



**REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1**

DATE : OCTOBER 05, 2022

PROJECT NO. : CGSD-22-SERVICES-345

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ENTERPRISE ASSET MANAGEMENT SYSTEM (EAMS) PROJECT
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 **OCTOBER 10, 2022, 11:00 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.**

(Sgd.) MA. MARGARITA T. SANTOS
Chairperson, BAC- Goods and Services

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>SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF ENTERPRISE ASSET MANAGEMENT SYSTEM (EAMS) PROJECT</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><u>SCOPE OF WORK</u></p> <p>1. Supply, Deliver, Install, Test and Commission an Enterprise Asset Management System (EAMS) to the Quezon City Local Government - General Services Department.</p> <p>2. The implementation of the project shall be by phase;</p> <p><u>Phase I</u></p> <ol style="list-style-type: none"> 1. Conduct software planning, design and strategize and formulate implementation plans for the efficient and timely accomplishment of all the EAMS features and project milestones; 2. Develop, customize and implement system and provide maintenance support; 3. Provide Project Plan and all the required documentation including detailed software specifications, test documents, training manuals, user/administration guides and other documents that may deemed necessary to efficiently test, operate and maintain the EAMS; 4. Provide End User's/Administrators/ 	lot	1		

	<p>Users Training for General Services Department for a maximum of 10 participants for five (5) days.</p> <p>5. Deliver 15 Asset Management Authorized User (Licenses) plus SW Subscription for 1 year</p> <p>6. Conduct business process analysis and design development of the EAMS through elicitation and elaboration with the Asset Management System Task Force, process owners and project support group, if necessary;</p> <p><u>Phase II</u></p> <p>7. Provide Administrator's/User's system training for LEIPO, City Engineering Department, City Accounting Department, City Budget Department, Procurement Department and City Assessors Office and Information Technology Development Department for a maximum of ten (10) participants for five (5) days.</p> <p>8. Deliver up to 85 Asset Management Authorized User (Licenses)</p> <p>9. Training/ Technology Transfer - The service provider shall provide training/technology transfer and training materials for EAMS users and application administrators. The service provider shall provide training for users composed of Application Administrators, Asset Management Users, Asset Management Approvers, Finance Users Operations Support Users, Internal Audit Users and other needed training for the implementation of the project.</p> <p>10. Provide Technical Support Warranty for at least one (1) year from the date of final acceptance.</p> <p>3. Provide the Non-Functional Requirements of Enterprise Asset Management System (EAMS) as follows:</p> <p>Non-Functional Requirements</p> <table border="1" data-bbox="170 1764 706 2225"> <thead> <tr> <th data-bbox="170 1764 349 1801">Function</th> <th data-bbox="349 1764 706 1801">Description of Requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="170 1801 349 2125" rowspan="3">System</td> <td data-bbox="349 1801 706 1963">The system proposed should be on the leader's quadrant of Gartner Report for the last 10 Years</td> </tr> <tr> <td data-bbox="349 1963 706 2125">The system should be designed and developed from ground up as an Enterprise Asset Management System</td> </tr> <tr> <td data-bbox="349 2125 706 2225">The system should be cloud-based with one (1) year subscription</td> </tr> </tbody> </table>	Function	Description of Requirement	System	The system proposed should be on the leader's quadrant of Gartner Report for the last 10 Years	The system should be designed and developed from ground up as an Enterprise Asset Management System	The system should be cloud-based with one (1) year subscription				
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	<p>The Service Provider should have an office in National Capital Region, Philippines</p> <p>The systems implementor should have functional and technical people focused on the proposed system and should be a Philippine resident</p> <p>The system should be able to do unlimited service request without cost for a minimum of one(1) year</p> <p>The system proposed should be up to 100 named users(licenses)</p> <p>The number of users that can do Service request should be unlimited</p> <p>The service provider's core competence should be in the area of expertise of asset management</p> <p>The service provider should be in existence for at least three (3) years in the Philippines</p> <p>The Service Provider should be at least 60% Filipino owned Company</p>				
<p>***with attached Terms of Reference (TOR) which will form an integral part of the Request for Quotation***</p>					
				TOTAL	

Amount in Words: _____

Delivery Period : Within Twelve (12) Months

Warranty : _____

<p>OTHER REQUIREMENTS:</p> <ol style="list-style-type: none"> 1. Organizational Chart indicating functions and duties 2. Projected Schedule/ Timeline-Gantt Chart identifying Project Milestones and Durations 3. 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 4. 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% Filipino owned company 5. Notarized Affidavit of Undertaking stating ALL under Section III. Scope of Work, Item No. 3 (Non-Functional Requirements) of the Terms of Reference.
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Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address