




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. IBAS**  
Chief, Procurement Mgt. Section-PSMD &  
Head, BAC Secretariat

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Technical Proposal Form

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



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



**TERMS OF REFERENCE**  
As of 21 June 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 provide certificate that they have the capacity and ability to provide 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"> <li>• Proof of Certificate of Subscription</li> </ul>	<ul style="list-style-type: none"> <li>• Delivery Receipt received by SMS-PSMD.</li> <li>• Certificate of Subscription</li> <li>• Certificate of Inspection and Acceptance issued by DENR.</li> <li>• Billing Statement or Sales invoice.</li> </ul>

Prepared by:

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

Reviewed by:

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

**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 of Environment 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: \_\_\_\_\_