



## REQUEST FOR QUOTATION


Date: March 13, 2025  
PR No.: 2025-03-266/ICTU  
Fund: 101

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
TIN: \_\_\_\_\_  
PhilGEPS Registration No.: \_\_\_\_\_

Project Name: SUBSCRIPTION OF CLOUD BASED VIDEO CONFERENCING FOR INFORMATION  
ABC: COMMUNICATION TECHNOLOGY UNIT  
Mode of Procurement: EIGHTY THOUSAND SIX HUNDRED NINETY EIGHT PESOS & 45/100 (80,698.45)  
Mode of Evaluation: NP-Small Value Procurement (Section 53.9 of the 2016 RIRR of RA9184)  
Delivery Period: Lot  
Fifteen (15) Calendar days after receipt of Purchase Order

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the Terms and Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **March 18, 2025** sealed in an envelope.

  
**GEMMA G. ACEDO, PhD.**  
BAC Chairman

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

Item No.	Description	QTY	UOM	BID OFFER		Remarks
				Unit Price	Total Price	
1	Cloud-based Video Conferencing subscription renewal, for 1 year tax included (license price/unit x quantity x 12 + vat) *can accommodate 100 participants per license	10	subs			
TOTAL BID PRICE						

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

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

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

\_\_\_\_\_  
E-mail Address

### TERMS AND CONDITIONS

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



2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly
3. Price quotation/s must be valid 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 taxes, duties, and/or levies payable.
5. Quotations submitted through electronic mail is acceptable, provided that the winning bidder shall submit original signed
6. Documentary requirements shall be attached upon submission of the quotation:
  - a. **Mayor's/Business Permit**
  - b. **PhilGEPS Registration Number**
  - c. **Income/Business Tax Returns (for ABC's above P500K)**
  - d. **Notarized Omnibus Sworn Statement (for ABC's above P50K) - for submission upon receipt of Notice of Award**
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Payment shall be processed after delivery and upon submission of the required supporting documents, in accordance with existing government accounting rules and regulations.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA