

## REQUEST FOR QUOTATION

**Date** : \_\_\_\_\_

**RFQ No.:** \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_

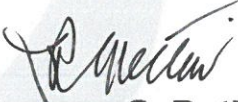

TIN : \_\_\_\_\_

PhilGEPS Registration Number (required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **One (1) Year Subscription of MS Project License** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **April 01, 2024**. A copy of your **latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement(notarized) and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson 

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p><b>One (1) year Subscription of MS Project</b></p> <p>Application: MS Project</p> <p>License Version: Project Plan 3</p> <p>Inclusions and Functions:</p> <ul style="list-style-type: none"> <li>Starting in a centralized view, create new projects easily, quickly access important, top-of-mind projects, or open projects most recently worked on.</li> <li>Plan and manage projects, using an ordered list of tasks.</li> <li>Visually track project tasks for better workflow and status, using out-of-box and custom task boards.</li> <li>Track and understand dates, assignments and the relationships of project tasks in visual timeline view.</li> <li>Work together with stakeholders and team members to edit and update task lists, project schedules, and more simultaneously.</li> <li>Includes familiar scheduling tools to assign project tasks to team members and use different views like Grid, Board, and Timeline (Gantt chart) to oversee the schedule.</li> <li>Use pre-built reports to track progress on your projects, resources, programs, and portfolios.</li> </ul>	

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17th & 18th Floors, 139 Corporate Center, Valero St., Salcedo Village, Makati City 1227, Philippines  
sbccorporation@sbcorp.gov.ph

5328-1100 -1110 and 1112-1116  
www.sbcorp.gov.ph





<ul style="list-style-type: none"> <li>• Build visual, interactive roadmaps by aggregating different project types across your organization for visibility.</li> <li>• Use fully installed, up-to-date Project desktop app. One license covers up to five PCs per person.</li> <li>• Define the project team, request resources for the project, and assign project tasks to those resources.</li> </ul> <p>Technical Support: 24x7x365 email c/o OEM</p> <p>Number of user-editor: three (3) Subscription Period: One (1) Calendar year</p>	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot (1 year contract)	
b) 18 <sup>th</sup> Flr 139 Corporate Center, 139 Valero St., Salcedo Vill, Makati City	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
<b>Php75,000 Tax Inclusive</b>			In words _____ _____  In figures: _____



## TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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 (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp 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.
11. 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 contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than

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forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.

12. 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 SBCorp 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.

Office Telephone No. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_

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Small Business Corporation  
INFORMATION TECHNOLOGY GROUP

**TERMS OF REFERENCE**  
One-Year Subscription of MS Project

**I. OBJECTIVE**

The project aims to subscribe to MS Project Plan 3 for three (3) editors for one (1) year.

**II. SCOPE OF WORK**

The project calls for the supply, delivery, subscription, activation, license turnover and technical support, of **MS Project Plan 3**, for three (3) editors, for one (1) calendar year.

**III. TECHNICAL SPECIFICATIONS**

<i>Application</i>	<i>MS Project</i>
<i>License Version</i>	<i>Project Plan 3</i>
<i>Inclusions and Functions</i>	<i>Starting in a centralized view, create new projects easily, quickly access important, top-of-mind projects, or open projects most recently worked on.</i>
	<i>Plan and manage projects, using an ordered list of tasks.</i>
	<i>Visually track project tasks for better workflow and status, using out-of-box and custom task boards.</i>
	<i>Track and understand dates, assignments and the relationships of project tasks in visual timeline view.</i>
	<i>Work together with stakeholders and team members to edit and update task lists, project schedules, and more simultaneously.</i>
	<i>Includes familiar scheduling tools to assign project tasks to team members and use different views like Grid, Board, and Timeline (Gantt chart) to oversee the schedule.</i>
	<i>Use pre-built reports to track progress on your projects, resources, programs, and portfolios.</i>
	<i>Build visual, interactive roadmaps by aggregating different project types across your organization for visibility.</i>
	<i>Use fully installed, up-to-date Project desktop app. One license covers up to five PCs per person.</i>
<i>Define the project team, request resources for the project, and assign project tasks to those resources.</i>	
<i>Technical support</i>	<i>24x7x365 email c/o OEM</i>
<i>Number of user-editor</i>	<i>Three (3)</i>
<i>Subscription period</i>	<i>One (1) calendar year</i>

**IV. PROJECT COST**

The Approved Budget for the Contract (ABC) is Seventy-Five Thousand Pesos (PhP75,000.00), inclusive of all applicable taxes, including Value-Added Tax (VAT).

**V. IMPLEMENTATION**

Supplier-bidder must supply, deliver, activate and turn-over the application and its licenses to SB Corp-Information Technology Group with thirty (30) calendar days upon release of Notice to Proceed (NTP).

*FK* 