



REPUBLIC OF THE PHILIPPINES
**PUBLIC-PRIVATE PARTNERSHIP
CENTER**

8th Floor, One Cyberpod Centris, EDSA cor. Quezon Ave., Brgy. Pinyahan, Quezon City
Tel. No. 8709-4146 / 8929-39-71 (Telefax); website: www.ppp.gov.ph

REQUEST FOR QUOTATION

One (1) Year Subscription of Zoom Pro License

RFQ NO.: 2021-09-040

September 28, 2021

To All Bidders:

The Public-Private Partnership Center of the Philippines invites eligible bidders to quote their lowest price/s for the item/s listed on the attached Request for Quotation (RFQ) form including the total amount in legible style (preferably typewritten).

The quotation may be submitted **manually** in a sealed envelope labeled with the RFQ number to the PPPCP, BAC Secretariat, c/o Ms. Mildred A. Castillo, of the above address or through electronic mail at **procurement@ppp.gov.ph** on or before 5:00pm of October 6, 2021, subject to the following terms and conditions:

- The electronic submission procedure shall be as follows:
 - Quotations shall be sent through the email account/address indicated above. Quotations addressed to any email account/address other than the one indicated above will be deemed "not submitted" by the bidder and will not be considered by the PPP Center.
 - Bidders shall ensure that the eligibility and technical requirements/documents as well as the price quotation are received at the email account/address indicated above on or before the prescribed deadline. If only the eligibility and technical requirements/documents are received from the bidder on the prescribed deadline, while the price quotation is received beyond the deadline, the submission will not be accepted.
 - Bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, **ONLY** the latest email containing the eligibility and technical requirements/documents and price quotation received on or before the deadline shall be considered.
- The mode of procurement is Small Value Procurement. Quotation should not exceed the total Approved Budget for the Contract (ABC) for this procurement is Php 80,000.00.
- Quotation must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions.
- Quotation must be submitted using the attached RFQ form. Supplemental information using your company stationery shall be attached to reflect the complete specification of bid e.g., brand name, model, pictures/ brochures/literature, etc.
- Quotation must be accompanied with the following documents:
 - Valid Mayor's/Business Permit or in its absence, expired Business or Mayor's permit with Official Receipt of renewal application, subject to submission of Business or Mayor's permit after award of contract but before payment;
 - PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number (can be submitted by the bidder as condition to award);
 - Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided for under GPPB Resolution No. 09-2020; and
 - Conformed Terms of Reference (see attached).



Award shall be made to the Lowest Calculated and Responsive Quotation or Single Calculated and Responsive Quotation.

Bids should be valid for a minimum of one (1) month from deadline of submission of bids.

Procured items must be served/provided to PPP Center.

Payment shall be made seven (7) working days after receipt of billing statement.

The payment will be through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Land Bank of the Philippines (LBP), or bank transfer in non LBP accounts where corresponding bank charges shall be borne/paid by the payee.

In case you do not receive any communication from PPPCP one (1) month from the deadline indicated above, it will mean that the award was not made in your favor. PPPCP reserves the right to accept any or all quotation/bid and to annul bidding process and reject all quotations/bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact the BAC Secretariat c/o Ms. Mildred A. Castillo in the above address/telephone number or email at procurement@ppp.gov.ph.

Very truly yours,

MARIA THERESA L. LARANANG

Chairperson, Bids and Awards Committee



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REQUEST FOR QUOTATION

28 September 2021

Item No.	Qty.	Unit	ITEM/DESCRIPTION	UNIT Price	Total (PhP)
	1	lot	One (1) Year Subscription of Zoom Pro License with an Add-on of Large Meetings up to 500 participants only * Wih five (5) licenses only See attached Terms of Reference		

(Bidders, Please Provide complete information below)

Farmed-out:	Signature:	
Retrieved on:	Name/Designation:	
	Name of Company:	
	Address:	
	Telephone/Fax:	
	TIN:	

TERMS OF REFERENCE

Procurement of One-Year Zoom Video Conferencing Platform Subscription for the Capacity Building Division 2021- 2022

I. Rationale

Amid the COVID-19 pandemic, the PPP Center, as the main driver of the implementation of the country's PPP program, shall continue to deliver capacity development activities to implementing agencies (IAs) and other stakeholders.

As mass gatherings are temporarily prohibited and physical distancing shall be observed, the Capacity Building Division (CBD) began rolling out online capacity building activities (OCBAs) such as webinars, online trainings, and remote knowledge sharing sessions, in lieu of the usual face-to-face trainings, using the Microsoft (MS) Teams in 2020.

Following the PPPC's Office Circular No. 06, Series of 2019, also known as the Harmonized Client Satisfaction Survey Guidelines, CBD noted the number of feedbacks from the participants recommending to explore other video conferencing platforms that are more user-friendly such as Zoom.

II. Objectives

The annual subscription of Zoom video conferencing platform aims to:

- enhance the quality and effectiveness of the OCBAs; and
- increase the number of participants to accommodate during the online sessions.

III. Participants

The attendees/participants of OCBAs are composed of:

- resource speakers from PPP Center and other technical experts and consultants;
- CBKMS and other PPPC Service Directors, and/or Deputy Executive Directors;
- CBD personnel; and
- target participants of the OCBAs that increase up to 200 per online session.

IV. Scope of Work and Job Specifications

The service provider shall provide a one-year Zoom Video Conferencing subscription with the following specifications:

Zoom Pro License with an add-on of large meetings up to 500 participants only

- With five (5) licenses only
- With all the benefits of Free plus:
 - Can host up to a maximum of 100 participants in a meeting
 - Group meetings for up to 30 hours
 - Private and Group Chats
 - Social media streaming
 - 1 GB cloud recording (per license)
- With the following video conferencing/meeting features:
 - HD Video

- Screen Sharing Options
- Whiteboard
- Breakout Rooms
- Virtual Background
- Waiting Room
- Polling
- MP4 recording that can be saved in cloud or local computer storage
- Customize Personal Meeting ID
- With add-on of Large Meetings (500 participants)
 - One (1) license only

V. Subscription Coverage

One-year (12 months) subscription from 2021 to 2022.

VI. Approved Budget for the Contract

The approved budget for the contract is **PhP80,000.00** inclusive of all applicable government taxes and service charge.

VII. Mode of Procurement

The mode shall be Small Value Procurement pursuant to Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

VIII. Evaluation and Selection Criteria (Rating Scheme)

Bid proposals shall be evaluated pursuant to Annex H (Consolidated Guidelines for the Alternative Methods of Procurement) of the revised IRR of RA 9184.

IX. Payment Scheme

Payment shall be made fifteen (15) working days after receipt of billing statement.

The payment for the services rendered by the Service Provider shall be made through Expanded Modified Direct Payment Scheme (Ex-MDPS) either by direct credit to the winning bidder's bank account maintained at Landbank of the Philippines (LBP), or bank transfer in non-LBP accounts where corresponding bank charges shall be borne/paid by the payee.

CONFORME:

Signature over Printed Name and Designation

Name of Company

Date: _____