



Republic of the Philippines
DEPARTMENT OF FINANCE
BUREAU OF LOCAL GOVERNMENT FINANCE
8th Floor, EDPC Building, BSP Complex, Roxas Boulevard, 1004 Manila
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REQUEST FOR QUOTATION

The **Bureau of Local Government Finance (BLGF)** – Bids and Awards Committee (BAC) through its Administrative Division-Supplies and Property Section, will undertake a **Small Value Procurement** for the “**MS OFFICE 365 BUSINESS ESSENTIAL SUBSCRIPTION**” in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

In this regard, please quote your most **responsive bids** for the item/s described under Annex “A”, subject to the Terms and Conditions provided herein:

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.

Please submit your quotation duly signed by you or your authorized representative on or before **March 22, 2023, until the closing of office hours at 5:00 pm, manually or via email to jv.almontejr@blgf.gov.ph and/or ir.ibardolaza@blgf.gov.ph.**

Moreover, this Bureau also require the submission of your latest **Business/Mayor’s Permit, Income/Business Tax Return, Omnibus Sworn Statement and PhilGEPS Registration Number**. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s Permit.

Quotations and other requirements submitted after the closing time shall not be accepted.

For any clarification, you may contact us via e-mail at jv.almontejr@blgf.gov.ph and ir.ibardolaza@blgf.gov.ph.


MELCY M. BALUYAN
Chief Administrative Division



ANNEX “A”

Date : _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

Tax Identification Number (TIN) : _____

PhilGEPS Registration Number : _____

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.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

m	Unit	Qty.	Description	Unit Price (Vat Inclusive)	Total Amount (VAT Inclusive)
	Lic.	297	MS Office 365 Business Essential Subscription (Renewal) April 2023 – March 2024 <i>Duration : 1 year subscription Inclusive of Training and Software/License Inclusive of VAT</i> MS Office 365 Business Essential		

<p align="center"><u>SCHEDULE OF REQUIREMENTS</u></p> <p>Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE.</p>	<p align="center">Bidder's Statement of Compliance</p>
<p>Delivery days must be within thirty (30) calendar days upon receipt of the approved Purchase Order (PO)</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
<p>Five Hundred Ninety Four Thousand Pesos Only (Php594,000.00)</p>	<p>In words : _____</p>
	<p>_____</p>
	<p>In figures : _____</p>
	<p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

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 sixty (60) calendar days from the date of submission of quotation.
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 calculated and responsive 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.
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. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The BLGF shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BLGF 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.
10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
11. 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 BLGF 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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.