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REQUEST FOR QUOTATION

Date: 11 August 2025
RFQ No. 2025-RFQ-0021

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____ _____

TIN: _____

The **Philippine Center for Economic Development (PCED),** through its Bids and Award Committee (BAC), intends to procure **Subscription services of Workspace-Business Starter** for the project **SUPPLY AND DELIVERY OF SUBSCRIPTION OF WORKSPACE-BUSINESS STARTERS FOR FORTY-FOUR (44) ACCOUNTS** through **Section 34 - Small Value Procurement** of Implementing Rules and Regulation of Republic Act No. 12009 or the New Government Procurement Act.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **12:00 PM of Monday, 18 August 2025,** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

THE CHAIRMAN
Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-981-8500 local 3480
Email:bacsec@pced.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

a. **Mayor's Permit**

b. **Omnibus Sworn Statement** and,

If applicable, **Original Notarized Secretary's Certificate** in case of a corporation, partnership, or cooperative; or

Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

c. **Proof of Philgeps Registration**

The Head of the Procuring Entity (HoPE) reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in accordance with Section 70 of Implementing Rules and Regulation of Republic Act No. 12009 or the New Government Procurement Act., without thereby incurring any liability to the affected bidder/s.

For any clarification, you may contact the BAC Secretariat at 02-8-981-8500 loc 3480 or send email to bacsec@pced.gov.ph.

By the Authority of the Bids and Awards Committee:

THE CHAIRMAN
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@pced.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS: TERMS AND CONDITIONS:

1. Bidders 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 authorized representative/s.

3. Price quotation/s must be valid for a period of FORTY-FIVE (45) 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 exceeding the Approved Budget for the Contract shall be rejected.

6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PCED 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.

7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

8. The item/s shall be delivered according to the accepted offer of the bidder.

9. Item/s delivered shall be inspected on the scheduled date and time of the PCED. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. 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 supplier, contractor, or consultant.

11. 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 PCED may terminate 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.

12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

SUPPLY AND DELIVERY OF SUBSCRIPTION OF WORKSPACE-BUSINESS STARTERS FOR FORTY-FOUR (44) ACCOUNTS					
ITEM #	**Description**	**Quantity**	**Bidder's Statement of Compliance (comply/not comply)**	**Unit Cost**	**Total Cost**
1.0	**TERMS AND CONDITIONS**				
1.1	**GOOGLE WORKSPACE BUSINESS STARTER (ANNUAL)**	44 users			
	- At least 30GB cloud storage				
	- Free Support from Mondays-Fridays via phone and email				
	----------nothing follows----------				
Total Price Offer (Inclusive of all costs and applicable taxes) >>>>>>>>>>>>>>>>>>>>>>>>					

2.0	**OTHER REQUIREMENTS:**	**Bidder's Statement of Compliance (comply/not comply)**
2.1	**P**rovide brochures and or product catalogues during submission of bids, if applicable	
2.2	**MUST** be willing to provide demo or sample product upon request of the end-user	
3.0	**WARRANTY:** Not applicable	

4.0	**DELIVERY PERIOD:** For activation on October 6, 2025	
5.0	**PLACE OF DELIVERY:** Philippine Center for Economic Development UP School of Economics Building Osmeña corner Guerrero Sts. UP Diliman Quezon City	
6.0	**TERMS OF PAYMENT:** Through check, At least Thirty (30) CD upon receipt of Delivery Receipt and Sales Invoice for Goods and Service Invoice/Billing Statement for Services, and Acceptance by the End-User Unit	

FINANCIAL OFFER:

SUPPLY AND DELIVERY OF SUBSCRIPTION OF WORKSPACE-BUSINESS STARTERS FOR FORTY-FOUR (44) ACCOUNTS	
Approved Budget for the Contract: (Php250,000.00) **(TWO HUNDRED FIFTY THOUSAND PESOS & 00/100)**	**Total Offered Quotation** *(inclusive of all taxes and incidental expenses)* **In Words:** _____ _____ _____ **In Figures:** _____
Company/Business Name: _____ _____ _____	

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es