



REQUEST FOR QUOTATION NO.: 2024-12-095

Date: December 23, 2024

Procurement Title : Supply and Delivery of One (1) Year Subscription of Zoom Workplace Pro

Purchase Request No. : 2024-12-234

Approved Budget for the Contract : Php 122,220.00 (Vat Inclusive)

Sir/Madam:

The Commission on Filipinos Overseas invites PhilGEPS registered suppliers to quote the latest market price of the item/s described/listed below. Quotations must be placed in **TWO (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope (COPY 1) should contain copies of the documents. Please submit your sealed envelopes at the **21st floor, Administrative and Finance Division, The Upperclass Tower, Quezon Avenue, cor Sgt. Reyes St, Diliman, Quezon City** or you can send your files via email at bac.secretariat@cfo.gov.ph on or before **January 6, 2024; 09:00 A.M.**

Documents submitted via email should be password-protected ([see attached instructions on how to lock your files](#)). Passwords should be given to the BAC Secretariat on the opening date by the bidder's representatives attending via ZOOM.

I. General Terms and Condition:

1. Quotations should be addressed to the CFO Bids and Awards Committee and must be placed in **two (2) sealed envelopes**. The first envelope should contain the original documents while the second envelope should contain copies of the documents;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Quotations should be **inclusive of all cost and applicable taxes**;
4. The following documents should be submitted **along with the sealed quotation**:
 - **PhilGEPS Registration Number/Certificate;**
 - **Mayor's/Business Permit;**
 - **BIR Form 2303 Certificate;**
 - **SEC or DTI Certificate;**
 - **Notarized Omnibus Sworn Statement; and**
 - **Copy of any Valid ID of the Authorized Representative**
5. Bidders must have a Land Bank account for payment purposes. Otherwise, bank fees shall be for the account of the winning bidder.
6. In accordance with Presidential Decree No. 1445, the Government shall not be obliged to make an advance payment for services not yet rendered or for supplies and materials not yet delivered under any contract therefor.

COMPANY NAME : _____
 ADDRESS : _____
 PhilGEPS REGISTRATION No.: _____ VALID UNTIL: _____

ITEM DESCRIPTION	QUANTITY	APPROVED BUDGET FOR THE CONTRACT (VAT INCLUSIVE)	QUOTATION/OFFER AMOUNT (VAT INCLUSIVE)
Supply and Delivery of One (1) Year Subscription of Zoom Workplace Pro	10 Subscriptions	PHP 122,220.00 (Php 12,222.00 per subscription)	
Up to 30 hours/meeting			
100 attendees/meeting			
Enabling and adding of co-host (no limit)			
Up to 5 GB of cloud recording storage			
Automated caption			
Whiteboard: 3 editable boards with 25 mb of cloud storage			
Team chat			
Mail & Calendar (beta)			
Zoom reporting			
Personal meeting ID			
Breakouts and polling			
AI Companion			
TOTAL AMOUNT		Php 122,220.00	

Delivery Schedule: 30 calendar days upon receipt of Purchase Order

After careful evaluation of the General Terms and Conditions, Specifications, and Delivery Schedule, I/WE hereby accept and submit our quotation based on the items and prices above.

The CFO reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

 Signature over printed name (Owner/Authorized Representative)

Telephone/Mobile No.: _____

Email Address : _____

Date : _____

For more information, you may contact the **CFO-BAC Secretariat** through:

Email: bac.secretariat@cfo.gov.ph

Telephone numbers: 8552-4792, 8552-715, 8552-4756