

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

REQUEST FOR QUOTATION

RFQ No. : 2024-180 NP SVP
Date: 26 July 2024
PR No./End-User : 2024-07-1051 / 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/services 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, and latest Business/Income Tax Return and duly Notarized Omnibus Sworn Statement** 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**, please be advised that **you must conform first the PO prior to the date of event/delivery/installation.**

With the end view of obtaining the contract most advantageous to the government pursuant to Sec. 41 of the 2016 Revised IRR of RA 9184, CSC reserves the right to reject any and all quotations/bids, to annul the procurement process, to declare a failure of bidding, to reject all quotations/bids at any time prior to contract award, or not to award the contract, without thereby incurring any liability to the affected bidder/s.

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 **10:00 A.M. of 31 July 2024.**


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


PRESENTACION M. GAJES
Supervising Administrative Officer
Procurement Management Division
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 details.
3. Place of Delivery: Please see Annex A for details.
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


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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS If applicable, write the detailed specifications in the space provided. Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	Twelve (12) Months Subscription to Online Platform for Meeting and Conferences	1	lot					
	<i>Note: Please see attached Technical Specification for details.</i>							
	APPROVED BUDGET FOR THE CONTRACT: PHP600,000.00							


GLAMOUR FERN MONTANO
 Procurement Officer
 931-7936; 931-7939; 931-8092 Loc. 508

 Printed Name/Signature
 Authorized Representative of the Service Provider

TECHNICAL SPECIFICATIONS (TS)

Name of Project: **TWELVE (12) MONTHS SUBSCRIPTION TO ONLINE PLATFORM FOR MEETING AND CONFERENCES**

Approved Budget for the Contract: **Php 600,000.00**

I. RATIONALE

The project requires a twelve (12) month subscription to an online platform for meeting and conferences with 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 complete information on the provision of a twelve (12) month subscription to an online platform for meeting and conferences covering the period September 13, 2024 to September 13, 2025 for the Civil Service Institute, Civil Service Commission.
- 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 ● Large Meeting 1,000 participants - Annually ● Video Webinar for 1,000 attendees – Annually ● 200 GB Cloud Recording Storage – Annually 	3 hosts 1 host 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).

IV. PAYMENT

The twelve (12) month subscription to an online platform for meeting and conferences shall not exceed the approved budget amounting to Six Hundred Thousand Pesos Only (Php 600,000.00) inclusive of all government and applicable taxes.

In the event that the CSC does not reach the maximum number of participants, the payment shall be determined based on the actual number of participants, ensuring it is no less than the total amount specified for the minimum guaranteed participants.

The payment shall be payable within fifteen (15) to thirty (30) government working days upon issuance of a Billing Statement.

Subsequently, processing of payment shall commence based on the above schedule/s through the issuance of a Landbank of the Philippines (LBP) check by the CSC.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to ten percent (10%) of the contract price by the winning service provider. The CSC reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

V. TAXES

Any taxes, fees, charges, imposts, and other legally imposable fees due or that may become due under the purchase shall be for the account of the supplier.

The Civil Service Commission, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

VI. DELIVERY OF SERVICES

Upon receipt of the approved Purchase Order and Notice To Proceed (NTP), the winning bidder/supplier shall provide above-stated

requirements and scope of work within seven (7) Calendar Days before the expiration of the previous contract.

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Purchase Order for every day of delay shall be imposed.

Prepared by:



DAISY N. TARROZA

Sr. Human Resource Specialist
Process Facility Management
Civil Service Institute

Recommending Approval:



EMYLIN O. SEVERO

Director III
Civil Service Institute

Approved by:



FERNANDO M. PORIO

Director IV
Civil Service Institute

11 July 2024