



PHILIPPINE INTERNATIONAL TRADING CORPORATION
5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

**REQUEST FOR QUOTATION
RENEWAL OF OFFICE 365 BUSINESS STANDARD LICENSE FOR THE PHILIPPINE
INTERNATIONAL TRADING CORPORATION**

Reference No.: MSD-RFQ-2020-12-008

The Philippine International Trading Corporation (PITC) per approved APP 2020, intends to apply the sum of **PESOS: NINE HUNDRED SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (Php 907,500.00)** being the Approved Budget for the Contract (ABC) to payment under the contract for the **Procurement of O365 Business Standard** more particularly described as follows:

Description	QTY	ABC (VAT Inclusive)
Office 365 Business Standard One (1) Year	110 License	Php 907,500.00

In view of this, we request suppliers to submit quotation with the following requirements, terms and conditions for compliance:

1. **Minimum Requirements:**

- a) Submission of valid and current CERTIFICATE OF PHILGEPS REGISTRATION (Platinum Membership*)

OR

- a) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;
- b) Business/Mayor's permit for 2020 issued by the city or municipality where the principal place of business of the prospective bidder is located.
- c) Valid and Current Tax Clearance issued by Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR
- d) PhilGEPS Registration Number

2. **Technical Requirements:**

- a. Completely filled out PITC Technical Proposal Form (**Annex “A”**) for which contains required technical specification of the above item.
- b. Certificate/s of in-house and currently employed Microsoft Certified Technology Specialist for Office 365 of the supplier.
- c. Duly signed, filled out, and notarized Omnibus Sworn Statement (**Annex B**);
- d. Delivery Period : Within seven (7) calendar days from receipt of Purchase Order/Job Order.
- e. Delivery Place: ITSD 5th Floor NDC Building, 116 Tordesillas St. Salcedo Village, Makati City

3. **Financial Requirements:**

- a. Completely filled out PITC Financial Proposal Form **Annex “C”** – supplier’s price quotation should not exceed the ABC, otherwise it is automatically rejected;
 - b. Price must be VAT inclusive;
 - c. Price must be valid for One Hundred Twenty (120) days upon submission of quotation; and
 - d. Payment term is within fifteen (15) calendar days after complete delivery of the goods, migration of emails and after submission of required documents as listed in the Financial Proposal Form (**Annex “C”**)
4. Refusal to sign and accept the Award or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

Should your company be interested, you may submit your open quotation on or before **10:00 a.m., December 4, 2020** at the 5th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City or thru Fax numbers 8818-9801 loc. 447 or 393 c/o Jack Crispino or Anna Barbara T. Reserva or thru email address: jack@pitc1973.onmicrosoft.com.

Thank you.

(SGD)JOSEFINA B. OCAMPO
Department Manager
Management Services Department

After having carefully read and accepted the Terms and Conditions,
I/we submit our quotation for the **RENEWAL OF OFFICE 365 BUSINESS STANDARD
LICENSE FOR THE PHILIPPINE INTERNATIONAL TRADING CORPORATION**

Name of Company (in print)

Signature Over Printed Name & Designation of Company Authorized Representative (in print)

Contact Details (Tel. No. , Fax No. & Email Address)

Date

PLEASE USE THIS BID FORM DO NOT RETYPE OR ALTER

ANNEX "A"

PHILIPPINE INTERNATIONAL TRADING CORPORATION
RENEWAL OF OFFICE 365 BUSINESS STANDARD LICENSE FOR THE
PHILIPPINE INTERNATIONAL TRADING CORPORATION

Reference No.: MSD-RFQ-2020-12-008

TECHNICAL PROPOSAL FORM

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INSTRUCTION TO THE SUPPLIER: Indicate the word "**COMPLY**" under the corresponding column per line/item number if supplier can meet the technical specifications & other requirements. DO NOT LEAVE ANY BLANK. A "YES" or "NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

Line No.	TECHNICAL SPECIFICATION	SUPPLIER'S STATEMENT OF COMPLIANCE
1.0	<p>Technical Specifications:</p> <ul style="list-style-type: none">• Email hosting with 50 GB mailbox and custom email domain address• Hub for teamwork to connect your teams with Microsoft Teams• Desktop versions of Office applications: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only)• File storage and sharing with 1 TB of OneDrive storage• One license covers fully-installed, always-up-to-date Office apps on 5 phones, 5 tablets, and 5 PCs or Macs per user• 24/7 phone and web support• Compatible with Windows 10, Windows 8.1, Windows 7 Service Pack 1, and the two most recent versions of macOS. All languages included.	

SUPPLIER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Proposal Documents including Bulletins, as applicable, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the proposal documents.

Until a formal contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

Omnibus Sworn Statement (Revised¹)

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

¹ Pursuant to GPPB Resolution No. 16-2020 dated 16 September 2020

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their [*insert type of valid government identification card used*], which he/she/they has/have presented to me.

Witness my hand and seal this ____ day of [*month*] [*year*].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [*date issued*], [*place of issue*]

IBP No. _____ [*date issued*], [*place of issue*]

Doc No. _____

Page No. _____

Book No. _____

Series of _____

PLEASE USE THIS BID FORM DO NOT RETYPE OR ALTER

ANNEX "C"

PHILIPPINE INTERNATIONAL TRADING CORPORATION
RENEWAL OF OFFICE 365 BUSINESS STANDARD LICENSE FOR THE
PHILIPPINE INTERNATIONAL TRADING CORPORATION

Reference No.: MSD-RFQ-2020-12-008

FINANCIAL PROPOSAL FORM
(VAT INCLUSIVE)

DESCRIPTION	QTY	PITC ABC	SUPPLIERS QUOTATION
			PRICE
Office 365 Business Standard One (1) Year	110 License	Php 907,500.00	
TOTAL PRICE			

Total Amount in Words: _____

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.
- III. Payment to Supplier of the Contract Price, net of applicable withholding tax shall be made within fifteen (15) days after full delivery, and submission of the required documents as follows:
 1. Original **BIR VAT registered** Supplier's Invoice issued under the name of the PITC indicating PITC **TIN: 000-168-575-000 V**. Entries must be typewritten or computer printed and must be duly acknowledged and received by PITC's authorized representative;
 2. Original Delivery Receipt issued under the name of the PITC.

SUPPLIER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Proposal Documents including Bulletins, as applicable, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the proposal documents.

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Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date