

REPUBLIC OF THE PHILIPPINES Department of Health

NATIONAL CENTER FOR MENTAL HEALTH

Nueve de Febrero Street, Mandaluyong City, Philippines



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SOLICITATION NO. CS-SVP-2024-005-02 Procurement of Online Video Conferencing Platform Subscription CY 2024

REQUEST FOR QUOTATION

June 15, 2024

Dear Sir/Madame:

Please quote your lowest price on the items herewith attached, subject to the General Conditions, and stating the shortest time of delivery. Submit your <u>sealed quotation</u> using this form duly signed by your authorized representative together with the documentary requirements not later than <u>June 21, 2024 (Friday), 4:00 PM</u>. Kindly transact / address directly at the BAC Secretariat Office. For inquiries, you may call 8531-9001 local 239 or 8531-8318.

Respectfully yours

RUSSELLE SP. OLASO, MPA
Head, BAC Secretariat
OIC, Procurement Section

General Conditions:

- 1. Bid offer must meet the minimum technical specifications.
- 2. Delivery period shall be within a maximum period of <u>Seven (7) calendar days/see</u> <u>attached Terms of Reference (TOR) for references</u> upon receipt of approved Purchase Order (PO) / Notice to Proceed (NTP).
- 3. <u>Price validity</u> and <u>payment terms</u> shall be for a minimum period of <u>thirty (30)</u> <u>calendar days.</u>
- 4. Documentary requirements current and valid:
 - a. Mayor's / Business Permit (Note: A recently expired Mayor's/Business permit together with the Official Receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be accepted. Section 24.1 of RA 9184 and its revised 2016 IRR.)
 - b. PhilGEPS Registration Number or PhilGEPS Certificate
 - c. Annual Income Tax / Business Tax Return (with corresponding eFPS Filing Reference Number and successful payment page or its equivalent proof of payment, if applicable)

d. Notarized Omnibus Sworn Statement

(<u>For Corporation</u> – Attached Corporate Secretary Certificate) (For Sole Proprietorship – Attached Special Power of Attorney)

- 5. Failure to comply with the stated general conditions constitutes a disqualification.
- 6. The NATIONAL CENTER FOR MENTAL HEALTH reserves the right to reject any or all bids, to waive any defect, and accept such bids advantageous to the government, and that it reserves the right to rescind the contract and debar the dealer from entering in future bidding's of the center.

Notes:

- All documents must be Certified True Copy (CTC). Bidder's certification is acceptable.
- On documents (licenses, certificates and/or registrations) for renewal, bidders are required to attach Official Receipt (OR) as proof of payment.
- The sealed envelope must be submitted in the Procurement Section/BAC Office of the National Center for Mental Health (NCMH) on or before the deadline.
- Documentary requirements must be arranged in the above sequence/order & placed in a folder. This form (RFQ) must be in a sealed envelope. Both folder (documentary requirements) and envelope (price quotation) should be placed on an envelope of any color with proper label as shown below. Bidder may opt to use their own company letterhead using the format below.

MARKING / LABEL OF PRICE QUOTATION

1. Sealed Price Quotation Envelope:

Procurement of Onlin	Request for Quotation e Video Conferencing Platform Subscription CY 2024
1 2	
1	lame of Company / Bidder: Tel. no.: Fax no.:

2. Documentary Requirements Folder:

Procuremen	Request for Quotation t of Online Video Conferencing Platform Subscription CY 202
	Item/s bidded:
	1
	Name of Company / Bidder:
	Tel. no.:
	Fax no.:

Mother Envelope:

Request for Quotation
Procurement of Online Video Conferencing Platform Subscription CY 2024
Name of Company / Bidder:
Tel. no.:
Fax no.:

DO NOT OPEN ON OR BEFORE: (Indicate closing date PhilGEPS)

Procurement of Online Video Conferencing Platform Subscription CY 2024

NIT OF ASURE	ITEM SPECIFICATION	BIDDER'S SPECIFICATION	APPROVED BUDGET OF THE CONTRACT	BIDDER'S OFFER
Lot	Procurement of Online Video Conferencing Platform Subscription CY 2024 Specifications: Attendee Capacity: 300 participants Host: 10 Polling/Breakout room Admin Portal Vanity URL Whiteboard (Unlimited) Team Chat Unlimited meeting for up to 30 hours per meeting Single sign-on Managed domains Company branding Scheduler Waiting room Recording (can be local and with at least 5 GB cloud storage) Co-host and alternate host Streaming Technical support(ticket, live chat, and phone	SPECIFICATION STATEMENT OF STAT	CONTRACT UNIT PRICE: Php99,924.90	UNIT PRICE:
	Others: Conduct of User's Training (Please refer to the attached Terms of Reference)		Php34,263.00	

Brand and model:		
Delivery period:	Max of 7 working days	SUBMITTED AND CONFORMED BY:
Varranty:	Min of 3 months (supplies)	
-	Min of 1 year (equipment)	
Price validity:	Min of 30 Calendar Days	COMPANY NAME
Payment terms:	Min of 30 Calendar Days	
		COMPANY ADDRESS
		PRINTED NAME AND SIGNATURE OF REPRESENTATIVE
	-	DESIGNATION
		CONTACT NUMBER/S