

Civil Service Commission
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City

REQUEST FOR QUOTATION

RFQ No. : 2023-068 NP SVP
Date: : 05-May-23
PR No./End-User : 2023-04-0462 (CSI)

Company Name : _____
Address : _____
Tel No. & Fax No. : _____
Mobile No. : _____
PhilGEPS Reg. No. : _____
TIN No. : _____

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Prospective service provider who will submit a proposal with the lowest calculated and responsive offer shall be selected. **As a condition for award**, you will be required to submit a copy of your ***Mayor's/Business Permit**, together with your proposal. The updated ***Certification Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number. **If awarded**, you will be required to submit a ***duly notarized Omnibus Sworn Statement** in accordance with the attached format (**Annex B**) and ***latest Business/Income Tax Return** together with the ***signed copy of Purchase Order (PO)** prior to the date of event/delivery/installation.

Please accomplish and submit this form and all the **required documents** to Procurement Management Division - OFAM, Basement, Civil Service Commission, Constitution Hills, Quezon City or fax it through number **931-8029** or email to **csc.ofam.pmd@gmail.com** not later than **05:00 P.M. of 16 May 2023**.


GLAMOUR F. MONTANO
Procurement Officer
Procurement Management Division
Office for Financial & Assets Management (OFAM)


SAM V. MANALIMOT
Chief Administrative Officer
Office for Financial & Assets Management (OFAM)

TERMS AND CONDITIONS:

1. Award shall be made on per: Item Basis Lot Basis Total Quoted Price
2. Goods/Services shall be rendered on Please see Annex A for the details.
3. Place of Delivery: Civil Service Commission-Central Office, IBP Road, Constitution Hills, Batasan Complex, Quezon City
4. Please indicate Warranty: _____
5. Technical specification with asterisks (*) are mandatory. For goods, please indicate brand, model and country of origin.
6. Bidders shall provide **correct and accurate information** required in this form.
7. Quotations exceeding the Approved Budget for the contract shall be rejected.
8. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
9. Terms of Payment: **within 15-30 days upon complete submission of supporting documents.**
10. Payment shall be made through Land Bank's LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)/Bank Transfer Facility.
Account Name: _____ Account Number: _____
Bank Name: _____ Branch: _____
"Note: Non-Land Bank of the Philippines accounts shall be charged a service fee."
11. Liquidated Damages/Penalty: **amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**
12. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
13. In case of a tie, the contract shall be awarded to the supplier or service provider who first submitted its quotation.
14. Prospective supplier must not be blacklisted by the PhilGEPS-DBM as appeared in their "List of Blacklisted Bidders".
15. **NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free."**

Printed Name/Signature
Authorized Representative of the Service Provider

Civil Service Commission
 Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City.

REQUEST FOR QUOTATION

RFQ No. 2023-069 NP SVP
 Date: 05-May-23
 PR No./End-User: 2023-04-0462 (CS)

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS <small>If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.</small>	UNIT PRICE	TOTAL PRICE
	PROCUREMENT OF TWELVE (12) MONTHS SUBSCRIPTION TO MEETING AND CONFERENCE PLATFORM							
	<i>Please see attached Terms of Reference</i> *****							
	APPROVED BUDGET FOR THE CONTRACT: PHP800,000.00							

GLAMOUR FE MONTANO
 Procurement Officer
 931-7935; 931-7939; 931-8092 Loc. 508

Printed Name/Signature
 Authorized Representative of the Service Provider

TECHNICAL SPECIFICATIONS (TS)

Name of Project: **PROCUREMENT OF TWELVE (12) MONTHS SUBSCRIPTION TO MEETING AND CONFERENCE PLATFORM**

Approved Budget for the Contract: **Php 800,000.00**

I. RATIONALE

The project requires one (1) year subscription to meeting and conference platform of the accredited supplier by the Philippine Government Electronic Procurement System (PhilGEPS) of the Department of Budget and Management (DBM). Said materials shall be used in the conduct of Civil Service Institute (CSI) On-line Learning/Webinar Activities.

The procurement shall be in accordance with the general provisions, specifications and other requirements of the CSC and the guidelines under the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as "*The Government Procurement Reform Act (GPRA)*". Moreover, the procurement of the said goods is based on and consistent with duly approved 2023 Annual Procurement Plan (APP) of the Commission.

II. GENERAL PROVISION

- The specification intends to prescribe a complete information on the provision of a 1-year subscription to meeting/conference platform covering the period September 13, 2023 to September 13, 2024 for the CSC, Civil Service Institute.
- The CSC reserves the right to inspect the platform and has the right to accept/reject the platform based on the result of inspection.

III. GENERAL REQUIREMENTS

A. Technical Specifications

Description	Quantity
<p>License: Annual Subscription to Meeting/Conference Platform with Business Plan</p> <p>Features:</p> <ul style="list-style-type: none"> • Includes 300 participants • Polling/Breakout Room • Admin dashboard • Vanity URL • Option for on-premise deployment • Managed domains • Single sign-on • Company branding • Custom emails • LTI integration • Cloud Recording Transcripts 	10 hosts
<p>Add-ons:</p> <ul style="list-style-type: none"> • Large Meeting 500 participants - Annually • Video Webinar for 1000 attendees – Annually • 200 GB Cloud Recording Storage – Annually 	9 hosts 1 host
<p>Scope of Work:</p> <ul style="list-style-type: none"> • Provisioning of License • Provisioning of 1 time User/Admin Training for fifteen (15) users within 30 days upon issuance of Notice to Proceed (NTP) • After Sales Support <ul style="list-style-type: none"> ○ 24/7/365 days technical support/accessible information through their website “conference platform” ○ 8/5 Phone call support from authorized reseller 	

B. Other Requirements

The bidder/supplier/company must be:

- **An authorized Meeting/Conference Platform Reseller in the Philippines (prospective Reseller must submit a Certificate authorizing them as reseller of the product);**
- An up-to-date registered member of the PhilGEPS under the DBM; and
- Able to comply with the technical specifications/requirements and bidding requirements of the project pursuant to R.A. 9184 (GPRA).