PHILIPPINE COMPETITION COMMISSION

Ensuring businesses compete and consumers benefit

9F and 25/F Vertis North Corporate Center 1
North Avenue, Bagong Pag-Asa, Quezon City 1105
www.phcc.gov.ph
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(+632) 8771 9722

REQUEST FOR PROPOSAL

Procurement of Generative AI (Copilot) Subscription

P.R. No./Date Received: **2026-08-0115 / 14 August 2026**

RFQ/P No. / Date: **2026-09-0105 / 15 September 2026**

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 Proposal:

- *Valid Mayor's/Business Permit / BIR Certificate of Registration in case of individual.*
- *PhilGEPS Registration Number*
- *Income/Business Tax Return*
- *Notarized Omnibus Sworn Statement and if applicable,Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney for sole proprietorship or all members of the joint venture or giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.* **Template may be access in GPPB -TSO website or visit this link:** https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx
- *Signed Technical Specifications*
- *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* ***jsarevalo@phcc.gov.ph)*** *on or before* **22 September 2026, 3:00 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]

ATTY. JOSEPH MELVIN B. BASAS
PBAC Chairperson

[redacted]

Item No.	QTY	Unit	ABC	Project Title	Total Amount (PhP) (To be filled out by the supplier)
1	1	Lot	₱588,000.00	Procurement of Generative AI (Copilot) Subscription	
Total ABC			**₱588,000.00**	*(Please see attached Technical Specifications)*	
				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 : _____

10 years of upholding fair market competition

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DETAILED TECHNICAL SPECIFICATIONS

Procurement of Generative AI (Copilot) Subscription

I. RATIONALE:

The Philippine Competition Commission (PCC) seeks to procure a Generative AI (Copilot) subscription to enhance organizational productivity, improve operational efficiency, and support data-driven decision-making across its offices. By leveraging artificial intelligence-powered capabilities, the subscription will assist personnel in drafting documents, summarizing information, analyzing data, generating insights, and automating routine tasks while maintaining compliance with applicable security and governance requirements.

The adoption of a Generative AI (Copilot) solution aligns with the PCC's digital transformation initiatives by enabling employees to work more efficiently, improve the quality and consistency of outputs, and optimize the use of existing productivity tools. The solution is expected to strengthen collaboration, accelerate the completion of administrative and technical tasks, and support the Commission in delivering responsive and effective public service.

II. OBJECTIVES:

1. Procure a secure, reliable, and enterprise-grade Generative AI (Copilot) subscription for the Philippine Competition Commission (PCC).
2. Enhance employee productivity and operational efficiency by providing AI-powered assistance for content creation, document drafting, summarization, data analysis, research support, and other work-related tasks.
3. Enable seamless integration with the PCC's existing productivity and collaboration tools to improve workflows, communication, and knowledge management across the organization.
4. Ensure that the Generative AI solution complies with applicable security, privacy, and governance requirements while providing technical support, regular updates, and continuous service availability throughout the subscription period.
5. Support the PCC's digital transformation initiatives by equipping its personnel with innovative AI capabilities that promote efficient service delivery, informed decision-making, and continuous organizational improvement.

III. SCOPE OF WORK:

The winning bidder shall provide the Philippine Competition Commission (PCC) with Microsoft 365 Copilot subscriptions and a Microsoft 365 Copilot Studio (Tenant) subscription, including the corresponding AI capacity credits, for a subscription period of twelve (12) months.

The scope of work shall include, but not be limited to, the following:

Supply and provision of the required Microsoft licenses in accordance with the approved Technical Specifications, including:

- Three (3) Microsoft 365 Copilot subscriptions;
- One (1) Microsoft 365 Copilot Studio (Tenant) subscription; and
- One (1) Microsoft Copilot Studio Capacity equivalent to 25,000 AI credits for the twelve (12)-month subscription period.

Provisioning and activation of all subscriptions under the PCC's existing Microsoft 365 tenant, ensuring compatibility with the Commission's current Microsoft environment and ICT infrastructure.

Configuration and deployment assistance to ensure that the Microsoft 365 Copilot and Microsoft 365 Copilot Studio subscriptions are properly enabled and accessible to authorized PCC users.

