



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION
No. 22-011

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Renewal of Zoom Meeting Pro License Subscription**" for CY 2022 in accordance with Section 53.9 (Negotiated Procurement– Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Twelve Thousand Pesos (P 212,000.00)**. The period for the performance of the obligations shall not go beyond the validity of the appropriations for this Project.

Please quote your **best offer** for the item/s 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 your authorized representative **not later than** FEB 11 2022 **2:00 PM.** at the Administrative Service – Procurement Management Division, Ground Floor DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your Latest **Business/Mayor's Permit**¹ and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement**² (GPPB-prescribed forms), **Income/Business Tax Return**³ (for ABC's above Php 500k) will also be required to be submitted *prior to award*.

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

AARON ALBERTO A. ESCALONA
OIC-Chief Administrative Officer, AS-PMD

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.

³ Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (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.

Sir/Madam:

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:

<u>TECHNICAL SPECIFICATION</u>					
1. 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.					
2. Bidders must state " Comply " or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification					
Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A	<u>Renewal of Zoom Meeting Pro License Subscription</u> ➤ Please see "Annex A" for the Technical Specifications and Schedule of Requirements	1 lot			
TOTAL COST:					

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

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

SCHEDULE OF REQUIREMENTS

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

Item	Description	Total Quantity	Delivery
A	Renewal of Zoom Meeting Pro License Subscription ➤ <i>Please see "Annex A" for the Technical Specifications and Schedule of Requirements</i>	1 lot	The Renewal of Zoom Meeting Pro License Subscription shall cover the period of February 18, 2022, to February 17, 2023.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

FINANCIAL OFFER:	
Renewal of Zoom Meeting Pro License Subscription	
Approved Budget for the Contract	Your Total Offered Quotation
Two Hundred Twelve Thousand Pesos (P 212,000.00)	In words:
	In figures:

<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
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 *sixty (60) calendar days* from the date of submission of quotation.
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 DBM 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 government 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 may 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.
12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:
 - a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of award and acceptance; and
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

DETAILED TECHNICAL SPECIFICATIONS

1.0 PROJECT TITLE

Renewal of Zoom Meeting Pro License Subscription

2.0 OBJECTIVE

To have a platform for meetings and webinars using Zoom Meeting and be able to handle meetings with 1000 participants that can empower Department of Budget and Management (DBM) Officials and Employees to collaborate, plan, and work efficiently.

3.0 IMPLEMENTATION PERIOD

The Renewal of Zoom Meeting Pro License Subscription shall cover the period of February 18, 2022, to February 17, 2023.

4.0 SCOPE OF WORK

4.1 The contractor shall provide licenses and support of the Zoom Meeting Pro for the ten (10) host licenses with the following features and functionalities:

- 4.1.1 Basic + additional features
- 4.1.2 Meeting duration of up to 24 hours
- 4.1.3 Custom Personal Meeting ID
- 4.1.4 Assign scheduler
- 4.1.5 Online and Local customer support
- 4.1.6 Video and web conferencing features
- 4.1.7 Group collaboration
- 4.1.8 1 GB of MP4/M4A cloud recording storage
- 4.1.9 With user management and admin feature controls
- 4.1.10 Breakout, Polling, and Reporting

4.2 The contractor shall provide Add-ons for two (2) out of the ten (10) hosts that can handle Zoom Large Meeting with 1000 participants.

4.3 Technical support shall be available twenty-four hours a day, seven days a week (24x7). Technical support may be delivered in the form of a telephone call, electronic mail, and/or on-site support, as requested by the DBM.

Problems on software and hardware components, reported during the implementation period, shall be resolved to the satisfaction of the DBM within four (4) hours from receipt of the report.

4.4 The contractor must have Certificates and/or Authorization to represent the Original Product Manufacturer/Reseller (certificates will be required during the post-qualification).

5.0 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 which shall be charged against any money due or which may become due to the contractor, or collected from any securities or warranties posted by the contractor.

Component	Description	Liquidated Damages
5.1.1 Renewal of Licenses and Support	The contractor shall renew the licenses and support of the Zoom Meeting Pro for the ten (10) host licenses with add-ons for two (2) out of the ten (10) hosts that can handle Zoom Large Meeting with 1000 participants. covering the period of February 18, 2022, to February 17, 2023.	1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.
5.1.2 Technical Support	As defined in item 4.3 as applicable.	1/10th of 1% of the contract price for the undelivered portion shall be imposed per hour of delay.

6.0 WARRANTIES OF THE CONTRACTOR

- 6.1 The contractor warrants that it shall conform strictly to the terms and conditions of this Detailed Technical Specifications.
- 6.2 The contractor warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the DBM.
- 6.3 The contractor 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. The contractor undertakes to pay all fees or charges payable to any instrumentality of government or any other duly constituted authorities relating to the use or operation of the installation.
- 6.4 The contractor's technical staff assigned to support DBM shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.
- 6.5 The contractor's technical staff assigned to support DBM shall coordinate with the DBM ICTSS in the implementation of this project.
- 6.6 The contractor shall be liable for loss, damage, or injury caused directly or indirectly by the fault or negligence of its technical staff assigned. It shall assume full responsibility thereof and the DBM shall be fully released from any liability arising therefrom.

6.7 The contractor shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bidded out.

7.0 CONFIDENTIALITY OF DATA

7.1 All technical staff assigned by the contractor shall be required to sign a Non-Disclosure Agreement (NDA).

7.2 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.

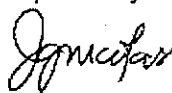
7.3 The contractor agrees to hold all the foregoing information in strict confidence. The contractor further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the DBM.

8.0 TERMS OF PAYMENT

One-time payment shall be made within a reasonable time from the submission of the following documentary requirements, subject to budgeting, accounting, and auditing laws, rules, and regulations:

- 8.1.1 Proof of Renewal of Zoom Meeting Pro License Subscription
- 8.1.2 Sales Invoice/Billing Statement
- 8.1.3 Certificate of Acceptance issued by the ICTSS Director
- 8.1.4 Non-Disclosure Agreement

Prepared by:



Digitally signed
by Josielyn G.
Nicolas

JOSIELYN G. NICOLAS

Information Technology Officer I, ICTSS

Reviewed by:

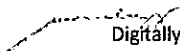


Digitally signed by
Luis S. Indefenso

LUIS S. INDEFENSO

Information Technology Officer III, ICTSS

Approved by:



Digitally signed by Andrea Celene M.

Magtalas

ANDREA CELENE M. MAGTALAS

Director IV, ICTSS