SMALL BUSINESS CORPORATION

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number(requiredpriorto award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Microsoft Visio Licenses Subscription** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 30, 2024 at 10:00am.** A copy of your **Latest Business/Mayor's Permit, Omnibus Sworn Statement (notarized), Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at jbperez@sbcorp.gov.ph

Rowena G. Betia
BAC Chairperson

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS

Microsoft Visio Plan 2 Licenses Subscription
• Renewal of **7** Licenses
   • With Visio desktop app (Windows)
   • Save Diagrams to OneDrive. View and share diagrams online
   • 2GB of OneDrive storage
   • Coauthor, edit, adn comment on diagrams in real time in the Visio web app
   • Create, view, edit and collaborate on diagrams within Microsoft Teams
   • View Shapes online with pan and zoom functionality
   • Save diagrams locally in PNG or JPEG format
   • Add hyperlinks to shapes
   • Export diagrams in Scalable Vector Graphics (SVG)
   • Built-in templates, including infographic timelines and block, cycle, matrix, pyramid, and Venn diagrams
   • Basic and detailed network templates, shapes and connector tools
   • Able to create cross functional flowcharts (or swimlane diagrams).
   • Access to Azure and AWS shapes
   • Repository of IT content including ERD and UML diagrams
   • Shapes for audit, event-driven process chain (EPC), and fault three analysis diagrams
   • Able to design a SharePoint workflow in Visio or import a workflow from SharePoint Designer for Visio
   • Able to create detailed business diagrams with templates for IT Infrastructure Library (ITIL) diagrams, Pivot Diagrams, Six Sigma process maps, and value stream maps
   • Lightweight Directory Access Protocol (LDAP) and rack diagrams
   • Able to generate detailed engineering diagrams with templates for basic electrical schematics and piping and instrumentation diagrams (P&ID)
   • With a library of floor plan templates and samples
   • With timeline diagrams, Gantt charts, and Program Evaluation and Review Technique (PERT) charts
   • Annotate shapes with informative tet by attaching callouts
   • Create basic flowcharts, cross-functional flowcharts, and org charts from data directly in Excel with the Visio Date Visualizer add-in
   • Embed Visio diagrams into Power BI dashboards and	

connect those diagrams to Power BI data
- Able to export diagram to Power Point
- Able to export Visio process diagrams, including shapes and their metadata to Word
- Desktop version of MS Visio app. Up to five (5) PCs
- All other capablities and functionalities as per Microsoft Corporation's Visio Plan 2 Offering

Technical Support
- 8x5 via Reseeler-partner and 24x7x365 via Microsoft Corporation

Other Requirements
- Bidder-Supplier must be an active Microsoft Authorized Partner or an active Microsoft Authorized Reseller, or an active Microsoft Authorized Distributor
- Bidder-Supplier must provide valid and active certificates and other supporting documents, issued and duly signed by Microsoft Corporation as to its partnership, resellership or distributorshio with Microsoft Corporation

Covered Period: July 2024 to July 2025
(See attached for the detailed Terms of Reference)

DELIVERY REQUIREMENT	
a) **Makati City**	
b) **1 lot**	
c) **30-45 working days upon receipt of the Purchase Order (PO)**	
Terms of Payment: Check payment, 15 days after delivery	

FINANCIAL OFFER:

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

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
P 150,000.00 **Tax inclusive**			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.

2. Bidders may quote for any or all the items.

3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.

6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.

9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. 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 SBCorp shall rescind 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.

Office Telephone No. _____   Signature over Printed Name

Mobile No. _____   Position/Designation

Email address: _____

Small Business Corporation
INFORMATION TECHNOLOGY GROUP

TERMS OF REFERENCE
License Renewal of MS Visio Plan 2

I. OBJECTIVE

The project aims to renew the existing seven (7) licenses of Microsoft Visio Plan 2 for one (1) calendar year.

II. SCOPE OF WORK

The project calls for the one-year renewal, delivery and activation of seven (7) licenses of Microsoft Visio Plan 2. Coverage is from July 2024 to July 2025.

