



**REQUEST FOR QUOTATION**  
**SMALL VALUE PROCUREMENT - SECTION 53.9**

DATE : OCTOBER 18, 2022

PROJECT NO. : CLIMATE-22-IT-1510B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : SUPPLY AND DELIVERY OF GIS SOFTWARE, LICENSE AND TRAININGS FOR THE QUALITATIVE CLIMATE RISK ASSESSMENT DIGITAL STORY MAP  
Approved Budget of the Contract : P 355,920.00  
End-User / Implementing Office : CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY 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 **OCTOBER 21, 2022; 10:00 A.M.** 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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** issued by QC BAC- Goods and Services.

  
**ATTY. DOMINIC B. GARCIA**  
Officer-in-Charge / Head, BAC Secretariat

TERMS AND CONDITIONS

- 1. Bidders shall provide correct and accurate information required in this form.
- 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 initialed 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><b>SUPPLY AND DELIVERY OF GIS SOFTWARE, LICENSE AND TRAININGS FOR THE QUALITATIVE CLIMATE RISK ASSESSMENT DIGITAL STORY MAP</b></p> <p>The Project aims for the turn-over of the Digital Story Map by acquiring GIS Software, License, and capacitating personnel of the Department who will navigate the said story map.</p> <p><b><u>Project Scope of Work:</u></b></p> <p>1. Delivery of the following Software License:</p> <table><tr><td>Qty</td><td>Unit</td><td>Description</td></tr><tr><td>2</td><td>Named Users</td><td>GIS online Creator Term License</td></tr><tr><td>1</td><td>Block</td><td>GIS Online Service Credits; Block 1,000</td></tr></table> <p>2. Conduct of the following Basic Software Virtual Training:</p> <table><tr><td>Qty</td><td>Unit</td><td>Description</td></tr><tr><td>3</td><td>Pax</td><td>Introduction to GIS (2 days)</td></tr><tr><td>3</td><td>Pax</td><td>GIS Pro: Essential Workflows (3 Days)</td></tr><tr><td>3</td><td>Pax</td><td>Sharing GIS Content using GIS (2 days)</td></tr><tr><td>3</td><td>Pax</td><td>Putting GIS to use across your organization (3 Days)</td></tr><tr><td>3</td><td>Pax</td><td>Creating Story maps with GIS (1 day)</td></tr></table> <p><b>***with attached Terms of Reference (TOR) which will form an integral part of the Request for Quotation***</b></p>	Qty	Unit	Description	2	Named Users	GIS online Creator Term License	1	Block	GIS Online Service Credits; Block 1,000	Qty	Unit	Description	3	Pax	Introduction to GIS (2 days)	3	Pax	GIS Pro: Essential Workflows (3 Days)	3	Pax	Sharing GIS Content using GIS (2 days)	3	Pax	Putting GIS to use across your organization (3 Days)	3	Pax	Creating Story maps with GIS (1 day)	lot	1		
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TOTAL																																

Amount in Words: \_\_\_\_\_

\_\_\_\_\_

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OTHER REQUIREMENTS:

1. Organizational Structure
2. Notarized Affidavit of Undertaking stating the following:

○ The software provider must deliver a software compatible with the Qualitative Climate Risk Assessment Digital Story Map to be transferred by the developers commissioned by C40 Cities.

○ The software provider must be a certified distributor of the software or brand being offered.

○ The software provider supplier should have provided GIS software and components within the past 3 years, the value of which has at least 50% of the ABC cost of the project.

○ The software provider must have a good track record and submit organizational structure and ISO 9001.

○ The software provider must provide a warranty statement granting technical support services for 12 months through phone, email and onsite which will start being served right after delivery.

○ The software provider shall have at least three (3) years extensive experience in using, installing and configuring the GIS software with technical support personnel certified as GIS Specialists by the software manufacturer.

○ The software provider shall have at least five (5) years of experience in implementing GIS projects for national governments agencies.

○ The software provider shall have a training facility with at least five (5) years of experience in providing related training courses and with trainers who are certified to train by the software manufacturer.
3. Statement of Warranty: Minimum of one (1) year

Delivery Period : **Thirty (30) calendar days**

Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

**TERMS OF REFERENCE  
(TOR)**

**SUPPLY AND DELIVERY OF SOFTWARE, LICENSE, AND TRAININGS FOR THE QUALITATIVE  
CLIMATE RISK ASSESSMENT DIGITAL STORY MAP**

**I. RATIONALE AND BRIEF BACKGROUND**

The City’s Enhanced Local Climate Change Action Plan 2021 to 2050 (Enhanced LCCAP) affirms the City’s commitment to a sustainable urban future that is compatible with the objectives of the Paris Agreement, the United Nations’ Sustainable Development Goals, and a green and just recovery considering the COVID-19 pandemic. Within the said plan is the City’s climate change adaptation goal that emphasizes the need for progressive action to build on and strengthen the resilience of the City’s ecosystems and communities against risks and threats from the changing climate.

