



## 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 Additional Microsoft Office 365 Software with MS Exchange** 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 **December 20, 2023 at 10:00am**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized) 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 [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph); [jparpan@sbcorp.gov.ph](mailto:jparpan@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:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>SUBSCRIPTION OF ADDITIONAL MICROSOFT OFFICE 365 SOFTWARE WITH MS EXCHANGE</b></p> <p>I. OBJECTIVES</p> <p>The objective of the project is to increase productivity by leveraging the collaboration features provided by Microsoft 365, such as MS Teams. Microsoft 365 offers a suite of productivity tools, including MS Teams, which enables seamless collaboration, file sharing, and communication among employees. By utilizing these collaboration features, SBCorp aims to enhance productivity and streamline teamwork.</p> <p>I. SCOPE OF WORK</p> <p>The project calls for the subscription of additional Microsoft Office 365 Office Automation Software with MS Exchange. Upon delivery, the following services should be conducted:</p> <ul style="list-style-type: none"> <li>• Provide for the license to use Microsoft Office 365 to SBCorp employees.</li> <li>• Knowledge Transfer/Training on how to use the office automation.</li> </ul> <p>I. TECHNICAL SPECIFICATIONS</p> <p><b>50 nodes MICROSOFT OFFICE 365 SOFTWARE WITH MS EXCHANGE</b></p> <ul style="list-style-type: none"> <li>• 1-year subscription for <del>50</del> <sup>50</sup> nodes of MICROSOFT OFFICE 365 E3</li> <li>• 100 GB mailbox + up to 1.5TB archive TB (Auto-expanding email archive) per user</li> <li>• Unlimited OneDrive storage (5TB initial storage per user). Additional storage can be requested by contacting Microsoft support</li> <li>• Allow installation of M365 apps on up to 5 PCs/Mac + 5 tablets + 5 smartphones per user, Includes Word, Excel, PowerPoint, OneNote, Outlook, Access (PC only), and Publisher (PC only)</li> </ul>	

- Must have a 24/7 Customer Care and Technical Support via Email/Phone with SLA for response time (i.e., Microsoft's resolution time matrix per severity level)

V. PROJECT COST

The approved budget for the contract (ABC) is PHP640,000, inclusive of applicable taxes. The budget will be taken from ITG's approved 2023 budget.

V. IMPLEMENTATION

The project must be implemented by the activation of additional 50 users in the Microsoft Admin Portal site to be allocated to newly hired SB Corporation employees within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).

I. 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).

I. ELIGIBILITY REQUIREMENTS

1. Supplier-Bidder must have a physical office or offices in the Philippines.
2. Supplier-Bidder must submit supporting documents such as Certification from the original manufacturer/distributor.
3. Supplier-Bidder must submit supporting documents such as valid business permit from the Local Government Unit (LGU) where its office is located.

I. LIQUIDATED DAMAGES

SB Corporation, as the Procuring Entity, adopts the following provisions for Liquidated Damages from the 2016 Revised Implementing Rules and Regulations or Republic Act No. 8184 (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.

**DELIVERY REQUIREMENT**

a) 1 lot

b) SBCorp Makati Head Office

**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.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Quantity (A)	Description/Brand/ Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php640,000.00 Tax Inclusive</b>			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: \_\_\_\_\_

