



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

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**REQUEST FOR QUOTATION**  
**No. 24-057**

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Development of Website and Application for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting"** 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, B (Terms and Conditions), and C (Detailed Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than July 18, 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 (for ABC's above Php 500k)<sup>1</sup>** 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 [mdavid@dbm.gov.ph](mailto:mdavid@dbm.gov.ph)

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

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<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 SPECIFICATIONS**

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 (Kindly state "Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
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A.	<p><b>Development of Website and Application for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting</b></p> <p><i>For more details, please refer to the Detailed Specifications, attached as, (Annex C) before <b>stating</b> your compliance.</i></p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Microsoft CSP Partner:</b> Must be a certified Microsoft CSP (Cloud Solution Provider) partner.</li> <li>➤ <b>Experience:</b> Demonstrable experience in implementing Power Platform and CRM features.</li> <li>➤ <b>Technological Proficiency:</b> Expertise in cross-functional app development for both iOS and Android platforms.</li> <li>➤ <b>Security Compliance:</b> Adherence to DBM's security and privacy policies.</li> <li>➤ <b>Certifications:</b> At least 2 certified Power Platform related certifications</li> </ul> <p>Note: Valid proof of the following qualifications mentioned must be provided prior to the award of the contract. Failure to provide will result in non-compliance with the Technical Specifications.</p>	1 lot			
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<b><u>SCHEDULE OF REQUIREMENTS</u></b>		
<b>Development of Website and Application for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting</b>		<b>Bidder's Statement of Compliance (Kindly state "Comply")</b>
A.	<p><i>For more details, please refer to the Detailed Specifications, attached as, (Annex C) before <b>stating</b> your compliance.</i></p> <p>Timeline:</p> <ul style="list-style-type: none"> <li>➤ Project Kick-off: August 1, 2024</li> <li>➤ Website Development Phase: August 1 - 31, 2024</li> <li>➤ Mobile Application Development Phae: August 1 – September 15, 2024</li> <li>➤ Website Testing and Quality Assurance: September 1 - 29, 2024</li> </ul>	

	<ul style="list-style-type: none"><li>➤ Mobile Application Testing and Quality Assurance: September 16 – October 31, 2024</li><li>➤ Website Deployment and Go-live: September 30, 2024</li><li>➤ Mobile Application Deployment and Go-live: December 6, 2024</li></ul>	
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<b><u>FINANCIAL OFFER</u></b>		
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>	
<b>Nine Hundred Eighty Thousand Pesos only</b>  <b>(Php 980,000.00)</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 (50) 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 RFC.
Banking Institution	
Account Number	
Account Name	
Branch	

**CONFORME:**



\_\_\_\_\_  
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:**



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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email address/es

Detailed Specifications

Item	Specification
Project Title	Development of Website and Application for the Open Government Partnership (OGP) Asia and Pacific Regional Meeting
Activity Date	August 2024
Schedule of Requirements	Third Quarter of 2024
Technical Requirements	<p><b>Scope of Work:</b></p> <ol style="list-style-type: none"><li><b>Development Services:</b><ul style="list-style-type: none"><li>Develop a cross-functional mobile app for iOS and Android platforms.</li><li>Develop a website using Power Pages and integrate to mobile applications</li><li>Utilize Microsoft Power Platform for development to ensure seamless integration and functionality.</li><li>Integrate with existing Power Pages and Entra ID for user authentication and data management.</li><li>Ensure the app adheres to DBM's security and privacy standards.</li></ul></li><li><b>Features to be Developed:</b><ul style="list-style-type: none"><li><b>Content Management Using Power Pages (Website)</b><ul style="list-style-type: none"><li>Website with registration to the event using Power Pages</li><li>Informational website that integrates to mobile application</li></ul></li><li><b>Event Management System:</b><ul style="list-style-type: none"><li>Comprehensive dashboard for event organizers to manage event details.</li><li>Real-time updates and notifications for attendees and organizers.</li><li>Room and Location Management</li><li>Speakers Updates</li><li>Discount Codes</li><li>Must be developed using Power Pages</li><li>Notification about the language to be used during the sessions</li></ul></li><li><b>Attendee Registration:</b><ul style="list-style-type: none"><li>Simple and secure registration process.</li></ul></li></ul></li></ol>



- All types of email addresses must be accepted e.g. Yahoo, Hotmail, Google, Microsoft, etc
    - Confirmation emails and reminders for registrants.
    - OTPs via registered emails
    - User Profile
    - QR Code as Business Card
  - **Event Scheduler:**
    - Interactive event schedule with session details.
    - Personal agenda creation for attendees.
    - Push notifications for schedule changes or important announcements.
  - **NFT Badges (POAP):**
    - Integration with blockchain to issue NFT badges for attendees.
    - Secure and verifiable digital badges to commemorate participation in the sessions and attendance to the event.
3. **Integration Services:**
- Seamless integration with existing Power Pages for content management.
  - Integration with Entra ID for secure user authentication.
  - Ensure interoperability with DBM's current systems and workflows.
4. **Cloud Subscription for 8 months (August 1, 2024 to March 31, 2025)**
- Provide cloud hosting and maintenance services for the mobile app.
  - Ensure high availability, scalability, and security of the app.
  - Regular updates and support as per DBM's requirements.

**Requirements:** Valid proofs of the following criterion must be provided prior to the award of the contract.

- **Microsoft CSP Partner:** Must be a certified Microsoft CSP (Cloud Solution Provider) partner.
- **Experience:** Demonstrable experience in implementing Power Platform and CRM features.
- **Technological Proficiency:** Expertise in cross-functional app development for both iOS and Android platforms.
- **Security Compliance:** Adherence to DBM's security and privacy policies.
- **Certifications:** At least 2 certified Power Platform related certifications



	<p><b>Expected Output:</b></p> <ol style="list-style-type: none"><li><b>1. OGP Website</b> – please see below for photo reference</li><li><b>2. OGP App</b> - please see below for photo reference</li></ol> <p><b>Timeline:</b></p> <ul style="list-style-type: none"><li>• Project Kick-off: August 1, 2024</li><li>• Website Development Phase: August 1 - 31, 2024</li><li>• Mobile Application Development Phae: August 1 – September 15, 2024</li><li>• Website Testing and Quality Assurance: September 1 - 29, 2024</li><li>• Mobile Application Testing and Quality Assurance: September 16 – October 31, 2024</li><li>• Website Deployment and Go-live: September 30, 2024</li><li>• Mobile Application Deployment and Go-live: December 6, 2024</li></ul>
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## Expected Output:

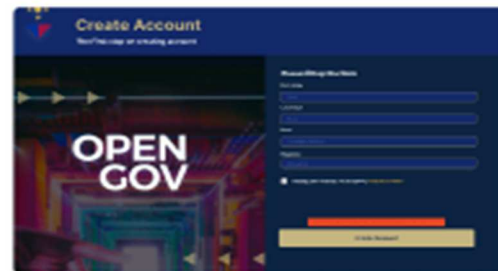
### 1. OGP Website

#### Desktop

##### Wireframe - 1



#### Registration





2. OGP App

