



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



REQUEST FOR QUOTATION

P.R. NO:	2024-05-1380	MODE OF PROCUREMENT:	NP-SVP
P.R. DATE:	30 MAY 2024	REF. NO.:	RFQ-2024-159
END-USER:	KISS-NIMD	DATE PREPARED:	June 5, 2024
PRN:	<u>10927587</u>	CLOSING DATE/TIME:	June 11, 2024 10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>Procurement of Subscription of Microsoft Copilot for the Department and Natural Resources</i>	36	Lic	922,320.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3. Interested bidder/s must submit the following documents:

A. ELIGIBILITY DOCUMENTS	
a.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);
	OR
	PhilGEPS Registration Number
b.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2023 Business/Mayor's permit.
c.	Special Power of Attorney/Board Resolution/Authorization as authorize representative valid for six (6) months (if applicable)
Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
d.	Completely filled out and duly signed Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	Submit five (5) years' experience in providing similar (Supply and Delivery of Adobe Creative Cloud Subscription) and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.
f.	Submit Certificate that they have the capacity and ability to provide maintenance services and technical support.
g.	Duly Conformed Terms of Reference

Failure to submit all documents as required above shall be automatically disqualified.

- Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
- Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Refusal to sign and accept the Award or enter into contract without justifiable reason may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
- Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address ampbac.co@denr.gov.ph and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.

8. If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFQ-2024-159.
9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.



DIANNE G. TIBIAS
Chief, Procurement Mgt. Section-PSMD &
Head, BAC Secretariat

Juni 

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	<i>Procurement of Subscription of Microsoft Copilot for the Department and Natural Resources</i>	36 Lic



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TERMS OF REFERENCE
As of 21 May 2024

Procurement of Subscription of Microsoft Copilot for the Department and Natural Resources (DENR)

I. RATIONALE

The DENR is the primary agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources. In order to effectively and efficiently perform its mandated tasks and responsibilities, DENR employees must have necessary ICT resources such as but not limited to desktop, laptop, server, software, uninterrupted power supply (ups), etc. With this, the DENR shall procure Copilot for Microsoft 365 subscription for use of applications to support such tasks and responsibilities.

II. APPROVED BUDGET

The total ABC for the project is **PhP 922,320.00** inclusive of all applicable government taxes and service charges.

III. QUALIFICATION OF BIDDER

- A. Bidders must have at least five (5) years' experience in providing similar (supply and delivery of Adobe Creative Cloud Subscription) and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.
- B. Bidders must provide certificate that they have the capacity and ability to provide maintenance services and technical support

IV. PROJECT DESCRIPTION

This procurement involves provisioning thirty-six (36) Microsoft Copilot licenses as add-on for the DENR Microsoft Office 365 subscription valid for one (1) year for the DENR.

V. DELIVERY PERIOD AND PLACE OF DELIVERY

The winning supplier shall supply and deliver a Certificate of Subscription for the project requirements at the DENR Central Office, through Supply Management Section-Property and Supply Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City within **thirty (30) calendar days** from receipt of Purchase of Order

VI. TERMS OF PAYMENT

Payment shall be made after completion of the project as detailed below:

Timeline	Project Deliverables	Documentary Requirements
Within thirty (30) calendar days from receipt of NTP	<ul style="list-style-type: none"> • Proof of Certificate of Subscription 	<ul style="list-style-type: none"> • Delivery Receipt received by SMS-PSMD. • Certificate of Subscription • Certificate of Inspection and Acceptance issued by DENR. • Billing Statement or Sales invoice.

Prepared by:

[Signature]
MICHAEL L. PAGULAYAN
Administrative Assistant III
KISS-NIMD

Reviewed by:

[Signature]
EUGENE C. DE GUZMAN
OIC-Chief
KISS-NIMD

PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER

Annex A (Page 2 of 2)

Project Requirements/Terms and Conditions:

1. **Delivery/completion** period: as per Terms of Reference.
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. Bidder has no overdue deliveries or unperformed services intended for DENR-CO.

**FINANCIAL QUOTATION FORM
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
			Unit Price	Total Price	Unit Price	Total Price
	<i>Procurement of Subscription of Microsoft Copilot for the Department and Natural Resources</i>	36 Lic	25,620.00	922,320.00		

Note: Financial offer must not exceed in the ABC.

BIDDER'S UNDERTAKING

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

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

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: _____

Designation: _____
Date: _____
Email Address: _____
Telefax No.: _____
Mobile Number: _____