



REQUEST FOR QUOTATION

Procurement Project Title:	PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR		
Approved Budget for the Contract (ABC):	Php 350,400.00	Purchase Request No.:	25-03-018
End-User:	MISD	Delivery Period:	April 12, 2025 – April 12, 2026
Source of Funds:	GAA	Deadline for Submission of bids:	March 25, 2025 (on or before 5:00 PM)

Date: **March 20, 2025**

The **Philippine Information Agency (PIA)**, through its **Procurement Section – Administrative Division**, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, **on or before the deadline indicated above**, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
Philippine Information Agency
2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
Email: procurement@pia.gov.ph
Tel No. 8920-43-38

1. Suppliers are required to submit the following prior to notification of award:

- Valid & current Mayor's/Business permit for 2025;
- Valid & current PhilGEPS Registration Certificate/Number;
- Income Tax Return (for ABCs above P500K)
- Omnibus Sworn Statement (for ABCs above P50K);
- Bids should be valid for a period of 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The 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.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIER'S QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL AMOUNT
licenses	Business-Grade Virtual Meeting Platform	1		
	<ul style="list-style-type: none"> ○ Compatible to the existing Virtual Meeting Platform (Zoom Meetings) of Philippine Information Agency (Zoom Meeting) 			
	<ul style="list-style-type: none"> ○ 20 x licenses of business grade Virtual Meeting Platform 			
	<ul style="list-style-type: none"> ▪ Meetings of at least 8 hours in each session 			
	<ul style="list-style-type: none"> ▪ Unlimited Whiteboard 			
	<ul style="list-style-type: none"> ▪ Team chat 			
	<ul style="list-style-type: none"> ▪ Storage of at least 5GB for recordings 			
	<ul style="list-style-type: none"> ▪ Single sign-on 			
	<ul style="list-style-type: none"> ▪ Managed domains 			
	<ul style="list-style-type: none"> ▪ Company branding 			
	<ul style="list-style-type: none"> ▪ Scheduler 			
	<ul style="list-style-type: none"> ▪ Works both in 			
	<ul style="list-style-type: none"> • Microsoft Windows and Apple macOS 			
	<ul style="list-style-type: none"> • Mobile devices ready (iOS, Android) 			
	<ul style="list-style-type: none"> ○ One (1) Year 			
	(Please see Technical Specifications)			
	Approved Budget for the Contract (ABC): <u>Three Hundred Fifty Thousand Four Hundred Pesos Only (Php 350,400.00)</u>	GRAND TOTAL Amount in Words: _____ In Figures: Php _____		

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.

Company Name:	
Company Address:	
Submitted by: (Authorized Representative)	_____ Signature Over Printed Name
Designation:	
Telephone No / Mobile No:	
Email Address:	
Date Submitted:	

TECHNICAL SPECIFICATIONS

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

PROJECT TITLE: PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR				
QTY	UNIT	DESCRIPTION	REMARKS (Brand Name/ Model, etc.)	STATEMENT OF COMPLIANCE
1	LOT	One (1) lot of Business-Grade Virtual Meeting Platform	Zoom	
		<ul style="list-style-type: none">Compatible to the existing Virtual Meeting Platform (Zoom Meetings) of Philippine Information Agency (Zoom Meeting)		
		<ul style="list-style-type: none">20 x licenses of business grade Virtual Meeting Platform		
		<ul style="list-style-type: none">Meetings of at least 8 hours in each session		
		<ul style="list-style-type: none">Unlimited Whiteboard		
		<ul style="list-style-type: none">Team chat		
		<ul style="list-style-type: none">Storage of at least 5GB for recordings		
		<ul style="list-style-type: none">Single sign-on		
		<ul style="list-style-type: none">Managed domains		
		<ul style="list-style-type: none">Company branding		
		<ul style="list-style-type: none">Scheduler		
		<ul style="list-style-type: none">Works both in		
		<ul style="list-style-type: none">Microsoft Windows and Apple macOS		
		<ul style="list-style-type: none">Mobile devices ready (iOS, Android)		
		Scope of Work		
		<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.		
		<ul style="list-style-type: none">⇒ Shall provide technical support and/or assistance on the delivered goods/item in coordination with the end-user or technical person from the Management Information Systems Division (MISD).		
		* Tech Specs Page 1 of 2 *		
DELIVERY PERIOD:				
PRICE VALIDITY: Sixty (60) Calendar Days				

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 render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	_____ Signature Over Printed Name
Date:	

TECHNICAL SPECIFICATIONS

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

PROJECT TITLE: PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR				
QTY	UNIT	DESCRIPTION	REMARKS <i>(Brand Name/ Model, etc.)</i>	STATEMENT OF COMPLIANCE
		<u>Scope of Work</u>		
		⇒ 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.		
		☞ The supplier must provide correct and accurate information as stated in the Technical Specifications.		
		☞ In consideration, if the product is a foreign brand, price quotation validity is two (2) weeks due to variable foreign exchange rate.		
		☞ The supplier warrants that the license coverage is for the current fiscal year (FY 2025) from April 12, 2025-April 12, 2026.		
		☞ Technical support is provided during working hours from Monday to Friday.		
		* Tech Specs Page 2 of 2 *		
DELIVERY PERIOD:				
PRICE VALIDITY: Sixty (60) Calendar Days				

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 render our bid in automatic disqualification.

