



REQUEST FOR QUOTATION

Date	:	November 11, 2020
Project Title	:	PROCUREMENT OF VIDEO CONFERENCING TOOL HOSTED IN A CLOUD
ITB No.	:	SV20-10-029COR
Approved Budget for the Contract (ABC)	:	The total ABC is Four Hundred Forty-Nine Thousand Seven Hundred Fifty-Seven Pesos and 60/100 (PhP449,757.60) , VAT Exclusive, Zero-Rated Transaction.
Deadline for the Submission and Receipt of Quotation(s)/ Proposal(s)	:	November 17, 2020, Tuesday, 2:00 p.m. (Sealed Quotation)
Opening of Quotation(s) / Proposal(s)	:	November 17, 2020, Tuesday, 2:00 p.m. onwards
<p>Please address the envelope containing the accomplished RFQ form and required documents to the Bids and Awards Committee (BAC) 2, through the Procurement Department (PD), 8th floor, PAGCOR House Annex, Carmen Building, U.N. Ave. Cor. Ma. Orosa St., Ermita, Manila.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none">1. Title, Lot No. and reference number of the project; and2. Name, address and contact details (telephone/cellphone numbers and/or e-mail address) of the Bidder. <p>Note: Quotation(s)/Proposal(s) submitted after the deadline will not be accepted.</p>		

Sir / Madam:

In accordance with the Technical Specifications/Scope of Work and General Conditions for the project stated herewith, kindly fill up and submit your lowest price quotation.

For any inquiries or clarifications, please contact the Procurement Department at telephone number 7755-3799 local 7424 and look for Ms. Melda Penaredondo.

Thank you.

RODERICK R. CONSOLACION

CHAIRPERSON

BIDS AND AWARDS COMMITTEE (BAC) 2

RBD/MBP10/21/2020

Dear Mr. Consolacion:

In accordance with your request, following is our quotation for your requirements:

TECHNICAL SPECIFICATIONS

Item No.	Technical Description	Offered Technical Proposal Please fill up with either: “Comply” or “Not Comply”
1.	Provide thirty (30) Hosts license;	
2.	Minimum of three hundred (300) participants per host;	
3.	At least one (1) license is capable to host at least 500 participants;	
4.	Can easily integrate with existing PAGCOR Video conferencing device;	
5.	Unlimited one (1) to one (1) meetings;	
6.	Capable of twenty-four (24) hour meeting duration limit;	
7.	With unlimited number of meetings;	
8.	Has online support;	
9.	Has the video conferencing features: a) HD Video; b) HD Voice; c) Active speaker view; d) Full screen and gallery view; e) Simultaneous screen share; f) Join by telephone call-in; and g) Virtual background.	
10.	Has group Collaboration Features: a) Breakout Rooms; b) Mac, Windows, Linux, iOS, Android; c) Group messaging and presence; d) Screen share any iPad/iPhone app; e) Co-annotation and shared screen; f) Keyboard/mouse control; g) White boarding; and h) Multi-share.	
11.	Web Conferencing Features: a) Desktop and application sharing; b) Personal room or meeting ID; c) Instant or schedules meetings; d) Chrome & Outlook plug-ins; e) Scheduling w/ Chrome Extensions; f) MP4 or M4A local recording; g) Private and group chat; h) Host controls; and i) Raise hand.	
12.	Security Features: a) Secure Socket Layer (SSL) Encryption; and b) Advance Encryption Standard (AES) 256 bits encryption.	

13.	Dedicated phone support;	
14.	User management;	
15.	Admin features controls;	
16.	Admin dashboard;	
17.	Reporting;	
18.	Custom Personal Meeting ID;	
19.	Vanity URL;	
20.	Assign scheduler;	
21.	Cloud Storage (1GB or MP4 or M4A cloud recording);	
22.	Has REST API capability; (Representational State Transfer)- Application Program Interface	
23.	Skype for Business (Lync) interoperability;	
24.	Option for on-premise deployment;	
25.	Managed domains;	
26.	Single sign-on;	
27.	Company branding;	
28.	Custom emails;	
29.	Capable of Learning Tool Integration (LTI) integration;	
30.	Cloud Recording Transcripts.	

ADDITIONAL TERMS AND CONDITIONS	Offered Technical Proposal Please fill up with either: “Comply” or “Not Comply”
The winning bidder will conduct training for fifteen (15) personnel either thru virtual or physical classroom meeting at PAGCOR designated place.	
BIDDERS MUST SUBMIT THE FOLLOWING: 1. Conformity with the technical specifications as emulated and specified in ANNEX A (Technical Specifications); and 2. Vendors Support Information (Contact Person, Complete Address, Contact Number, Email Address) of the duty authorized representative of the Bidder.	
SCHEDULE OF DELIVERY: Within seven (7) calendar days from the effectivity date specified in the Notice to Proceed.	
PROJECT/DELIVERY SITE: PAGCOR Corporate Main, IMET BPO Tower, CBP-1A Metropolitan Park, Bay Area, Roxas Boulevard, Pasay City.	
PAGCOR Representatives at the project site is: Mr. Arnulfo R. Caliste, Sr. Network Officer or Mr. Francis Joseph E. Arce, Network Officer II, Information Technology Department, Tel. No. (02)7755-3199 local 3114 or 3115.	

FINANCIAL QUOTATION

Description	Total Cost VAT Exclusive, Zero-Rated Transaction
Procurement of Video Conferencing Tool Hosted in a Cloud for One (1) year	PHP _____ (Amount in figures) _____ (Amount in words)
GRAND TOTAL (VAT EXCLUSIVE, ZERO-RATED TRANSACTION)	PHP _____ (Amount in figures) _____ (Amount in words)

VALIDITY OF OFFER: Ninety (90) calendar days from the date of Examination of Quotations

Additional Requirements:

As part of the post-qualification process, kindly submit the following documents for compliance within 3-calendar days from receipt of the notice and upon determination of the bidder having the Lowest / Single Calculated Quotation:

1. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located.
2. Philippine Government Electronic Procurement System (PhilGEPS) Registration Number or a valid PhilGEPS Registration Certificate;

PhilGEPS Registration Number: _____;

3. Omnibus Sworn Statement using the form prescribed in Annex A hereof.

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner.

NOTES:

1. Bidders shall submit their quotations through their duly authorized representatives using this form only. This form must be completed without any alterations to their format and no substitute form shall be accepted. **All parameters** shall be filled in with the correct and accurate information as required.
2. Quotation(s)/Proposal(s) submitted exceeding the Approved Budget for the Contract shall be rejected.
3. The prices quoted are to be paid in Philippine Currency.

4. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to PAGCOR, but **VAT Exclusive, Zero-Rated Transaction**.
5. For the purpose of standardization of quotations/proposals, this RFQ Form will prevail over all kinds and forms of quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Award of contract shall be made in favor of the supplier or contractor having the Single or Lowest Calculated Responsive Quotation (for goods and infrastructure projects) or a consultant with the Single or Highest Rated Responsive Proposal, which complies with the minimum technical specifications and other terms and conditions stated herein.
9. The supplier agrees to pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. PAGCOR 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.
10. Other terms and conditions are stipulated in the attached Annex A of the Purchase Order.

BIDDER'S COMMITMENT:

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the BAC, to the provisions of the attached Annex A (Terms and Conditions) of the Purchase Order and to the rules and regulations of the Government and PAGCOR.

We understand that PAGCOR is not bound to accept the lowest or any quotation it may receive.

Very truly yours,

Signature over Printed Name / Date
TIN: _____

Position

Company Represented
TIN: _____

Address

Tel. No. / Fax No.