



Republic of the Philippines  
QUEZON CITY GOVERNMENT  
BAC – Goods and Services  
2<sup>nd</sup> floor, Procurement Department,  
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION  
NEGOTIATED 53.9  
SMALL VALUE PROCUREMENT

DATE : OCTOBER 3, 2023

PROJECT NO. : QCU-23-SERVICES-1412B

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : PROCUREMENT OF ONLINE VIDEO CONFERENCING  
Approved Budget of the Contract : Php72,464.54  
End-User / Implementing Office : QUEZON CITY UNIVERSITY

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 6, 2023, 10:00 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 (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2022) (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
	<b>RESEARCH, EXTENSION, PLANNING &amp; LINKAGES (REPL)</b>				
1	<p><b>Online Video Conferencing</b></p> <p>Pro Account, add on Large Meeting for 500 participants</p> <p><b>ZOOM SUBSCRIPTION</b></p> <p><b>ZOOM MEETINGS PRO + Large Meeting Ad-on/ Upgrade for 500 Participants</b></p> <p>500 participants can join the meeting for free from their phone, desktop, mobile and tablet devices. A participant does not need a Zoom account in order to join meeting. Join the meeting via teleconferencing/audio conferencing (using a traditional telephone).</p> <p>Premier support packages available to help minimize risk and reduce downtime, ticket &amp; Live chat is available. The maximum duration allowed per group meeting (3 or more participant) is 30 hours. Local &amp; unlimited cloud (per license) Zoom local recording saves the meeting recording in MP4 (video), M4A (audio) and text (chat) formats. Zoom Cloud Recording stores meeting in the Zoom Cloud, where the file can be downloaded and/or streamed from a browser. Stream live to Facebook, YouTube or a 3rd party service. Unlimited group meetings and one-on-one meetings.</p> <p>Chat allows to easily send group text, files, screen captures, code snippets, voice messages and images. Text can be formatted and users can share GIFs and emojis as well. Presence displays whether chat participants are active on desktop or mobile devices, or busy in meetings. The host can grant up to 9 people, the ability to pin videos to create their own custom view. So, no matter who is speaking, the pinned videos stay visible. The host can spotlight up to 9 attendee's videos, so that no matter who is speaking the entire meeting sees the spotlighted videos. With fun color filters or decorative animal stickers.</p>	lot	1		





	<p>Desktop and application sharing. Licensed meeting users can choose to allow multiple participants to share their screens simultaneously during a meeting they are hosting.</p> <p>Video Breakout Rooms allow you to split your Zoom meeting into as many as 50 separate sessions for discussion, projects and more.</p> <p>Create your own permanent online meeting room. You can start this meeting at any time or schedule it for future use.</p> <p>The Waiting Room feature allows the host to control when a participant joins the meeting. As the meeting host, you can admit attendees one by one or all at once. In settings, you can choose who gets put into the Waiting Room or gets automatically admitted. Every account has the Waiting Room feature. Hosts can message the Waiting Room. You can customize the Waiting Room, if you're on a paid plan.</p> <p>Run usage reports to learn how many meetings are taking place, which days, number of participants, number of meeting minutes and more.</p> <p>Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. Project duration shall be for twelve(12)-month period and delivery period shall be within 15 (fifteen) calendar days upon of Notice to Proceed (NTP).</li> <li>2. Payment shall be one-time only upon activation of the access.</li> </ol>				
	<b>ADMINISTRATIVE SUPPORT SERVICES PROGRAM</b>				
2	<p><b>Online Video Conferencing</b></p> <p>Pro Account, add on Large Meeting for 500 participants</p> <p><b>ZOOM SUBSCRIPTION</b>  <b>ZOOM MEETINGS PRO + Large Meeting Ad-on/ Upgrade for 500 Participants</b></p> <p>500 participants can join the meeting for free from their phone, desktop, mobile and tablet devices. A participant does not need a Zoom account in order to join meeting. Join the meeting via teleconferencing/audio conferencing (using a traditional telephone).</p> <p>Premier support packages available to help minimize risk and reduce downtime, ticket &amp; Live chat is available. The maximum duration allowed per group meeting (3 or more participant) is 30 hours. Local &amp; unlimited cloud (per license) Zoom local recording saves the meeting recording in MP4 (video), M4A (audio) and text (chat) formats. Zoom Cloud Recording stores meeting in the Zoom Cloud, where the file can be downloaded and/or streamed from a browser. Stream live to Facebook, YouTube or a 3rd party service. Unlimited group meetings and one-on-one meetings.</p> <p>Chat allows to easily send group text, files, screen captures, code snippets, voice messages and images. Text can be formatted and users can share GIFs and emojis as well. Presence displays whether chat participants are active on desktop or mobile devices, or busy in meetings. The host can grant up to 9 people, the ability to pin videos to create their own custom view. So, no matter who is speaking, the pinned videos stay visible. The host can spotlight up to 9 attendee's videos, so that no matter who is</p>	lot	1		

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TOTAL:				

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

\_\_\_\_\_

Delivery Period : Fifteen (15) Calendar Days  
Warranty : \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

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

*RTS*