly to the terms and conditions of this TOR.

6.2 The CONTRACTOR warrants represents and undertakes reliability of the services and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the DBM. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the compound. It shall not employ DBM employees to work in any category whatsoever.

- 6.3 The CONTRACTOR in the performance of its services shall secure, maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations, and directives of Regulatory Authorities and Commissions.
- 6.4 The CONTRACTOR shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.
- 6.5 The CONTRACTOR shall provide a services which shall include technical support which shall be covered by performance security bond equivalent to 10% of the total contract price. The said amount shall be released after the lapse of the subscription period. Provided that all conditions imposed under the contract have been fully met.

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

## **VII. CONFIDENTIALITY OF DATA**

- 7.1 All project personnel of CONTRACTOR shall be required to sign a Non-Disclosure Agreement (NDA).
- 7.2 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**

- 8.1 The CONTRACTOR shall be paid upon provision of licenses of this Project subject to the required Final Withholding VAT (Services) of five percent (5%) and Expanded Withholding Tax of two percent (2%).
- 8.2 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:
- 8.2.1 Sales Invoice/Billings
  - 8.2.2 Certificate of Acceptance issued by ICTSS Director
  - 8.2.3 Non-Disclosure Agreement

- 8.3 No advance payment shall be made as provided for in Section 88 of PD 1445.

## **IX. PRE-TERMINATION OF CONTRACT**

- 9.1 The contract for the Renewal of Licenses for the Subscription of Zoom Meeting Pro License may be pre-terminated by the DBM for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by the DBM thirty (30) days prior to such pre-termination.



9.2 In case of pre-termination, the CONTRACTOR shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.

9.3 The DBM shall have the right to blacklist the CONTRACTOR in case of pre-termination.

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

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date

 Digitally signed by Luis S. Indefenso  
Date: 2021.01.27 17:09:28 +08'00'