



REQUEST FOR QUOTATION

RFQ No.: **2025-02-0014**

Date : February 26, 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	ASANA ADVANCED LICENSE SUBSCRIPTION <i>(see attached terms of reference)</i>	₱329,986.73	₱329,986.73
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <i>**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.</i> Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: 3. Duly notarized Omnibus Sworn Statement		
TOTAL AMOUNT				₱329,986.73

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 15 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 : _____

TERMS OF REFERENCE
PROCUREMENT OF ASANA ADVANCED LICENSE SUBSCRIPTION
 RFQ No. 2025-02-0014 dated February 26, 2025

III. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Quantity	Total Cost (VAT inc.)
1	ASANA ADVANCE LICENSE SUBSCRIPTION	20 licenses	₱329,986.73

IV. GENERAL REQUIREMENTS

The service provider must demonstrate the capacity to fully comply with the minimum features for the delivery of services and subscriptions outlined below:

- Goals
- Portfolios
- Forms with branching logic
- Workload features
- Reporting on goals
- Reporting on Portfolios
- Proofing
- Approvals
- Custom Rules
- Lock Custom Fields
- Community and Personalized Support

II. SCHEDULE AND TERMS

a. Contract Period	Eleven (11) months from the start date of subscription
b. Schedule of Requirements	Shall start within 15 CD from the date of the conforme/ acceptance of the Purchase Order (PO)

III. PAYMENT TERMS

Payment will be made upon full delivery and user acceptance.

III. 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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Date Signed : _____

Email/Contact Nos : _____

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.
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