



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 23-032

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Subscription of Licenses for Computer-Aided Design Software**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)**, provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** MAR 17 2023, **2:00 p.m.** 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 2023 **Business/Mayor's Permit**¹ and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated** PhilGEPS Registration Certificate (Platinum Membership) **(all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement**² (**GPPB-prescribed forms**), **Income/ Business Tax Return**³ (**for ABC's above Php 500k**) within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.⁴

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
Chief Administrative Officer

¹In 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.

²In 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.

³Manually filed tax returns or filed through the EFPS

⁴Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.

If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (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:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the 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	Subscription of Licenses for Computer-Aided Design Software	1 lot			
	I. <u>Objective</u> - (see attached Annex "C" [Detailed Technical Specifications], item 2.0)				
	II. <u>Subscription Period</u> - (see attached Annex "C" [Detailed Technical Specifications], item 3.0)				

III.	<u>Specifications</u> - (see attached Annex "C" [Detailed Technical Specifications], item 4.0)				
IV.	<u>Scope of Works and Services</u> - (see attached Annex "C" [Detailed Technical Specifications], item 5.0)				
V.	<u>Service Level Agreement</u> - (see attached Annex "C" [Detailed Technical Specifications], item 6.0)				
VI.	<u>Warranties of the Supplier</u> - (see attached Annex "C" [Detailed Technical Specifications], item 7.0)				
VII.	<u>Terms of Payment</u> - (see attached Annex "C" [Detailed Technical Specifications], item 8.0)				

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

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance
A	Subscription of Licenses for Computer-Aided Design Software (1 license) <ul style="list-style-type: none"> - The subscription shall be effective within Thirty (30) calendar days from the receipt of the Notice to Proceed (NTP) 	
B	Conduct of Technical Training (3 users) <ul style="list-style-type: none"> - Within Ten (10) calendar days upon receipt of (NTP) 	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Forty Three Thousand Pesos only (Php 143,000.00)	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

<u>Payment Details:</u>	
<u>Payment Terms:</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, subject to other payment terms as prescribed in this RFQ.
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 the 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 the 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 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. 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, subject to other payment terms as prescribed in this RFQ.
12. 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.

13. 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. of 2020, the DBM shall publish on 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;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

DETAILED TECHNICAL SPECIFICATIONS

1. PROJECT TITLE

Subscription of License for Computer-aided Design Software.

2. OBJECTIVE

To be able to use Computer-aided Design Software for 2D and 3D architecture layout drawings, electrical design, plant design, mechanical design, 3D mapping, adding scanned images, and converting raster images.

3. SUBSCRIPTION PERIOD

The SUPPLIER shall provide for the Subscription of Licenses for Computer-Aided Design Software for twelve (12) months. The Subscription license shall be effective within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP).

4. SPECIFICATIONS

4.1.1 The SUPPLIER shall provide a license and support services for the Computer-aided Design Software with the following features and functionality:

4.1.2 Desktop Application

4.1.2.1 Can create 2D and 3D drafting, designs, and layouts for proposed and existing plans.

4.1.2.2 Can open and edit files that are compatible with all existing computer-aided design files.

4.1.2.3 Can import and convert PDF to DWG and vice versa.

4.1.2.4 Can be installed in up to three devices per license.

4.1.2.5 Can import and raster images.

4.1.2.6 Can automate counting of items and objects.

4.1.2.7 Can add geographic locations for easy reference of plans.

4.1.2.8 Has toolsets, layouts, symbols, schematics, and diagrams specifically specified for architectural, civil, mechanical, electrical.

4.1.3 Mobile Application

4.1.3.1 Can open and edit DWG files compatible with all existing computer-aided design software versions anytime and anywhere.

4.1.3.2 Can zoom and pan to easily navigate large drawings.

4.1.3.3 Can take and add measurements and dimensions to drawings.

4.1.3.4 Can upload DWG files directly to cloud storage.

- 4.1.3.5 Can plot designs to PDF
- 4.1.3.6 Can download designs as DWG files.

5. SCOPE OF WORKS AND SERVICES

- 5.1 The SUPPLIER shall provide one (1) subscription license of Computer-aided Design Software and support services for twelve (12) months.
- 5.2 The SUPPLIER shall conduct/provide Technical Training for three (3) users within ten (10) calendar days upon receipt of NTP.

A Certificate of Acceptance shall be issued by the Director of Administrative Service once all the requirements are fully met by the SUPPLIER.

6. SERVICE LEVEL AGREEMENT

- 6.1 DBM shall maintain a Service Level Agreement (SLA) with the SUPPLIER, with provisions for liquidated damages for their non-compliance. Liquidated damages 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
Subscription of License for Computer-aided Design Software	The SUPPLIER shall provide one (1) license of Computer-aided Design Software. The subscription shall be effective within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP). The SUPPLIER shall provide support services for the entire duration of the subscription license.	1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.
Conduct of Technical Training	The SUPPLIER shall conduct/provide a technical training for three (3) users within ten (10) calendar days upon receipt of NTP.	1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.

7. WARRANTIES OF THE SUPPLIER

- 7.1 The SUPPLIER warrants that it shall conform strictly to the terms and conditions of this detailed technical specifications.
- 7.2 The SUPPLIER warrants the reliability of the services and their manpower complement. The SUPPLIER further warrants that the technical staff assigned are qualified to provide the services required to the satisfaction of the DBM.
- 7.3 The SUPPLIER shall coordinate with the authorized and/or designated DBM AS-GSD personnel in the performance of their jobs.
- 7.4 The SUPPLIER 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 SUPPLIER 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.

7.5 The SUPPLIER shall be liable for the loss, damage, or injury caused directly or indirectly by the fault of the negligence of its personnel. It shall assume full responsibility thereof and the DBM shall be fully released from any liability arising therefrom.

7.6 The SUPPLIER shall neither assign, transfer, pledge, nor sub-SUPPLIER any part of interest to the SUPPLIER being bidden out.

8. TERMS OF PAYMENT

8.1 One-time payment shall be made, subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

8.1.1 Sales Invoice

8.1.2 Certificate of Acceptance issued by the AS Director

