REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2022-06-393	**RFQ No.:** 2022-06-436
End-user: ICTMS	**Date:** JUN 22 2022
Name of Project:	**ABC:** ₱118,000.00

ONE-YEAR SUBSCRIPTION TO VIDEO CONFERENCING SOFTWARE (JULY 2022 - JULY 2023)

Mode of Procurement: SVP

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before ___JUN 27 2022___ **12:00NN**

ENRIQUE H. GASCON JR.
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s , quotations with a **dash or zero shall be deemed free of charge.**
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component.**
5. If necessary, the BAC through the TWG, may require an occular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days** from RFQ Opening of the BAC until confirmation of **Purchase Order by the winning supplier.**
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
   a. **Updated Mayor's / Business Permit**
   b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
   o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
   Official Receipt issued by BIR (a mere picture of the receipt can suffice)
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of** *price offer* after Bid Evaluation shall be disqualified.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for **Emergency Cases** and **P50,000.00 above** for **Small Value Procurement.**
13. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities** *to be conducted by DSWD-CAR.*
14. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) 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.
15. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address **bacsec.car@dswd.gov.ph.**

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ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	**ONE-YEAR SUBSCRIPTION TO VIDEO CONFERENCING SOFTWARE (JULY 2022 - JULY 2023)**				

	*Five (5) Videoconferencing solution licenses able to accommodate 100 participants with Two (2) 5 add-ons able to accommodate up to 500 participants.
	Meeting Features:
	  -HD video and audio with support for up to 500 video participants and 49 videos on screen;
	  -Simultaneous Screen Share:
	Multiple participants can share their screens simultaneously and co-annotate for a more interactive meeting;
	-Virtual Background;
	-Telephone call-in;
	-Personal Meeting ID;
	-Private and group in-meeting chat;
	-Breakout Rooms;
	-Host controls;
	* **Recording features:**
	-Support of both cloud and local recording:
	-Recording transcripts for cloud recordings;
	-Searchable transcripts;
	* **Reporting and Dashboard features:**
	-Dashboard and reporting to allow administrators to view information ranging from overall usage to live in-meeting data:
	-Daily updated dashboard displaying active users, meeting/CRC/webinar/recording storage utilizations, top users, top locations, meeting utilization trend, meeting utilization by devices, and feedbacks;
	* **Management features:**
	-User group and role management ;
	-Group admin;
	-Company branding;
	-Customizable emails;
	-Vanity URL;
	-Manage domains;
	-Single sign-on;
	-Recording management;
	-IM group management
	* **Security features:**
	-End-to-end encryption for all meetings;
	-Waiting rooms, place attendee on hold;
	-Watermark on content sharing;
	-Audio Watermark;
		1	lot		

				TOTAL PRICE	

	OTHER REQUIREMENTS	COMPLIANCE Place a check (✔) mark whether can comply or not, no check mark will mean non-compliance		REMARKS
		Can Comply	Cannot Comply	
	a. Service delivery shall be within 30 calendar days.	[ ]	[ ]	
	b. Product pricing is based on one-time payment for the 1-year service subscription. Hence, one-time payment mode of the services should be facilitated.	[ ]	[ ]	
	c. Service includes free onboarding training workshop for up to 20 participants.	[ ]	[ ]	

• Award shall be made per: ☐ Item Basis **X** Lot Basis

Note: **NO GIFT ALLOWED** . *Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.*

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Signature of supplier/representative over printed name:

_____

Name of Firm/Dealer/Contractor: _____

(This will be the name of the CHEQUE to be issued)

Address: --

_____
Name and Signature of Canvasser

Email Addres: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

VUB/sjml