



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

**REQUEST FOR QUOTATION**  
**No. 24-001A**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure "**Renewal of Zoom Meeting Pro License Subscription**" for FY 2024 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 February 22, 2024, 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 the email address indicated below.

A copy of your 2024 **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 Return<sup>1</sup> (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.<sup>2</sup>

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

**AARON ALBERTO A. ESCALONA**  
Chief Administrative Officer

<sup>1</sup>Manually filed tax returns or filed through the EFPS

<sup>2</sup>Failure 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 of 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.	<b>Renewal of Zoom Meeting Pro License Subscription</b> - See attached detailed technical specifications	<b>10 licenses</b>			

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



<b><u>SCHEDULE OF REQUIREMENTS</u></b>		<b><u>Bidder's Statement of Compliance</u></b>
A.	- <b>Renewal of Zoom Meeting Pro License Subscription</b> - See attached detailed technical specifications	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Two Hundred Sixty Thousand Pesos Only</b>  <b>(Php 260,000.00)</b>	In words: _____ _____ _____ _____  In figures: _____ _____ _____ _____

<b><u>Payment Details:</u></b>	
<b><u>Payment Terms:</u></b>	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 an 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 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

Renewal of Zoom Meeting Pro License Subscription

### 2.0 OBJECTIVE

To have a platform for meetings and webinars using Zoom Meeting Pro 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.

The subscription of the existing Zoom Meeting Pro License will maintain the performance and functionality of, and ensure compatibility with, the existing tool managed by the Information and Communications Technology Systems Service (ICTSS). Hence, reference to brand names is authorized under Section 18 of the 2016 Revised IRR of RA 9184 which provides that, "[r]eference to brand names shall not be allowed **except for items or parts that are compatible with the existing fleet of equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment**". (emphasis supplied)

### 3.0 SUBSCRIPTION PERIOD

The Renewal of Zoom Meeting Pro License Subscription shall cover twelve (12) months.

### 4.0 SPECIFICATIONS AND SCOPE OF WORK

4.1 The contractor shall provide licenses and support of the Zoom Meeting Pro for the ten (10) host licenses within seven (7) calendar days from the receipt of the Notice to Proceed (NTP) 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 During the subscription period, technical support shall be available twenty-four hours a day, seven days a week. 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 Certificate and/or Authorization to represent Original Product Manufacturer/Reseller (certificate will be required during post-qualification).

## 5.0 SERVICE LEVEL AGREEMENT

The DBM shall maintain a Service Level Agreement with the contractor, with provisions for liquidated damages as indicated below 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
5.1 Renewal of Zoom Meeting Pro License Subscription	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 twelve (12) months within seven (7) calendar days from the receipt of the NTP	1/10th of 1% of the total contract price shall be imposed per day of delay.
5.2 Technical Support	As defined in item 4.3 as applicable	1/10th of 1% of the total contract price shall be imposed per day of delay.

## 6.0 WARRANTIES OF THE CONTRACTOR

6.1 For the procurement of this project, the warranties shall include the following:

- 6.1.1 The contractor warrants that it shall strictly conform to the terms and conditions of this Detailed Technical Specifications.
- 6.1.2 The contractor warrants that the technical staff assigned are qualified to provide the deliverables required to the satisfaction of the DBM.
- 6.1.3 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.
- 6.1.4 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.
- 6.1.5 The contractor's technical staff assigned to support DBM shall coordinate with the ICTSS in the implementation of this project.
- 6.1.6 The contractor shall be liable for loss, damage, or injury caused directly or indirectly through 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.
- 6.1.7 The contractor shall neither assign, transfer, pledge, nor subcontract any part of or interest on 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 strictly 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**

- 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 Proof of Renewal of Zoom Meeting Pro and Zoom Webinar License Subscription
  - 8.1.2 Sales Invoice/Billing Statement
  - 8.1.3 Certificate of Acceptance issued by the ICTSS Director
  - 8.1.4 NDA