

REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number (required prior to award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Subscription of SMS Messaging with One-Time-Pin (OTP) and SMS Gateway** 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 **February 27, 2025 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement*, Tax Clearance 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 or email address at bae@sbcorp.gov.ph ; 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.

**Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
 - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
 - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

Small Business Corporation is an Attached Agency of the Department of Trade and Industry

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
<p align="center">SUBSCRIPTION OF SMS MESSAGING WITH ONE-TIME-PIN (OTP) AND SMS GATEWAY</p> <p>I.OBJECTIVE</p> <p>The project aims to continue the protection of SBC’s web-applications by using SMS Messaging with SMS gateway in sending OTP or one-time-pin sent via SMS that serves as a two-factor-authentication (2FA). By using OTP as a 2FA in all our online systems like BRS and APS, we can make sure that the recipient of the information we are sending is indeed our client who possesses the mobile number registered via BRS.</p> <p>II.SCOPE OF WORK</p> <p>The project calls for the subscription of SMS Messaging with OTP and SMS gateway provided by telecommunication company. This subscription-based SMS gateway includes SMS credit with one year subscription period from March 2025 to March 2026.</p> <p>III. TECHNICAL SPECIFICATIONS</p> <p>1 year SMS MESSAGING WITH ONE-TIME-PIN (OTP) AND SMS GATEWAY SUBSCRIPTION</p> <ul style="list-style-type: none"> ⇒ To be used as Two-Factor Authentication (2FA) ⇒ OTP Generation and SMS sending service with verification. ⇒ Sending of SMS notices to onboarding, billing notification and loan releasing ⇒ With 99.9% uptime redundant carrier to ensure that messages are delivered ⇒ With a one-time fee in setting up a Sender ID (i.e. SBCorp.) - with Company Name Masking ⇒ With 160 characters per SMS charge. ⇒ Must have Web-based UI – for monitoring of usage and management of SMS messaging including reports ⇒ With 200,000 SMS monthly credits for one year 	

⇒ **NOTE: Excess of 200,000 SMS credits will be billed separately to SBC with at least Php0.22 per SMS.**

IV. PROJECT COST

The approved budget for the contract (ABC) is Nine Hundred Fifty Thousand Pesos (PHP950,000), inclusive of applicable taxes. The budget will be taken from ITG's approved 2025 budget.

V. IMPLEMENTATION

The project must be implemented by the subscription of SMS Messaging with SMS credits and system integration codes to be integrated into existing online application systems for one year within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).

VI. CRITERIA OF EVALUATION

The qualified and responsive bidder/s must comply with the technical specifications stated in Item No. III and the bid price must not exceed the approved budget for the contract (ABC).

VII. ELIGIBILITY REQUIREMENTS

Supplier-Bidder must have a physical office or offices in the Philippines. Supplier-Bidder must submit supporting documents such as, but not limited to, valid business permit from the Local Government Unit (LGU) where its office is located.

DELIVERY REQUIREMENT	
a) 1 lot	
b) 18 th Flr. 139 Corporate Center, 139 Valero St. Salcedo Village, Makati City	
Payment Terms: 20 days upon receipt of billing	

FINANCIAL OFFER:

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

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC (Php950,000.00) 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.

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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: _____