




Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

REQUEST FOR QUOTATION

Date : August 10, 2023
Purchase Quotation No.: 2023-08-0165

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
20	license	Procurement of Cloud-Based Video Conferencing Software <i>1. Detailed Minimum Specifications of the Items to be Procured</i> <i>Software Applications:</i> <ul style="list-style-type: none">• May transfer/reassign of license at anytime• Customizable meeting ID• Can cater to a large number of participants (at least 300 participants in a single event/meeting)• High-quality audio and image (at least 720 pixels for the image)• Provides enterprise grade-video conferencing from desktop and mobile devices.• Intelligent design for both desktop and mobile• Intuitive UI for non-technical users• Ability to share multifunctional screen• User management to allow admin and account owners manage their users such as add, delete and assign roles and add-on features• Administrator feature controls such as managing attendees• Annotations/Whiteboard to give more flexibility when screen sharing for the host and for the participants• Social Media Streaming to platform like Facebook/Youtube• Easy to access across any device• Polling to gather responses from the hosts attendees• Reporting such as how many video conferencing/meetings are taking place, number of participants and more.• Capable of recording meetings• Audio signatures features where individuals/participants who record the video/audio during a meeting are identified.• Able to handle long duration of meetings• Language Interpretations that allows other participants/ attendees to hear their language of choice• Syncs with different calendar system• Content Sharing to share key information seamlessly <ul style="list-style-type: none">• Security and Archiving to keep information and contacts secure and compliant• Chat room to send files, images to the participants in the room• Capable of inviting internal and external participants• Secure Socket Layer (SSL) Encryption		₱250,000.00

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
		<ul style="list-style-type: none"> • Encryption, Passcode protection, Strong security settings ensure hassle free meetings • Support multi-factor authentication for security purposes of each account • Unified login for accessing the application using existing log in • Dedicated phone support <ul style="list-style-type: none"> - Supported Operating Systems: <ul style="list-style-type: none"> - Mac OS X with MacOS 10.6.8 / (Snow Leopard) later - Windows 10 - Windows 8 or 8.1 - Windows 7 - Ubuntu 12.04 or higher • Supported Tablets and Mobile Devices <ul style="list-style-type: none"> - iPad Mini, iPad or iPad Pro (iOS 8.0 or higher) - Android 4.0(Ice Cream Sandwich) or above - Windows Surface PRO - Polycom Trio • Supported Browsers <ul style="list-style-type: none"> - Mac: Safari 7+, Firefox 27+, Chrome 30+ - Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+ - Linux: Firefox 27+, Chrome 30+ 2. Manpower Requirement: Not Applicable 3. Inspection and Test Requirement: <ul style="list-style-type: none"> • The 20 licenses must meet the specifications required by the DOF. • Any issued found during testing or inspection will be promptly addressed by the supplier. 4. Support Service Requirements: <p>The supplier shall provide technical support via Phone, text messages or thru chat.</p> 5. Special Conditions of the Contract: <ul style="list-style-type: none"> * The Service Provider should be duly registered with the PhilGEPS; * Must be an authorized Reseller for at least 3 years; and * The Service Provider should be a holder of a valid business license from relevant government agencies. 6. Warranty and After Sales Requirements: Not Applicable 7. Required Standards <ul style="list-style-type: none"> a. Provider must deliver the following training online: <ul style="list-style-type: none"> * Software training session for selected end users and IT administrator; up to 40 participants. * Attendees must receive Certificate of Completion 8. Existing Systems/Hardware/Software: Not Applicable 9. Drawings, Plans or Other Necessary Requirements: Not Applicable <p>SCHEDULE OF REQUIREMENTS</p> <p>The delivery of the licenses will be scheduled for 1 week after the supplier conformed the Purchase Order.</p> <p>NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none"> 1. Mayor's/Business Permit 2. PhilGEPS Registration Number <p>Additional required document (to be submitted by the winning bidder before issuance of Purchase Order):</p> <ol style="list-style-type: none"> 3. Duly notarized Omnibus Sworn Statement (OSS) <p>(For CMIO Use)</p>		₱250,000.00

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 quotation are good only up to _____

Canvassed by: _____

Supplier :

By :

Tel. No.:

TIN No. :



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Canvassed by:

Supplier :

By :

Tel. No.:

TIN No. :

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 PROJECT SCOPE

The scope of work shall include the following:

- Supply and delivery of high quality video-conferencing licenses to the Department of Finance in accordance with the given technical specifications and other service requirements.
- Test the software and licenses for full functionality within the Department of Finance.
- Conduct of training to Department of Finance key personnel to configure and administer all the features of the software.

The winning bidder must supply and deliver:

Item	Description	Quantity
1	Cloud-based Video Conferencing Software Licenses	20

II. TECHNICAL SPECIFICATIONS

Item	Specification
1. Detailed Minimum Specifications of the Items to be Procured	
Software specifications	<ul style="list-style-type: none">• May transfer/reassign of license at anytime• Customizable meeting ID• Can cater to a large number of participants (at least 300 participants in a single event/meeting)• High-quality audio and image (at least 720 pixels for the image)• Provides enterprise grade-video conferencing from desktop and mobile devices.• Intelligent design for both desktop and mobile• Intuitive UI for non-technical users• Ability to share multifunctional screen• User management to allow admin and account owners manage their users such as add, delete and assign roles and add-on features• Administrator feature controls such as managing attendees

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2. Manpower Requirement	
	<i>Not Applicable</i>
3. Inspection and Test Requirement	
	<ul style="list-style-type: none"> • The 20 licenses must meet the specifications required by the DOF. • Any issued found during testing or inspection will be promptly addressed by the supplier.
4. Support Service Requirements	
	1. The supplier shall provide technical support via Phone, text messages or thru chat.
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6. Warranty and After Sales Requirements	
	<i>Not Applicable</i>
7. Required Standards	
	1. Provider must deliver the following training online:

	a. Software training session for selected end users and IT administrator; up to 40 participants. b. Attendees must receive Certificate of Completion
8. Existing Systems/Hardware/Software	
	<i>Not Applicable</i>
9. Drawings, Plans or Other Necessary Requirements	
	<i>Not Applicable</i>

III. SCHEDULE OF REQUIREMENTS

The delivery of the licenses will be scheduled for 1 week after the supplier receives the purchase order.

Milestone No.	Description	Total Quantity	Delivery
1	Cloud-based Video Conferencing License	20	1 week after receiving the purchase order

IV. MUTUAL AGREEMENT AND NON-DISCLOSURE AGREEMENT

Shall follow the Department of Finance mutual agreement and Non-Disclosure agreement.

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

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