III. TECHNICAL SPECIFICATIONS

Microsoft Visio Plan 2	*With Visio desktop app (Windows).*
	Save diagrams to OneDrive. View and share diagrams online.
	2GB of OneDrive storage.
	Coauthor, edit, and comment on diagrams in real time in the Visio web app.
	Create, view, edit, and collaborate on diagrams within Microsoft Teams.
	Use any browser to create, edit, and share diagrams.
	View shapes online with pan and zoom functionality.
	Save diagrams locally in PNG or JPEG format.
	Add hyperlinks to shapes.
	Export diagrams in Scalable Vector Graphics (SVG).
	Built-in templates, including infographic timelines and block, cycle, matrix, pyramid, and Venn diagrams.
	Basic and detailed network templates, shapes, and connector tools.
	Able to create cross-functional flowcharts (or swimlane diagrams).
	Access to Azure and AWS shapes.
	Repository of IT content including ERD and UML diagrams.
	Shapes for audit, event-driven process chain (EPC), and fault tree analysis diagrams.
	Able to design a SharePoint workflow in Visio or import a workflow from SharePoint Designer for Visio.
	Able to create detailed business diagrams with templates for IT Infrastructure Library (ITIL) diagrams, Pivot Diagrams, Six Sigma process maps, and value stream maps.
	Lightweight Directory Access Protocol (LDAP) and rack diagrams.
	Able to create high-fidelity mockups and prototypes of websites and mobile apps with web and mobile wireframes.
	Able to generate detailed engineering diagrams with templates for basic electrical schematics and piping and instrumentation diagrams (P&ID).
	With a library of floor plan templates and samples.
	With timeline diagrams, Gantt charts, and Program Evaluation and Review Technique (PERT) charts.
	Annotate shapes with informative text by attaching callouts.
	Create basic flowcharts, cross-functional flowcharts, and org charts from data directly in Excel with the Visio Data Visualizer add-in.
	Embed Visio diagrams into Power BI dashboards and connect those diagrams to Power BI data.
	Able to export diagram to PowerPoint.

	Able to export Visio process diagrams, including shapes and their metadata, to Word.
	Desktop version of MS Visio app. Up to five (5) PCs.
	All other capabilities and functionalities as per Microsoft Corporation's Visio Plan 2 offering.
TECHNICAL SUPPORT	8x5 via Reseller-Partner and 24x7x365 via Microsoft Corporation.
OTHER REQUIREMENTS	Bidder-Supplier must be an active Microsoft Authorized Partner, or an active Microsoft Authorized Reseller, or an active Microsoft Authorized Distributor. Bidder-Supplier must provide valid and active certificates and other supporting documents, issued and duly signed by Microsoft Corporation, as to its partnership, resellership or distributorship with Microsoft Corporation.

IV. PROJECT COST

The Approved Budget for the Contract (ABC) of the project is One Hundred Fifty Thousand Pesos (PhP150,000.00), inclusive of all applicable taxes, including the Value-Added Tax (VAT).

V. IMPLEMENTATION

The licenses must be delivered, renewed, activated and turned-over to SBC IT Group within fifteen (15) calendar days upon release of the Notice to Proceed (NTP).

VI. LIQUIDATED DAMAGES

SBCorp, as the Procuring Entity, adopts the following provisions for Liquidated Damages from the 2016 Revised Implementing Rules and Regulations or Republic Act No. 9184 (Updated as of 31 March 2021):

1. Annex D, Item 3.1

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

2. Annex E, Items 9.1 to 9.4.2

9.1. Once the contract duration expires, including any time extension duly granted, and the contractor refuses or fails to satisfactorily complete the work, the Procuring Entity shall impose upon the contractor in default liquidated damages. Liquidated damage is an amount equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

9.2. In computing for liquidated damages, the Procuring Entity determines the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted end-users and the concerned Procuring Entity.

9.3. To be entitled to such liquidated damages, the Procuring Entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the contractor

under the contract or collect such liquidated damages from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the Procuring Entity.

9.4.   In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity has the following options:

9.4.1.   Terminate the contract pursuant to the Guidelines on Termination of Contract and forfeit the erring contractor's performance security. After termination, the Procuring Entity may either (i) take over the contract; or (ii) resort to any of other alternative methods of procurement provided under R.A. No. 9184 and its 2016 revised rules and regulations; or

9.4.2.   Allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however, preclude the Procuring Entity in resorting to Termination of Contract under Annex I of the 2016 Revised IRR of RA No. 9184.