



## REQUEST FOR QUOTATION

RFQ No. : **2026-05-0052**

Date : May 11, 2026

The **Department of Finance (DOF)** through its Bids and Awards Committee (BAC), intends to procure the project **Procurement of Asana Enterprise License** with an Approved Budget for the Contract (ABC) of **Six Hundred Eighty Seven Thousand Two Hundred Ninety Eight Pesos and 88/100 Only (Php687,298.88)** through Section 34 - Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the BAC Chairperson and to the given address below, on or before **1:00 PM** of \_\_\_\_\_, subject to the compliance with the Terms and Conditions provided in this Request for Quotation (RFQ):

**ASSISTANT SECRETARY JUVY C. DANOFRATA**

Chairperson, Bids and Awards Committee

Telephone No. 02 5317 6363 local 2186

Email Address: [procurement@dof.gov.ph](mailto:procurement@dof.gov.ph)

Interested bidder shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

**a. Valid Mayor's/Business Permit**

**b. 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 20.2.9 of the RA 12009 shall be effective for one year, and updated within the period of its validity.*

**c. Duly notarized Omnibus Sworn Statement (for ABCs above Php200,000.00)**

Template may be accessed through this link: [https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA\\_Omnibus-Sworn-Statement.pdf](https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf)

**d. Latest Income/Business Tax Return (for ABCs above Php500,000.00)**

The Head of the Procuring Entity (HoPE) of the DOF reserves the right to reject any and all quotations, declare failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA 12009.

For any clarification, you may contact the BAC Secretariat at 02 5317 6363 local 2186 or send an email to [procurement@dof.gov.ph](mailto:procurement@dof.gov.ph).

**ALVIN P. DIAZ**

Director IV

Central Administration Office

## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literature, 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. Any alterations, erasure, or overwriting shall be valid only if they are signed or *initialed* by you or any of your duly authorized representatives.
3. All prices quoted herein are valid and binding for a period of sixty (60) calendar days from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all applicable taxes.
5. Bidder shall be responsible for the source of his equipment.
6. The Department of Finance 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.
7. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO)/Job Order (JO)/ 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/JO 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.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. 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 DOF 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 open to it.

## INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ except when the latest version of the RFQ only pertains to deadline submission.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below:  
  
In case a prospective supplier/service provider submit a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.
3. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted through electronic mail at **bac@dof.gov.ph**.
5. Quotations, including the documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.



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



Date: \_\_\_\_\_

Company/Business Name : \_\_\_\_\_  
 Office/Business Address : \_\_\_\_\_  
 PhilGEPS Registration No. : \_\_\_\_\_  
 Tax Identification Number (TIN) : \_\_\_\_\_  
 Business/Mayor's Permit No. : \_\_\_\_\_

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

<b>PROCUREMENT OF ASANA ENTERPRISE LICENSE</b>			
<b>Minimum Technical Specifications</b> <i>Non-compliance with the minimum required specifications shall be grounds for disqualification</i>	<b>Quantity</b>	<b>Offered Technical Specification/Service</b>	<b>Statement of Compliance</b> ("Comply" or "Not Comply")
Type: Enterprise License  Duration/Subscription Period: 12 months (1 year)  No. of Users: 25  Features: 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  Date of delivery: Subscription shall start within seven (7) calendar days from the date of the conforme/acceptance of the Purchase Order (PO) Other  Other Specifications: Supplier must be a certified re-seller of the Project Management tool (Asana)	1 lot		
***** <i>nothing follows</i> *****			

Notes/Remarks : \_\_\_\_\_

Warranty Period: \_\_\_\_\_

Delivery Period : Delivery within **thirty (30) calendar days** upon receipt of the Purchase Order (PO)

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is free.

PROCUREMENT OF ASANA ENTERPRISE LICENSE				
Qty.	Unit	Item	UNIT PRICE (Php)	TOTAL (Php)
1	lot	ASANA Enterprise License	₱687,298.88	₱687,298.88
		*****nothing follows*****		

Approved Budget for Contract	Total Offered Quotation (inclusive of all applicable taxes)
Six Hundred Eighty Seven Thousand Two Hundred Ninety Eight Pesos and 88/100 Only (Php 687,298.88)	In words:
	In figures:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile No.

\_\_\_\_\_  
Email Address

**TERMS OF PAYMENT**

Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within twenty (20) days after receipt of billing and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank transfer fees shall be chargeable against the creditor's account.

**Payment details:**

Banking Institution: \_\_\_\_\_  
 Account Number : \_\_\_\_\_  
 Account Name (should be the exact account name as registered in the bank)  
 : \_\_\_\_\_  
 Bank Branch : \_\_\_\_\_

PROCUREMENT OF ASANA ENTERPRISE LICENSE				
Qty.	Unit	Item	UNIT PRICE (Php)	TOTAL (Php)
1	lot	ASANA Enterprise License		
		*****nothing follows*****		

Approved Budget for Contract	Total Offered Quotation (inclusive of all applicable taxes)
Six Hundred Eighty Seven Thousand Two Hundred Ninety Eight Pesos and 88/100 Only (Php 687,298.88)	<b>In words:</b>
	<b>In figures:</b>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile No.

\_\_\_\_\_  
Email Address

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