



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
Manila

**REQUEST FOR QUOTATION**

Date : August 17, 2023  
Purchase Quotation No. 2023-08-0175

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 thru 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	<b>Project Management Tool Asana Subscription</b> <i>Subscription Requirement:</i> <i>Type: Asana Premium License</i> <i>Number of Users: 24</i> <i>Period: 1-year Subscription</i> <i>With Asana Implementation and Training</i> <i>Project Management : Project, Task, Activity Log, Storage and Comments</i> <i>Views and Reporting: Timeline, Grantt, List, Boards, Calendar View</i> <i>Support and Control: Premium Support, Trainings, Audit Logs</i> <i>Security: Multi-Factor Authentication, Admin Controls</i>  <b>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</b> 1. Mayor's / Business Permit 2. PhilGEPS Registration Number  <b>Additional required documents (to be submitted by the winning bidder before issuance of Purchase Order):</b> 3. Duly Notarized Omnibus Sworn Statement (OSS)  <i>(For CMIO Use)</i>	300,000.00	P300,000.00
				<b>P300,000.00</b>

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

Canvassed by: \_\_\_\_\_

Supplier : \_\_\_\_\_  
By : \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
TIN No. : \_\_\_\_\_



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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.



I. ICT PROJET AND SCOPE

Item/Lot	Description	Quantity	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
Lot	Project Management Tool Accounts	1		P300,000.00
TOTAL		1		P300,000.00

I. TECHNICAL SPECIFICATIONS

a. Detailed Minimum Specifications of the Items to be Procured

The Project Management Tool must be able to provide the following:

<b>Subscription Requirements:</b> Type: Asana Premium License Number of Users: 24 Period: 1-year Subscription Inclusion: Implementation and Training	
<b>Other Requirements:</b>	
Item Requirements	Specification
Project Management	Project, Task, Activity Log, Storage, and Comments
Views & Reporting	Timeline, Gantt, List, Boards, Calendar View
Support & Control	Premium Support, Trainings, Audit Logs
Security	Multi-Factor Authentication, Admin Controls

IV. SCHEDULE OF REQUIREMENTS

The delivery schedule is 90 days upon receipt of the Purchase Order (PO).

V. PAYMENT TERMS

Payment will be made upon full delivery and user acceptance.

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

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