

PHILIPPINE INFORMATION AGENCY
PIA Bldg, Visayas Avenue, Diliman Quezon City

REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR**

APPROVED BUDGET FOR THE CONTRACT: **Php 315,000.00**

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
 - a. Valid & Current Mayor's/Business Permit for 2024;
 - b. Valid & Current PhilGEPS Registration Certificate/Number;
 - c. Income Tax Return (for ABCs above P500K)
 - d. Omnibus Sworn Statement (for ABCs above P50K);
 - e. Bids should be valid for a period of 90 days.
3. PERIOD COVERED: **April 12, 2024 – April 12, 2025**
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Lourdes Ng at mobile number 0998-588-9433. The Quotation may be submitted through e-mail at lourdes.ng@pia.gov.ph or delivered to the address below **on or before 5:00 PM of 23 February 2024 (Friday)**.

Philippine Information Agency-Central Office (PIA-CO)
Administrative Division, Procurement Section/BAC Secretariat
2/F PIA Bldg., Visayas Avenue, Diliman, Quezon City

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO
BAC - CHAIRPERSON

ADMIN-T-001 rev0

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
1	Business-Grade Virtual Meeting Platform	One (1) lot		
	<i>Compatible to the existing Virtual Meeting Platform (Zoom Meetings) of Philippine Information Agency (Zoom Meeting)</i>			
	<i>20 x licenses of business grade Virtual Meeting Platform</i> <ul style="list-style-type: none"> ▪ Meetings of at least 8 hours in each session ▪ Unlimited Whiteboard ▪ Team chat ▪ Storage of at least 5GB for recordings ▪ Single sign-on ▪ Managed domains ▪ Company branding ▪ Scheduler ▪ Works both in <ul style="list-style-type: none"> • Microsoft Windows and Apple macOS • Mobile devices ready (iOS, Android) 			
	<i>*** Nothing follows ***</i>			
		Total	Php	

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

Printed Name and Signature

Business Name and Address

Telephone/Mobile No. and E-mail address

Date

Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	QTY.	Statement of Compliance
1	<p>Business - Grade Virtual Meeting Platform</p> <p><i>Compatible to the existing Virtual Meeting Platform (Zoom Meetings) of Philippine Information Agency (Zoom Meeting)</i></p> <p><i>20 x licenses of business grade Virtual Meeting Platform</i></p> <ul style="list-style-type: none"> ▪ Meetings of at least 8 hours in each session ▪ Unlimited Whiteboard ▪ Team chat ▪ Storage of at least 5GB for recordings ▪ Single sign-on ▪ Managed domains ▪ Company branding ▪ Scheduler ▪ Works both in <ul style="list-style-type: none"> • Microsoft Windows and Apple macOS • Mobile devices ready (iOS, Android) 	One (1) lot	
	<p>Scope of Work</p> <ul style="list-style-type: none"> • Shall deliver the 1 Lot of Virtual Meeting Platform application within seven (7) calendar days from the receipt of Notice to Proceed (NTP) or receipt of payment. • Shall provide technical support and/or assistance on the delivered goods/item in coordination with the end-user or technical person from the Management of Information Systems Division (MISD). • Must submit a certification that they are authorized re/seller of the product if the product is a foreign brand. • Must be compliant with the RA 9184 and its Implementing Rules and Regulations. 		
	<p>🚩 The supplier must provide correct and accurate information as stated in the Technical Specifications.</p>		
	<p>🚩 The supplier warrants that the license coverage is from April 12, 2024 – April 12, 2025.</p>		
	<p>🚩 Technical support during working hours of Monday to Friday.</p>		
	*** Nothing follows ***		

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder

Signature Over Printed Name
Of Authorized Representatives

Date



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10573076
Procuring Entity PHILIPPINE INFORMATION AGENCY
Title PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR
Area of Delivery Metro Manila

Solicitation Number: 24-01-002	Status	Pending
Trade Agreement: Implementing Rules and Regulations	Associated Components	1
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Goods	Document Request List	0
Category: Information Technology	Date Published	20/02/2024
Approved Budget for the Contract: PHP 315,000.00	Last Updated / Time	19/02/2024 15:36 PM
Delivery Period: 7 Day/s	Closing Date / Time	23/02/2024 17:00 PM
Client Agency:		
Contact Person: Lourdes M. Ng Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 lourdes.ng@pia.gov.ph		

Description

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ATTY. ALLAN VINCENT B. LORENZO
BAC - CHAIRPERSON

ANNEX A
SUPPLIER'S QUOTATION
ITEM NO. DESCRIPTION QTY. UNIT COST
(Php) TOTAL COST
(Php)

1 Business-Grade Virtual Meeting Platform - One (1) lot
Compatible to the existing Virtual Meeting Platform (Zoom Meetings) of Philippine Information Agency (Zoom Meeting)

20 x licenses of business-grade Virtual Meeting Platform

Meetings of at least 8 hours in each session

Unlimited Whiteboard

Team chat

Storage of at least 5GB for recordings

Single sign-on

Managed domains

Company branding

Scheduler

Works both in

• Microsoft Windows and Apple macOS

• Mobile devices ready (iOS, Android)

*** Nothing follows ***

Total Php

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

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Telephone/Mobile No. and E-mail address

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Item Specification QTY. Statement of Compliance

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Technical support during working hours of Monday to Friday.

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Name of Company/Bidder Signature Over Printed Name Date
Of Authorized Representatives

Line Items

Item No.	Product/Service Name	Description	Quantity UOM		Budget (PHP)
1	BUSINESS-GRADE VIRTUAL MEETING PLATFORM	PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR	1	Lot	315,000.00

Created by Ronelio N Hernandez

Date Created 19/02/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.