



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

REQUEST FOR QUOTATION
No. 23-065

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Subscription to Project Collaboration/Monitoring Software**" for FY 2023 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 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 October 4, 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 the email address indicated below.

A copy of your 2023 **Business/Mayor's Permit** 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 (GPPB-prescribed forms), Income/ Business Tax Return¹ (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.²

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

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹Manually filed tax returns or filed through the EFPS

²Failure 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.
- 3.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Subscription to Project Collaboration/Monitoring Software <i>Please see attached Detailed Technical Specifications of the project.</i>	1 Lot			

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

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance
A.	Subscription to Project Collaboration/Monitoring Software Within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP).	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Nine Hundred Fifty Thousand Pesos only (Php 950,000.00)	In words: _____ _____ _____ _____ In figures: _____ _____ _____ _____

Payment Details:

<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 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. 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 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;
- 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

1.0 PROJECT TITLE

Subscription to Project Collaboration / Monitoring Software

2.0 DESCRIPTION

The subscription provides a visual tool that allows the project and development teams to manage projects, workflows, and tracking of assigned tasks and software development iterations and sprints. This tool is able to add files, checklists or even automate it and can be customized to fit how the team works.

3.0 OBJECTIVE

The subscription aims to provide a project / development management tool that can cover the micro spectrum of individual developer tasks from organizing to planning, prioritization, and managing application developments and iterations. This will enable the DBM ICT Group and developers the capability to improve, track and organize their workflow effectively, especially in project management, application development monitoring, and tracking.

4.0 SUBSCRIPTION PERIOD

The subscription shall cover the period of one (1) year from the receipt of Notice to Proceed (NTP).

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 The contractor shall provide licenses and support for thirty (30) users within 30 days upon receipt of the Notice to Proceed (NTP).

5.2 The subscription must have the following features and functionalities:

5.2.1 Project tool features from basic to complex objectives

5.2.1.1 Project tasks view:

- **Boards** - ability to visual representations of projects, tasks, or workflows. They allow you to organize information, tasks, and other elements using cards, columns, and lists.
- **Dashboard** - can provide a summary of information in a graphical format, enabling stakeholders to quickly understand project performance and status.
- **Timeline** - able to provide a chronological representation of tasks, milestones, and events within a project. It helps visualize the project's schedule and dependencies.
- **Table** - can present data in a structured tabular format. It's useful for displaying detailed information, such as task assignments, due dates, and other project-related data



- **Calendar** - can display project activities, tasks, and events in a calendar format. It helps team members visualize project schedules, deadlines, and resource availability.
 - **Workspace** - digital environment where team members can collaborate, communicate, and work on projects together. It typically includes tools for sharing files, discussing ideas, and managing tasks.
- 5.2.1.2 **Sub-projects monitoring** - Able to breakdown projects or workspaces dedicated to specific projects, teams, or departments that can provide a centralized location for team members to collaborate, communicate, and manage tasks related to their projects.
- 5.2.1.3 **Project attachments** - can attach files or documents that are linked to specific tasks, cards, or items within a project. This include images, documents, spreadsheets, and other files relevant to the project.
- 5.2.1.4 **Data export and documentation** - Can generate files or reports from a project management tool that can be used for documentation, analysis, or sharing. Exported data may include project schedules, task lists, Gantt charts, or reports that provide insights into project progress and performance.
- 5.2.1.5 **Project Monitoring** - Able to identify project stakeholders and their roles for measuring of progress such as:
- Monitor project progress and track key performance indicators (KPIs).
 - Detailed requirement gathering of inputs from stakeholders.
 - Feedback from stakeholders during the development process
 - Ensure adherence to project timelines and budgets.
- 5.2.1.6 **Application interface** - can visualize a comprehensive project plan detailing the tasks, milestones of the project, deliverables per phase, and applicable timelines.
- 5.2.1.7 **Other Features** - Able to identify and mitigate project risks and can provide a documentation of all inputs during the development.

5.3 The contractor shall provide knowledge transfer and capacity building, conducted by certified professionals based on the following schedule:

Technical Training	Schedule	No. of Participants	Duration
Users' Training	Within 30 calendar days from the receipt of NTP	Thirty (30) participants	One (1) day

The contractor shall issue individual training certificates, training materials, user and administration manuals and other subscription documentation, when necessary.



- 5.4 During the subscription period, technical support shall be available eight (8) hours a day, five (5) days a week (8x5). Technical support may be delivered in the form of a telephone call, and electronic mail 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.

6.0 CONFIDENTIALITY OF DATA

- 6.1 The service provider shall be required to sign a Non-Disclosure Agreement (NDA).
- 6.2 The DBM Enterprise Network System, its components, 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 strictly confidential.
- 6.3 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.

7.0 TERMS OF PAYMENT

- 7.1 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:
- 7.1.1 Proof of the activation of subscription;
 - 7.1.2 Sales Invoice/Billing Statement;
 - 7.1.3 Certificate of Acceptance issued by the Chief Information Officer; and
 - 7.1.4 NDA.

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