



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
(SECTION 53.1)

Date : November 29, 2021
PR No. : CGSD-21-SERVICES-384

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ENTERPRISE ASSET MANAGEMENT SYSTEM**
Approved budget of the Contract : **Php 26,676,693.80**
End-User / Implementing Office : **CITY GENERAL SERVICES DEPARTMENT**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than December 2, 2021 ; 11:00 am Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title : **SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ENTERPRISE ASSET MANAGEMENT SYSTEM**
Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound

For any clarification you may contact us at 89884242 loc. 8506/8709.

(SGD.) ROWENA T. MACATAO
Chairperson, BAC- Goods and Services

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form in black ink only.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	<p style="text-align: center;">ENTERPRISE ASSET MANAGEMENT SYSTEM</p> <p>Modernize and update the records in the utilization and accounting system of the local government of Quezon City including that of supplies, properties and those categorized as fixed assets pursuant to COA Circular 92-386.</p> <p>Scope of the System</p> <p>1. Asset Management -Locations -Systems -Assets -Conditioning Monitoring</p> <p>2. Work Management -Work Order -Safety -Inspections -Work Order Hierarchies</p> <p>3. Planning - Job Plan</p> <p>4. Preventive Maintenance - Preventive Maintenance - Scheduling</p> <p>5. Labor Management -Assignment Manager -Labor -People/Person -Skills -Qualifications -Calendars</p>	lot	1		

<p>6. Materials Management -Inventory -Tools - Stocked Tools</p> <p>7. Procurement -Purchase Requisition (PR) -Purchase Order (PO) -Receiving -Invoice</p> <p>8. Contracts -Purchase Contracts -Master Contracts -Warranty Contracts -Lease/Rental Contracts -Labor Rate Contract</p> <p>9. Workflow Designer -Workflow Designer</p> <p>10. Architecture/Technology -Architecture -Integration -Ease of Use -Attachments -Customization -Search -Security</p> <p>11. Reporting -Report -Dashboard & KPI's</p> <p>12. Non-Functional Requirements -System</p> <p>Inclusion: Software License and Support 25 Full/Authorized Users 75 Limited Users</p> <p>Managed Cloud Infrastructure (IAAS)</p> <p>***with attached Terms of Reference (TOR) which will form an integral part of the bidding documents***</p>				
Total Quoted Amount				

Amount in Words: _____

<p>Other Requirements:</p> <ul style="list-style-type: none"> • Organizational Chart • Manpower Schedule, Functions and Duties with related Information Technology Certifications • Projected Schedule/ Timeline-Gantt Chart identifying Project Milestones and Durations • Statement of Warranty (minimum of one (1) year) for the: <ul style="list-style-type: none"> ➢ Software System ➢ Provision of 24/7 On-call Technical Support • Notarized Affidavit of Undertaking stating: <ul style="list-style-type: none"> ➢ That the system should conform with applicable data privacy laws and non-disclosure of the agency's data ➢ That the Service Provider will provide training/technology transfer for both system's end-user and administrator ➢ That the Service Provider should at least be in existence for at least three (3) years in the Philippines ➢ That the Service Provider should be at least 60% owned Filipino company • Notarized Affidavit of Undertaking stating compliance to the Section III. Scope of Work, Item No. 7 (Non-Functional Requirements) of the Terms of Reference

Delivery Period : Six (6) Months
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address