Name of Company/Bidder:	
Authorized Representative:	<div style="border-bottom: 1px solid black; width: 100%; margin-bottom: 5px;"></div> Signature Over Printed Name
Date:	



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 11899973
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:	25-03-018	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Information Technology		
Approved Budget for the Contract:	PHP 350,400.00	Document Request List	0
Delivery Period:	1 Year/s		
Client Agency:		Date Published	20/03/2025
Contact Person:	Lourdes M. Ng Procurement Officer Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338 lourdes.ng@pia.gov.ph	Last Updated / Time	19/03/2025 14:11 PM
		Closing Date / Time	25/03/2025 17:00 PM

Description

REQUEST FOR QUOTATION

Procurement Project Title: PROCUREMENT OF ONE (1) LOT OF BUSINESS-GRADE VIRTUAL MEETING PLATFORM FOR ONE (1) YEAR

Approved Budget for the Contract (ABC): Php 350,400.00 Purchase Request No.: 25-03-018

End-User: MISD Delivery Period: April 12, 2025 – April 12, 2026

Source of Funds: GAA Deadline for Submission of bids: March 25, 2025 (on or before 5:00 PM)

Date: March 20, 2025

The Philippine Information Agency (PIA), through its Procurement Section – Administrative Division, intends to procure the item/s indicated in this Request for Quotation (RFQ) in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Interested bidders are hereby invited to submit a quotation/proposal, signed by their duly authorized representative, on or before the deadline indicated above, subject to the Terms and Conditions provided in this RFQ. Quotations may be submitted physically or via email through the contact information below:

Procurement Section/Bids and Awards Committee Secretariat
 Philippine Information Agency
 2nd Flr PIA Bldg. Visayas Avenue Diliman Quezon City
 Email: procurement@pia.gov.ph
 Tel No. 8920-43-38

1. Suppliers are required to submit the following prior to notification of award:

- a. Valid & current Mayor's/Business permit for 2025;
- 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 60 days.

We highly encourage interested suppliers to use the Quotation Form provided to minimize errors or omissions of the required mandatory provisions. Should the quotation form be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

ATTY. ALLAN VINCENT B. LORENZO
BAC- Chairperson

ANNEX "A"

TERMS AND CONDITIONS:

1. Bidders shall provide the correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are countersigned by any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of SIXTY (60) calendar days from the deadline of submission.
4. Price quotation/s, should be in Philippine peso, and shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract is automatically rejected.
6. Non-compliance with any of the minimum mandatory requirements will render your quotation disqualified.
7. Bidders must state their compliance in the "Statement of Compliance" against each of the individual specifications parameters in the Item Description or attachments, if any.
8. In case of tie of bids among suppliers that have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PIA-BAC shall adopt and employ the "draw lots" procedure as the tie-breaking method to determine the single winning supplier in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. Item/s delivered shall be inspected and/or tested on the scheduled date and time of the PIA. The delivery of the item/s shall be acknowledged upon the delivery to confirm compliance with the technical specifications.
11. Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing and issuance of inspection and acceptance report from the end-user. In case of accounts maintained in other banks, bank transfer fees shall be charged against the creditor's account.
12. Issuance of Sales Invoice within seven (7) banking days after notification of payment/crediting of payment shall be observed.
13. 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 PIA may terminate 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 applicable to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The 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.
16. The RFQ, Purchase Order (PO), and other related documents for the above-stated procurement projects shall be deemed to form part of the contract.

SUPPLIER'S QUOTATION

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

UNIT DESCRIPTION QTY UNIT COST TOTAL AMOUNT

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

(Please see Technical Specifications)

Approved Budget for the Contract (ABC): Three Hundred Fifty Thousand Four Hundred Pesos Only
(Php 350,400.00) GRAND TOTAL
Amount in Words: _____

In Figures: Php _____

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.

Company Name:

Company Address:

Submitted by: (Authorized Representative)

Signature Over Printed Name

Designation:

Telephone No / Mobile No:

Email Address:

Date Submitted:

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" in each of the individual specification parameters:

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

QTY

UNIT

DESCRIPTION

REMARKS

(Brand Name/ Model, etc.)

STATEMENT OF COMPLIANCE

1 LOT One (1) lot of Business-Grade Virtual Meeting Platform Zoom

o Compatible to the existing Virtual Meeting Platform (Zoom Meetings) of Philippine Information Agency (Zoom Meeting)

o 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)

Scope of Work

☐ 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 Information Systems Division (MISD).

* Tech Specs Page 1 of 2 *

DELIVERY PERIOD:

PRICE VALIDITY: Sixty (60) Calendar Days

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 render our bid in automatic disqualification.

Name of Company/Bidder:

Authorized Representative:

Signature Over Printed Name

Date:

TECHNICAL SPECIFICATIONS

