PHILIPPINE COMPETITION COMMISSION
Ensuring businesses compete and consumers benefit

25/F Vertis North Corporate Center 1,
North Avenue, Quezon City 1105
www.phcc.gov.ph
queries@phcc.gov.ph
(+632) 8771 9722

REQUEST FOR QUOTATION

Procurement of Generative AI (Co-pilot) Subscription

No./Date Received: **2025-08-0130 / 08 Aug 2025** RFQ/P No. / Date: **2025-08-0134 / 20 August 2025**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached ***Technical Specifications*** subject to the Terms and Conditions and within the **Approved Budget for the Contract.**

Required Documents/Information to be submitted as Attachments to the Quotation:

- Valid Mayor's/Business Permit / BIR Cetificate of Registration in case of individual.
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement
- Signed Terms of Reference
- Signed Request for Proposal

This pro-forma quotation maybe submitted through ***registered*** or ***electronic mail*** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to ***procurement@phcc.gov.ph*** or (assigned PBAC Sec email **jffuna@phcc.gov.ph** on or before **27 August 2025, 5:00 PM** subject to the following *Terms and Conditions:*

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to **(BIR 2306)** 5% R-VAT and **(BIR 2307)** 1% (PO) or 2% (JO) deductions.
5. PCC PBAC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the IRR of RA 12009: Section 71 - Liquidated Damages and Section 98 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 70 of the same IRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed ***Technical Specifications***
10. Please note that the award of the procurement is on a **per lot basis.**
11. This project adopts the Implementing Rules and Regulations of RA 12009.

Very truly yours,

[redacted]

Signed by Joseph Melvin B Basas

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Signed by Ma Celeste Dizon

Item	Unit	ABC	Project Title	Unit Cost (PhP) (To be filled out by the supplier)	Total Amount (PhP) (To be filled out by the supplier)
		Total			
1	Lot	₱ 250,000.00	Procurement of Generative AI (Co-pilot) Subscription Microsoft 365 Co-Pilot - 3 lot Microsoft 365 Co-Pilot Studio (Tenant) - 1 lot	₱ 250,000.00	₱ 250,000.00
			(Please see attached Technical Specifications)		
Total ABC		**₱ 250,000.00**	**TOTAL Amount :**		
Delivery Instructions:			*(Please see attached Technical Specifications)*		

*(Please provide **complete** information below)*

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
Designation/Position : _____
Name of Company : _____
Address : _____
Telephone / Fax : _____
E-mail Address: _____
Company Tax Identification Number : _____

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BAGONG PILIPINAS

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DETAILED TECHNICAL SPECIFICATIONS

Procurement of Generative AI (Co-pilot) Subscription

ABC: PhP 250,000.00
Mode of Procurement: Small Value Procurement

I. TECHNICAL SPECIFICATIONS:

Minimum and/or equivalent functional requirements, technical specifications, features, characteristics and numbers.

- Subscription period of twelve (12) months.
- Full integration with Microsoft 365 Suite
- Compatibility with PCC's existing IT Infrastructure
- Provide the following quantity:

Subscription	**Quantity**
Microsoft 365 Co-pilot	3
Microsoft 365 Co-pilot Studio (Tenant)	1

II. DELIVERY TERMS

Must complete the setup and provisioning within fifteen (15) calendar days from receipt of Notice to Proceed and/or Job Order.

III. PAYMENT SCHEME:

Payment shall be **ONE TIME PAYMENT**. The PCC shall pay the service provider within fifteen (15) working days upon receipt of the original signed Statement of Account, or billing statement, supported by Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user.

IV. INFORMATION SECURITY MANAGEMENT SYSTEM

To ensure the Philippine Competition Commission (PCC) maintains a high standard of information security when engaging with third-party providers, all suppliers are required to comply with the established PCC Information Security Management System (ISMS). These requirements are outlined in the Supplier Security Policy (POL-PCC-GSD 02-03) and related ISMS policies and procedures.

All data, documents, records, configuration files, and metadata (collectively referred to as "Information") provided to the supplier(s) for the purpose of delivering services are considered confidential and remain the exclusive property of PCC. The supplier(s) shall recognize the critical importance of maintaining the security and confidentiality of the Information and agree to prevent its unauthorized transfer, disclosure, or use by any third party. The supplier(s) shall not use the Information for any purpose other than to perform the agreed-upon services. Furthermore, the supplier(s) shall ensure that, upon completion of the service, they will not retain any portion of the Information in any form whatsoever.

The following must be submitted after the issuance of Notice of Award or Purchase Order or Job Order:

- Notarized Non-Disclosure Agreement
- Notarized Data Sharing Agreement (if applicable)
- Project Risk Management Plan (if applicable)

The documents will be submitted to the ISMS Secretariat in compliance with the approved PCC Information Security Management System, and will not form part of the submission for payment processing.

V. LIQUIDATED DAMAGES:

The Philippine Competition Commission (PCC) will impose Liquidation Damages for delays in delivering and implementing the Microsoft Co-Pilot licenses at a rate of 0.1% of the total contract value per day, capped at 10% of the total contract value. These penalties apply if the vendor fails to meet deadlines for delivery, installation, training, or support services. Exceptions include delays due to force majeure events, which the vendor must report within 5 days. Liquidation Damages will be deducted from due payments or paid by the vendor within 30 days if no payments are due. These penalties do not limit PCC's rights to terminate the contract, seek actual damages, or pursue other legal remedies. The vendor must adhere to the agreed schedule to avoid these charges.

VI. DISPUTE AGREEMENT / RESOLUTION:

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:

JOVEN T. ASEBUQUE
Computer Programmer Associate

Approved by:

ALLAN ROY D. MORDENO, CISM
Chief, ICT Division

Noted by:

JESON Q. DE LA TORRE
Director IV, Administrative Office

Conforme:

_____

Name and Signature of Authorized Representative

_____

Designation

_____

Name of Company

_____

Date