Support the initial setup of Microsoft 365 Copilot Studio, including the configuration of the tenant environment necessary for the development, testing, and deployment of AI-powered agents (chatbots), as may be required by the PCC.

Ensure that the subscriptions are fully integrated with the PCC's existing Microsoft 365 services and that all licenses remain active throughout the subscription period.

6. Provide technical support during the subscription period for subscription-related concerns, license management, service activation, and issue resolution, including coordination with Microsoft, when necessary.

7. Provide updates, patches, and service improvements released by Microsoft that are included as part of the active subscription, at no additional cost to the PCC.

8. Designate an authorized technical representative or account manager who shall serve as the primary point of contact for subscription administration, technical assistance, and service coordination throughout the contract period.

9. Deliver all subscriptions, licenses, and related services in accordance with the terms and conditions of the contract, including applicable service levels, licensing requirements, and other obligations specified in the Technical Specifications.

10. Comply with all applicable Microsoft licensing policies and ensure that the subscriptions provided are genuine, valid, and authorized for use by the Philippine Competition Commission.

IV. INFORMATION SECURITY AND DATA PRIVACY MANAGEMENT SYSTEM (ISDPMS)

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:

A. Notarized Non-Disclosure Agreement
B. Notarized Data Sharing Agreement (if applicable)
C. 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. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the project is **FIVE HUNDRED EIGHTY-EIGHT THOUSAND PESOS ONLY (Php 588,000.00),** inclusive of all applicable government taxes and service. The contract price shall include all the costs and profits

arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

Bids received exceeding the ABC shall be automatically disqualified/rejected.

VI. QUALIFICATION OF THE SERVICE PROVIDER

The Service Provider shall possess the necessary legal, technical, and professional qualifications to provide the required Microsoft subscriptions and related services. At a minimum, the Service Provider shall meet the following requirements:

1. Must be a registered business entity duly organized and existing under Philippine laws.
2. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS) and be in active status to be eligible to participate in the bidding process.
3. Must be an authorized Microsoft Cloud Solution Provider (CSP), reseller, distributor, or solution provider with the legal authority to sell, provision, and manage Microsoft 365 Copilot and Microsoft 365 Copilot Studio subscriptions in the Philippines.
4. Must have the technical capability and qualified personnel to provision, configure, and provide technical support for the required Microsoft subscriptions throughout the contract period.
5. Must provide genuine and legally licensed Microsoft subscriptions that are eligible for activation under the Philippine Competition Commission's existing Microsoft 365 tenant.
6. Must provide technical support during the twelve (12)-month subscription period, including assistance in resolving subscription-related issues and coordination with Microsoft, when necessary.
7. Must not have any record of blacklisting by any government agency at the time of bidding, in accordance with existing government procurement laws, rules, and regulations.
8. Must comply with all applicable laws, government regulations, Microsoft licensing policies, and other requirements relevant to the procurement and delivery of the required subscriptions.

VII. TECHNICAL SPECIFICATIONS:

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

A. Subscription period of twelve (12) months.
B. Full integration with Microsoft 365 Suite
C. Compatibility with PCC’s existing IT Infrastructure
D. Provide the following quantity:

Subscription	**Quantity**
Microsoft 365 Copilot	3
Microsoft 365 Copilot Studio (Tenant)	1
Microsoft Copilot Studio Capacity equivalent to 25,000 AI credits for the 12-month subscription period	1

VIII. DELIVERY TERMS

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

IX. MODE OF PROCUREMENT:

The mode of procurement shall be **Small Value Procurement**, provided under the Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 12009.

X. 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.

Payment shall be released and claimed within the PCC premises or credited to the Service Provider's bank account, net of applicable bank transfer charges.

XI. LIQUIDATED DAMAGES:

If the Supplier fails to satisfactorily deliver any or all of the goods and/or perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. If the cumulative amount of liquidated damages reaches ten percent (10%), the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. 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:

[redacted]

MARIE JOSEPHINE ANNE M. ABUCEJO
Information Technology Officer I

Approved by:

[redacted]

ALLAN ROY D. MORDENO, CISM
Chief, ICT Division

Noted by:

[redacted]

JESON Q. DE LA TORRE
Director IV, Administrative Office

Conforme:

_____
Name and Signature of Authorized Representative

_____
Designation

_____
Name of Company

_____
Date