REQUEST FOR QUOTATION

Title of Item to be procured : **CONSULTING SERVICES FOR ICT SYSTEMS IMPLEMENTATION OF THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED) - ICT ADMINISTRATIVE SUPPORT SYSTEMS**

Approved Budget for the Contract : **Php784,800.00**

Date: April 24, 2024
RFQ No.: 2024-04-0015

Company / Business Name : _____

Address: _____

Business/Mayor's Permit No.: _____ ***City/Municipality:*** _____

TIN# : _____

PhilGEPS Registration Number (required): _____

The **Philippine Center for Economic Development (PCED),** through its Bids and Award Committee (BAC), intends to procure CONSULTING SERVICES for the project **CONSULTING SERVICES FOR ICT SYSTEMS IMPLEMENTATION OF THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED) - ICT ADMINISTRATIVE SUPPORT SYSTEMS** through **Section 53.9 (Negotiated Procurement - Small Value Procurement)** of 2016 revised Implementing Rules and Regulation of Republic Act No. 9184.

Please quote your **best offer** for the Item/s described herein address to:

Dr. Laarni C. Escresa-Guillermo
Vice-Chairperson, Bids and Award Committee
UPSEAA Room Library Building, UP School of Economics, Diliman, Quezon City 1101
Telephone No.: (02) 8-9279686 local 207
Email:bacsec@pced.gov.ph

Subject to the Terms and Conditions provided on this Request for Quotation (RFQ).
Submit your quotation/s duly signed by you or your authorized representative **not later than 29 April 2024 at 08:00AM.**
The following documents are also required to be submitted along with your quotation on the specified deadline above:

Documentary Requirements
1. Mayor's / Business Permit (For Individuals, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit)
2. Professional License / Curriculum Vitae (For Consulting Services)
3. Philgeps Registration Number
4. PCAB License (for Infrastracture)
5. Income/Business Tax Return (For ABC's above P500k
6. Omnibus Sworn Statement – Notarized (For ABC's above P50k

1. In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.
2. Submission of ALL pages of this Request for Quotation is REQUIRED.

For any clarification, you may contact us at telephone no. or email address provided.

GERLIE P. PALOMA
Head, Bids and Awards Committee Secretariat

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 the RFQ is **REQUIRED** to minimize errors or omissions of the mandatory provisions.
3. Quotations **MUST** be submitted **IN HARD COPIES** addressed to:

   Dr. Laarni C. Escresa-Guillermo
   Vice-Chairperson, Bids and Award Committee - PCED
   UPSEAA Room Library Building, UP School of Economics Diliman, Quezon City 1101

4. Quotations, including documentary requirements, received after the deadline shall not be accepted.
5. **ELECTRONIC SUBMISSION** of bids will **NOT** be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
6. 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.
7. In case 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.
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 delivery to confirm compliance with the technical specifications.
10. Payment shall be made after the 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 the tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PCED shall rescind the contract one 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.

Please quote your **best offer, inclusive of all taxes and incidental expenses** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

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

CONSULTING SERVICES FOR ICT SYSTEMS IMPLEMENTATION OF THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED) - ICT ADMINISTRATIVE SUPPORT SYSTEMS		
I. SCOPE OF WORK		**BIDDER'S STATEMENT OF COMPLIANCE** ***(COMPLY / NOT COMPLY)***
1.	Assist PCED in the implementation of its ICT programs and projects specifically on the ICT ADMINISTRATIVE SUPPORT SYSTEMS processes;	
2.	Provide PCED with recommendations on how to improve its existing organizational processes and implement these through the computerization projects/initiatives of PCED;	
3.	Review the technical documents, project plans, and other project documentation as to be submitted by PCED's contractor/solution providers;	
4.	Provide monitoring and evaluation (M&E) services in relation to the ICT projects that will be implemented to carry out the strategies of the PCED;	
5.	Perform other related work and tasks that may be delegated/assigned by top management/project sponsors/executive committee relevant to PCED ICT projects	
6.	Provision of Technical Advice/Guidance to PCED in the implementation of its ICT Projects for 2024 specifically on its ICT ADMINISTRATIVE SUPPORT SYSTEMS	
7.	Provision of Technical Advice/Guidance on Project Management Matters particularly on the design and development of PCED ICT ADMINISTRATIVE SUPPORT SYSTEMS.	
8.	Provision of Monitoring, Evaluation, and Oversight Services on ICT ADMINISTRATIVE SUPPORT SYSTEMS Design and Development.	
9.	Review the technical documents, project plans, and other project documentation on ICT ADMINISTRATIVE SUPPORT SYSTEMS.	
II. DELIVERABLES		**BIDDER'S STATEMENT OF COMPLIANCE** ***(COMPLY / NOT COMPLY)***
1.	**Monthly PM Report:** **-** Shall include information on the detailed status and progress made by the contractor/solution provider; - Shall include inputs, comments and recommendations to management, if any;	

2.	**Terminal Report:** - Shall contain all information relevant to the engagement of the Consultant, its work activities implemented to complete the project commitments as defined in this TOR; - Shall contain technical recommendations, problems encountered and critical lessons learned, and recommendation for future similar endeavors.	
III. MINIMUM QUALIFICATION REQUIREMENTS		**BIDDER'S STATEMENT OF COMPLIANCE** ***(COMPLY / NOT COMPLY)***
1.	**Education** At least Master's or Doctoral Degree in Computer Science, Computer Programming, Information Technology (IT), or other related courses.	
2.	**Work Experience** At least ten (10) years of work experience in systems design and development, ICT planning, information systems/ISSP formulation and implementation. - work experience involving ICT network systems, systems design and development	
3.	**Skills and Competencies** The Consultant shall have knowledge/skill on the following: system design and development, ISSP formulation, information systems (IS) planning and implementation.	
IV. OTHER REQUIREMENTS		**BIDDER'S STATEMENT OF COMPLIANCE** ***(COMPLY / NOT COMPLY)***
1.	The Consultant shall report directly to the PCED Executive Director or to his/her Project Manager, as designated.	
2.	The Consultant shall submit all necessary reports/documents needed based on this TOR	
3.	The Consultant cedes all intellectual property rights to the Philippine Government for all the output and deliverables submitted to PCED pursuant to the engagement.	
4.	The Consultant warrants that it shall conform strictly to the terms and conditions of the Terms of Reference (TOR)	
5.	The Consultant shall observe all pertinent laws on Government procurement specification that of the provisions provided for by R.A. 9184.	
V. MILESTONE/PAYMENTS/SUBMISSION OF DELIVERABLES		**BIDDER'S STATEMENT OF COMPLIANCE** ***(COMPLY / NOT COMPLY)***
1.	The engagement of ICT Administrative Support Systems Consultant shall be for a period of eight (8) months commencing from the issuance of Notice to Proceed (NTP) by PCED.	
2.	The release payment for the engagement of the Consultant shall correspond to the submission of the required deliverables, according to the table provided in the TOR	

FINANCIAL OFFER:

CONSULTING SERVICES FOR ICT SYSTEMS IMPLEMENTATION OF THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED) - ICT ADMINISTRATIVE SUPPORT SYSTEMS	
Approved Budget for the Contract: PHP784,800.00 (SEVEN HUNDRED EIGHTY-FOUR THOUSAND EIGHT HUNDRED & 00/100)	**Total Offered Quotation:** *(Inclusive of all taxes and incidental expenses)* **In Words:**
Company/Business Name:	**In Figures:**

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es