The evidence-base used for the adaptation component of the Enhanced LCCAP is the Qualitative Climate Risk Assessment conducted wherein maps and data acquired from the different City Departments and National Government Agencies were consolidated which generated climate risk maps and impact analysis of intensifying climate hazards.

To better inform the public on the effects of the climate risks identified in Quezon City which include heat, cyclones and floods, and drought, the Qualitative Climate Risk Assessment through a Digital Story Map will be transferred to the City Government.

**II. PROJECT DESCRIPTION**

The Project, subject to this Terms of Reference (TOR), aims for the turn-over of the Digital Story Map by acquiring GIS Software, License, and capacitating personnel of the Department who will navigate the said story map.

**III. PROJECT SCOPE OF WORK**

The following are the scope of work for the project:

1. Delivery of the following Software License:

Qty	Unit	Description
2	Named Users	GIS online Creator Term License
1	Block	GIS Online Service Credits; Block 1,000

2. Conduct of the following Basic Software Virtual Training:

Qty	Unit	Description
3	Pax	Introduction to GIS (2 days)
3	Pax	GIS Pro: Essential Workflows (3 Days)
3	Pax	Sharing GIS Content using GIS (2 days)
3	Pax	Putting GIS to use across your organization (3 Days)
3	Pax	Creating Storymaps with GIS (1 day)

IV. PROJECT STANDARDS & REQUIREMENTS

- The software provider must deliver a software compatible with the Qualitative Climate Risk Assessment Digital Story Map to be transferred by the developers commissioned by C40 Cities.
- The software provider must be a certified distributor of the software or brand being offered.
- The software provider supplier should have provided GIS software and components within the past 3 years, the value of which has at least 50% of the ABC cost of the project
- The software provider must have a good track record and submit organizational structure and ISO 9001.
- The software provider must provide a warranty statement granting technical support services for 12 months through phone, email and onsite which will start being served right after delivery.
- The software provider shall have at least three (3) years extensive experience in using, installing and configuring the GIS software with technical support personnel certified as GIS Specialists by the software manufacturer.
- The software provider shall have at least five (5) years of experience in implementing GIS projects for national governments agencies.
- The software provider shall have a training facility with at least five (5) years of experience in providing related training courses and with trainers who are certified to train by the software manufacturer.

V. PROJECT DURATION

The Supply and Delivery of License, Software, and Training shall be delivered within thirty (30) calendar days from the date of issuance of the Notice to Proceed.

VI. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract is **Three Hundred Fifty-Five Thousand Nine Hundred Twenty Pesos (Php 355,920.00)** broken down as follows:

Item Name	Description	Unit	Qty
Software License	GIS online Creator Term License	Named Users	2
	GIS Online Service Credits; Block 1,000	Block	1
Basic Software Virtual Training	Introduction to GIS (2 days)	Pax	3
	GIS Pro: Essential Workflows (3 Days)	Pax	3
	Sharing GIS Content (2 days)	Pax	3
	Putting GIS to use across your organization (3 Days)	Pax	3
	Creating Story maps with GIS (1 day)	Pax	3

## **VII. BASIS OF PAYMENT**

100% upon delivery of License, Software, and Training.

## **VIII. PENALTIES FOR BREACH OF CONTRACT**

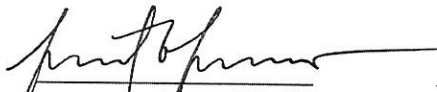
Failure to deliver the services according to the standards and requirements set by the City shall constitute an offence and shall subject to Contractor to penalties and/or liquidated damages pursuant to RA 9184 AN ACT PROVIDING FOR THE MODERNIZATION, STANDARDIZATION AND REGULATION OF THE PROCUREMENT ACTIVITIES OF THE GOVERNMENT AND OTHER PURPOSES and its revised Implementing Rules and Regulations.


## **IX. CANCELLATION OR TERMINATION OF CONTRACT**

Should there be any dispute, controversy or difference between the parties arising out of this TOR, the parties herein shall exert efforts to amicably settle such dispute or difference. However, if any dispute, controversy or difference cannot be resolved by them amicably to the mutual satisfaction of the parties, then the matter may be submitted for arbitration in accordance with existing laws, without prejudice for the aggrieved party to seek redress before a court of competent jurisdiction.

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

Prepared by:

  
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TWG Member

  
Vanessa Claire B. Vinarao  
TWG Member

  
Jose Lorenzo Ignacio  
TWG Member

Noted by:

  
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Climate Change and Environmental Sustainability Department