

**REQUEST FOR QUOTATION**

**Procurement of Microsoft Office 365 Licenses under Cloud Solution Provider**

P.R. No./Date Received: **2023-02-0053 / 15 February 2023**

RFQ/P No. / Date: **2023-03-0045 / 03 March 2023**

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item below 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/Proposal:**

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (To be submitted prior to issuance of Award)

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 [procurementunit@phcc.gov.ph](mailto:procurementunit@phcc.gov.ph) or [rvillanueva@phcc.gov.ph](mailto:rvillanueva@phcc.gov.ph) on or before **10 March 2023 , 10:00 AM** 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 9184: Section 68 - Liquidated Damages and Section 69 - 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 41 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 **Request for Quotation**.

Very truly yours,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	Unit	ABC	Project Title	Unit Price	Total Amount
					(To be filled-up by the supplier)	
<b>Procurement of Microsoft Office 365 Licenses under Cloud Solution Provider</b>						
1	1	license	₱ 84,000.00	EVV-00003 Stream Storage Add-On for Office 365 for GCC (500 GB)		
2	20	licenses	₱ 108,000.00	AAA-13628 Microsoft 365 Phone System		
3	1	license	₱ 18,000.00	CFQ7TTC0HL8W Power BI Premium		
<b>Total Lot ABC</b>			<b>₱ 210,000.00</b>	<b>TOTAL Amount:</b>		
<b>Delivery Instructions:</b>				<i>12-month-subscription to Microsoft Office 365 CSP (covering period: Mar. 2023 - Feb. 2024)</i>		

(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 : \_\_\_\_\_

