



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

No. 26-012

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure "**Renewal of Zoom Meeting Pro License**" for FY 2026 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions) and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than February 28, 2026 , 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 **2026 Business or Mayor's Permit¹** 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 (NGPA GPPB-prescribed forms), Income/Business Tax Return (for ABC's above Php 500k)², and Certificate and/or Authorization to represent Original Product Manufacturer/Reseller** 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.³

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


AARON ALBERTO A. ESCALONA
Director III, and Concurrent 
Chief Administrative Officer

¹ In case of a 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 in accordance with Section 20.2.9.1(C) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act

² Manually filed tax returns or filed through EFPS

³ 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	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A	Zoom Meeting Pro <i>- In accordance with Annex C, Detailed Technical Specifications (DTS), Item 4.1</i>	Ten (10) host licenses	<hr/>	<hr/> 	<hr/>  
B	Add-ons that can handle Zoom Large Meeting with 1,000 participants <i>- In accordance with Annex C, DTS, Item 4.2</i>	Two (2) add-ons	<hr/>	<hr/> 	<hr/>  
C	Delivery Period <i>- In accordance with Annex C, DTS, Item 3.0</i>		<hr/>		
D	Specifications and Scope of Work <i>- In accordance with Annex C, DTS, Item 4.0</i>		<hr/>		
E	Service Level Agreement <i>- In accordance with Annex C, DTS, Item 5.0</i>		<hr/>		
F	Warranties of the Contractor <i>- In accordance with Annex C, DTS, Item 6.0</i>		<hr/>		
E	Confidentiality of Data <i>- In accordance with Annex C, DTS, Item 7.0</i>		<hr/>		

F	Performance Review and Assessment <i>- In accordance with Annex C, DTS, Item 8.0</i>		_____ ←	
G	Terms of Payment <i>- In accordance with Annex C, DTS, Item 9.0</i>		_____ ←	

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

SCHEDULE OF REQUIREMENTS			
Item	Description	Target Delivery	Bidder's Statement of Compliance
A	Renewal of Zoom Meeting Pro License Subscription	The contractor shall renew the licenses and support of the Zoom Meeting Pro for the 10 host licenses with add-ons for 2 out of the 10 hosts that can handle Zoom Large Meeting with 1,000 participants covering the period of March 19, 2026 to March 18, 2027	_____ ←

FINANCIAL OFFER	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Three Hundred Thousand Pesos Only (Php300,000.00)	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 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	

CONFORME:

Signature over Printed Name
(Authorized Representative)

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 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34, s. 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 (Authorized Representative)	
_____	←
Position/Designation	
_____	←
Office Telephone No.	
_____	←
Fax/Mobile No.	
_____	←
Email Address/es	

ANNEX "C"

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 Renewal of Zoom Meeting Pro License Subscription will maintain the performance, functionality and ensure its compatibility with the existing fleet and equipment. Hence, reference to brand name is authorized under Section 11.2 of the New Government Procurement Act (NGPA, RA 12009) which provides that, "reference to brand name shall not be allowed except for reasons of technical compatibility, interoperability, servicing, maintenance, or preservation of supplier warranty in order to keep the performance, functionality, and useful life of the equipment, in which case, the Procuring Entity shall indicate the reasons or justifications for availing of the 22 exception as part of the Technical Specifications, Scope of Work, or Terms of Reference, as the case may be." (emphasis supplied)

3.0 DELIVERY PERIOD

The Renewal of Zoom Meeting Pro License Subscription shall cover the period of March 19, 2026, to March 18, 2027.

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 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 The contractor must have a Certificate and/or Authorization to represent Original Product Manufacturer/Reseller (certificate will be required during post-qualification).
- 4.4 A Certificate of Acceptance shall be issued by the ICTSS Director after all the requirements are fully met by the contractor.

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:
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 Meetings with 1000 participants covering the period of March 19, 2026, to March 18, 2027.	1/10th of 1% of the cost of the undelivered portion shall be imposed per day of delay.

6.0 WARRANTIES OF THE CONTRACTOR

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

- 6.1 The contractor warrants that it shall strictly conform to the terms and conditions of this Detailed Technical Specification.
- 6.2 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.
- 6.3 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.

- 6.4 The contractor shall neither assign, transfer, pledge, nor subcontract any part of or interest on the contract being bid out.
- 6.5 In order to assure that manufacturing defects shall be corrected by the suppliers, a warranty security shall be required from the supplier for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance of the DBM of the delivered goods.
- 6.6 The obligation for the warranty shall be covered by either a retention money in an amount equivalent to one percent (1%) of every progress payment, or a special bank guarantee equivalent to one percent (1%) of the total contract price. The said amount shall be released after the lapse of the warranty period, or in the case of expendable supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been complied with by the contractor.

7.0 CONFIDENTIALITY OF DATA

All project personnel of the contractor shall be required to sign a Non-Disclosure Agreement (NDA). 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. The DBM Enterprise Network System, its components, parts and all products, product 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.

8.0 PERFORMANCE REVIEW AND ASSESSMENT

- 8.1 The service provider shall maintain a satisfactory level performance throughout the contract period based on the following set of performance criteria:

ITEM	PERFORMANCE CRITERIA	WEIGHT
I	Conformity to the technical requirements	25
II	Timeliness in the delivery of the services	25
III	Behavior of personnel (courteous, professional and knowledgeable)	20
IV	Response to complaints	20
V	Compliance with set office policies for such services	10

TOTAL	PERFORMANCE RATING: 100 PASSING RATE: 80 POINTS	100
-------	--	-----

- 8.2 The service provider must achieve a minimum rating of “Satisfactory” with at least 80 points.
- 8.3 The ICTSS shall conduct an annual assessment or evaluation one month before the end of the yearly subscription, based on the above-cited criteria, to ensure compliance of the service provider with the detailed technical specifications, as well as with the other terms and conditions imposed by the DBM during the contract period.
- 8.4 Based on its assessment, the DBM may pre-terminate the contract for failure of the service provider to perform its obligations thereon following the procedures prescribed under the Guidelines on Termination of Contracts issued by the Government Procurement Policy Board under Resolution No. 018-2004 dated December 22, 2004.

9.0 TERMS OF PAYMENT

- 9.1 One-time payment shall be made subject to the submission of the following documentary requirements, in accordance with budgeting, accounting, and auditing of laws, rules, and regulations:
 - 9.1.1 Proof of Renewal of Zoom Meeting Pro and Zoom Webinar License Subscription
 - 9.1.2 Sales Invoice/Billing Statement
 - 9.1.3 Certificate of Acceptance issued by the ICTSS Director
 - 9.1.4 NDA
 - 9.1.5 Valid and Updated Tax Clearance for Final Settlement of Government Contracts

