



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

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 **Supply and Delivery of Avaya Headset and Cord for ICTSS Helpdesk** for FY 2020 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 September 24, 2020, 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.

A copy of your **2020 Business/Mayor's Permit¹** and **PhilGEPS Registration Number** are required to be submitted along with your quotation/proposal.

An **Omnibus Sworn Statement²** 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.

JOYCE D. LABAO
OIC- Chief Administrative Officer,
Procurement Management Division

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.

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:

Supply and Delivery of Avaya Headset and Cord for ICTSS Helpdesk				
TECHNICAL SPECIFICATIONS	Quantity	Bidder's Statement of Compliance	Unit Price	Total Cost
Ten (10) units of Headset (See attached Annex "A" for the Technical Specifications.)	1 lot			
Ten (10) units of Avaya Cord (See attached Annex "A" for the Technical Specifications.)				

**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.

Supply and Delivery of Avaya Headset and Cord for ICTSS Helpdesk	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
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.

Supply and Delivery of Avaya Headset and Cord for ICTSS Helpdesk	
Approved Budget for the Contract	Total Offered Quotation
<p>Fifty-two Thousand Pesos (PhP52,000.00)</p>	<p style="text-align: center;">In words: _____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">In figures: _____</p> <p>_____</p> <p>_____</p>

Payment Details:

<p><i>Banking Institution:</i> _____</p> <p><i>Account Number:</i> _____</p> <p><i>Account Name :</i> _____</p> <p><i>Branch:</i> _____</p>

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.

Signature over Printed Name

Position/Designation

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Supply and Delivery of Avaya Headset and Cord for ICTSS Helpdesk

II. OBJECTIVE

For the ICTSS Helpdesk to have a more efficient communication and less distraction while helping the concerned person through phone calls.

III. DURATION OF THE CONTRACT

Procurement of Headset and AVAYA cord for ICTSS Helpdesk will be thirty (30) calendar days from the receipt of Notice to Proceed (NTP).

IV. SPECIFICATIONS

- 4.1 The CONTRACTOR should deliver the following items within thirty (30) calendar days from the receipt of NTP.
 - 4.1.1 Ten (10) units of Headset with the following minimum features and specifications:
 - 4.1.1.1 User sound protection
 - 4.1.1.2 Breath-resistant microphone
 - 4.1.1.3 Noise cancelling microphone
 - 4.1.1.4 4.3 Microphone (G-MOS, Tx, CC)
 - 4.1.1.5 6.8 Speaker (wideband/up to khz)
 - 4.1.1.6 360 degrees adjustable and flexible boom arm
 - 4.1.1.7 Foam and leatherette ear cushions
 - 4.1.1.8 Headband wearing style
 - 4.1.1.9 68 grams Headset weight
 - 4.1.1.10 At least one (1) meter cord length
 - 4.1.2 Ten (10) units of Avaya Cord with the following minimum features and specifications:
 - 4.1.2.1 Simple 8-position slide adjustment
 - 4.1.2.2 Standard RJ9 connector that connects to all AVAYA one-x Deskphone 9600 and 1600 series telephone using a standard modular plug.
 - 4.1.2.3 Straight version 80 cm / 31.5 inch cord.

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.

Component	Description	Liquidated Damages
5.1.1 Delivery	The CONTRACTOR should deliver the following items within thirty (30) calendar days from the receipt of NTP.	One percent (1%) of the total contract price shall be deducted for everyday of delay.

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 shall neither assign, transfer, pledge, nor sub-contract any part or interest therein.
- 6.3 The CONTRACTOR shall provide twelve (12) months warranty period for the Headset and AVAYA cord.

The warranty 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 one-time payment upon provision of Headset and AVAYA cord 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 Procurement of Headset and AVAYA cord for ICTSS Helpdesk 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