REQUEST FOR QUOTATION

Title of Item to be procured : **ONE YEAR SUBSCRIPTION FOR GOOGLE WORKSPACE BUSINESS STARTER, 44 USERS FOR THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED)**

Approved Budget for the Contract : **Php203,000.00**

Date: 24 September 2024
RFQ No.: 2024-09-0035

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 Services for Google Workspace Subscription for the project **ONE YEAR SUBSCRIPTION FOR GOOGLE WORKSPACE BUSINESS STARTER, 44 USERS FOR THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED)** 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 30 September 2024 at 12:00PM.**

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document
1. Mayor's / Business Permit
2. Philgeps Registration
3. Notarized Omnibus Sworn Statement (for ABC's above 50k)
----------nothing follows----------

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:

ONE YEAR SUBSCRIPTION FOR GOOGLE WORKSPACE BUSINESS STARTER, 44 USERS FOR THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED)					
ITEM #	**Description**	**Quantity**	**Bidder's Statement of Compliance (Comply / Not Comply)**	**Unit Cost**	**Total Cost**
1.0	One (1) Year Subscription, Google Workspace – BUSINESS STARTER	44 users			
------nothing follows--------					
The above quoted prices are inclusive of all costs and applicable taxes.					

2.0	**OTHER REQUIREMENTS**	**Bidder's Statement of Compliance (Comply / Not Comply)**
2.1	**SUPPORT:** **FREE,** Mondays to Fridays, 9am to 6pm, via phone and email	
2.2	**Date of Delivery:** Activation upon Conforme of Notice to Proceed	
2.3	**Place of Delivery:** UP School of Economics Building UPSE Auditorium Osmeña corner Guerrero Sts. UP Diliman Quezon City	
2.4	**Terms of Payment:** Thru check, Thirty (30) days 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:

ONE YEAR SUBSCRIPTION FOR GOOGLE WORKSPACE BUSINESS STARTER, 44 USERS FOR THE PHILIPPINE CENTER FOR ECONOMIC DEVELOPMENT (PCED)	
	Total Offered Quotation: *(Inclusive of all taxes and incidental expenses)*
Approved Budget for the Contract: Php203,000.00) (TWO HUNDRED THREE THOUSAND PESOS & 00/100)	**In Words:** _____ _____ _____
Company/Business Name: _____ _____ _____	**In Figures:** _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es