



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



REQUEST FOR QUOTATION

RFQ No.: **2025-05-0054**

Date : May 06, 2025

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.

ALVIN P. DIAZ
Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	TRANSCRIPTION SOFTWARE SUBSCRIPTION (see attached terms of reference)	₱220,000.00	₱220,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number **For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated. Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱220,000.00

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN :



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GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

TERMS OF REFERENCE

PROCUREMENT OF TRANSCRIPTION SOFTWARE SUBSCRIPTION

RFQ No. 2025-05-0054 dated May 06, 2025

A. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Total Cost (VAT Inc.)
1	OTTER.AI BUSINESS FOR TEAMS Annual Subscription for Eleven (11) Licenses	Php 220,000.00

B. FEATURES

- ☐ OtterPilot: Number of Concurrent Meetings
- ☐ Integrated live notes and captioning for Zoom
- ☐ Max monthly transcription (no rollover) of 6,000 minutes per user
- ☐ Max transcription per conversation of 4 hours per user
- ☐ Unlimited number of pre-recorded audio or video imports for transcription
- ☐ Exportable audio, tex, and captions to mp3, txt, pdf, docx, srt; bulk export
- ☐ Prioritized email support
- ☐ **Special Conditions:**
 - The service provider must be an authorized reseller for at least three (3) years
 - Advanced-level 24/7 technical support with a dedicated phone line, email, chat, and forums
 - Online tutorials for the end-users

C. SCHEDULE OF REQUIREMENTS

Subscription shall start within 30CD from the receipt of the Purchase Order (PO)

D. PAYMENT TERMS

The DOF shall pay the service provider on a one-time basis upon delivery completion

E. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

Shall follow the DOF Confidentiality and Non-Disclosure Agreement

I hereby certify to comply and deliver all the above requirements.

Signature over Printed Name of the Representative

Company Name : _____

Date Signed : _____

Email/Contact Nos : _____

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