



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1 ✓

DATE : OCT 24 2023

PROJECT NO. : QCU-23-IT-1142 ✓

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) AND AUDITING
IN CIS ENVIRONMENT SOFTWARES FOR BACHELOR OF SCIENCE IN
ACCOUNTANCY STUDENTS OF THE QUEZON CITY UNIVERSITY ✓
Approved Budget of
the Contract : PHP 356,160.00 ✓
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 OCT 27 2023 ; 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 (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.


MA. MARGARITA T. SANTOS, DPA
Chairperson, BAC- Goods and Services

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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>PROJECT SCOPE OF WORK/SERVICES</p> <p>The Project shall cover the following scope of services:</p> <p>A. TRAIN THE TRAINER PROGRAM</p> <p>1. The Service Provider shall provide training for assigned lead trainers/faculty members from the BS Accountancy Faculty, as follows: No. of hours at least 24 hours of training coverage full ACCOUNTING INFORMATION SYSTEM and AUDITING IN CIS ENVIRONMENT Modules with Analytics component.</p> <p>No. of pax at least 3 lead trainers from QCU-BSA full-time faculty Venue-Virtual Classroom.</p> <p>B. STUDENT COURSEWARE</p> <p>1. Each officially enrolled student in the AIS and AUDITING IN CIS ENVIRONMENT courses shall be given access to the software of the Service Provider.</p> <p>2. Student user licenses shall be created based on the official list provided by the QCU BSA, based on actual number of students enrolled but cannot be lower than the REQUIRED MINIMUM NUMBER OF STUDENTS (200) and provided that the subject/s in ANNEX A - ENTERPRISE RESOURCE PLANNING AND ANALYTICS IMPLEMENTATION TABLE are duly sustained.</p> <p>C. TECHNICAL SUPPORT</p> <p>1. The Service Provider shall provide an Account Manager to assist QCU for the duration of the semester during the Program Implementation:</p>	lot ✓	1 ✓		

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<p>a. Technical and Installation Orientation (TIO) of the program to QCU MIS team shall be delivered for free once on the implementing term (applicable for on premise/laboratory implementation)</p> <p>b. On site (applicable for on-premise/ laboratory implementation) and remote/offsite support for technical concerns and course consultation.</p> <p>c. Dedicated Technical support team shall be assigned 24/7 to answer all queries and service concerns from the students, faculty, and administrators / management.</p> <p>PROJECT DURATION</p> <p>The Project Duration will be for one semester of the School Year 2023-2024 (1st Semester) and will start Thirty (30) Calendar Days upon issuance of Notice to Proceed</p> <p>BASIS FOR PAYMENT</p> <p>A. Only students accounts are billable.</p> <p>B. Fees shall be based on actual number of enrolled students which will all be given Student User licenses.</p> <p>c. Billing and Payment shall be one time only based on the number of student, licenses created and issued to a guaranteed minimum number of 200 students.</p> <p>D. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.</p> <p>***with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation***</p>				
TOTAL				

Amount in Words: _____

Delivery Period : Thirty (30) Calendar Days ✓

Warranty : _____

Signature over Printed Name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Other Requirement/s:

- **Notarized Affidavit of Undertaking stating compliance to the following:**

A. THE SUPPLIER WILL PROVIDE THE FOLLOWING:

1. Lead trainer course consultation - provide support, insight and techniques for the effective delivery of the concepts and processes to the students.
2. Materials - complimentary soft copy of presentation slides, manuals, quick guides, for the use of lead trainer's/faculty members.
3. Issuance of software license account to lead trainers/faculty and students.
4. Issuance of Certificates of Completion to all students upon completion of the course and upon full payment to Supplier.
5. After - Sales Service (Technical Support). The Service Level Agreement on response time will be 1 hour.
6. On - site or online response depending on the urgency/severity of the technical issue.
7. The suppliers for the software shall be a credible academic software provider with the demonstrated experience of having serviced, preferably, no less than 150 universities or colleges in the Philippines.
8. As part of the requirements in RA 9184, the bidder must have completed a government or private contract that is similar in nature to this project within the last three (3) years equivalent to at least fifty (50%) of the approved budget of the contract.

Cost Derivation

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PROJECT NO. QCU-23-IT-1142 ✓

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
1 ✓	CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) AND AUDITING IN CIS ENVIRONMENT SOFTWARES FOR BACHELOR OF SCIENCE IN ACCOUNTANCY STUDENTS OF THE QUEZON CITY UNIVERSITY ✓	student ✓	212 ✓		
TOTAL BID AMOUNT:					

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Quote for and behalf of: _____

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