



**REQUEST FOR QUOTATION
 NEGOTIATED 53.9
 SMALL VALUE PROCUREMENT**

DATE : JUNE 10, 2024
 Project No. : QCU-24-IT-0696D

Name of Company : _____
 Address : _____
 Contact No. : _____
 Project Title : CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING STUDENTS OF THE QUEZON CITY UNIVERSITY
 Approved Budget of the Contract : P 284,700.00
 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 **JUNE 14, 2024, 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 (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (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**.

NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.


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

Handwritten initials/signature

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 align="center">CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING STUDENTS OF THE QUEZON CITY UNIVERSITY</p> <p>PROJECT DESCRIPTION</p> <p>This project aims to provide the 3rd Year BS Management Accounting Students of QCU with hands-on experience on a commercial-based accounting system with analytics tool as required in their course curriculum.</p> <p>The following shall be present or be observed in the servicing of this requirement:</p> <ol style="list-style-type: none"> 1. The Commercial Accounting Software with Analytics Tool shall have a complete course package for tertiary education students. 2. The software can be accessed online from different devices such as desktop computers, laptops, tablets, or mobile phones. 3. Courseware usage is 24/7 cloud access hours per semester within 1-3 consecutive months. 4. The Student Courseware License Fee per student shall be based on a pay-per use basis. 5. The faculty-in-charge/trainer shall have unlimited number of hours of free system access, anytime, per semester for practice and lesson preparation. <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> <ol style="list-style-type: none"> 1. The Service Provider shall provide training for assigned lead trainers/faculty members from the BS Accountancy Faculty, as follows: <p>No. of hours at least 24 hours of training coverage full ACCOUNTING INFORMATION SYSTEM Modules with Analytics component.</p>	lot	1		

No. of pax at least 3 lead trainers from QCU-BSMA/BSA full-time faculty
Venue-Virtual Classroom

B. STUDENT COURSEWARE

1. Each officially enrolled student in the AIS course shall be given access to the software of the Service Provider.
2. Student user licenses shall be created based on the official list provided by the QCU BSMA, based on actual number of 146 students enrolled and provided that the subject/s in ANNEX A - ENTERPRISE RESOURCE PLANNING AND ANALYTICS IMPLEMENTATION TABLE are duly sustained.

C. TECHNICAL SUPPORT

1. The Service Provider shall provide an Account Manager to assist QCU for the duration of the semester during the Program Implementation:
 - 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)
 - b. On site (applicable for on-premise/ laboratory implementation) and remote/offsite support for technical concerns and course consultation.
 - c. Dedicated Technical support team shall be assigned 24/7 to answer all queries and service concerns from the students, faculty, and administrators / management.

PROJECT DURATION

The Project Duration will be for one semester of the School Year 2023-2024 (2nd Semester) and will start Thirty (30) Calendar Days upon issuance of Notice to Proceed

BASIS FOR PAYMENT

- A. Only students accounts are billable.
- B. Fees shall be based on actual number of enrolled students which will all be given Student User licenses.
- 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 146 students.
- D. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

*****with attached Terms of Reference (TOR) which will form an integral part of this Request for Quotation*****

Total Quoted Amount:

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 100 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

**PROJECT NAME: CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS)
SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING
STUDENTS OF THE QUEZON CITY UNIVERSITY
PROJECT NO. QCU-24-IT-0696D**

Item Number	Description	Unit of Issue	Quantity	Unit Cost	Total Cost
1	CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING STUDENTS OF THE QUEZON CITY UNIVERSITY	student	146		
TOTAL QUOTED 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: _____



TERMS OF REFERENCE

CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING STUDENTS OF THE QUEZON CITY UNIVERSITY

I. RATIONALE AND BRIEF BACKGROUND

One of the major subjects of the Bachelor of Science in Management Accounting Program of the Quezon City University is the **ACCOUNTING INFORMATION SYSTEM (AIS)**. The AIS introduce students to the systems that underlie bookkeeping, accounting, financial reporting, tax reporting, and auditing in all business firms. Such systems are increasingly complex and in a continual state of flux do to rapidly changing technologies and security risks.

This course requires the students to learning about the development standards and practices for accounting information systems and gain hand-on experience in, the use of electronic spreadsheet software for advance business analysis, and to gain hands-on experience on a commercial accounting and analytics software package.

It is in this light that this project is requested to ensure that students will have available software to use during the 2nd Semester of SY 2023-2024.

II. PROJECT DESCRIPTION

This project aims to provide the 3rd Year BS Management Accounting Students of QCU with a hands-on experience on a commercial-based accounting system with analytics tool as required in their course curriculum.

The following shall be present or be observed in the servicing of this requirement:

1. The Commercial Accounting Software with Analytics Tool shall have a complete course package for tertiary education students.
2. The software can be accessed online from different devices such as desktop computers, laptops, tablets, or mobile phones.
3. Courseware usage is 24/7 cloud access hours per semester within 1-3 consecutive months.
4. The Student Courseware License Fee per student shall be based on a pay-per use basis.
5. The faculty-in-charge/trainer shall have unlimited number of hours of free system access, anytime, per semester for practice and lesson preparation.

III. PROJECT SCOPE OF WORK/SERVICES

The Project shall cover the following scope of services:

A. TRAIN THE TRAINER PROGRAM

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** Modules with Analytics component.
No. of pax at least 3 lead trainers from QCU-BSMA/BSA full-time faculty
Venue – Virtual Classroom.

B. STUDENT COURSEWARE

1. Each officially enrolled student in the AIS course shall be given access to the software of the Service Provider.
2. Student user licenses shall be created based on the official list provided by the QCU BSMA, based on actual number of 146 students enrolled and provided that the subject/s in ANNEX A – ENTERPRISE RESOURCE PLANNING AND ANALYTICS IMPLEMENTATION TABLE are duly sustained.

C. TECHNICAL SUPPORT

1. The Service Provider shall provide an Account Manager to assist QCU for the duration of the semester during the Program Implementation:
 - 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)
 - b. On site (applicable for on-premise/laboratory implementation) and remote/offsite support for technical concerns and course consultation.
 - c. Dedicated Technical support team shall be assigned 24/7 to answer all queries and service concerns from the students, faculty, and administrators/management.

IV. AREA OF COVERAGE/ACCESSIBILITY

The tools to be used for the subjects Accounting Information System shall be cloud-based so that no physical server installation is required. It should be accessible using devices – desktop PC, laptop, tablet, and other mobile devices with web browsing function using any browser.

V. PROJECT STANDARDS AND REQUIREMENTS

A. 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 100 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.

B. END-USER IS EXPECTED TO:

1. Provide a Coordinator to liaise with the Service Provider and other stakeholders on issues concerning the program implementation.
2. Provide workstations or devices and internet connectivity to the students and faculty members that will be used for the courseware
3. Delegate at least one (1) school administrator that will work closely with service provider to ensure that the courseware will be carried out, monitored and evaluated.
4. In case of late suspension of classes, professors/school administrator must immediately inform the Technical Team from the supplier to reset the server, at least 30 minutes after the suspension declaration.
5. File a request to use the supplier's – ENTERPRISE RESOURCE PLANNING and ANALYTICS PROGRAM (Academic Program) for University's advertisements.

VI. PROJECT DURATION

The project duration will be for one semester of the School Year 2023-2024 (2nd Semester) and will start thirty (30) days upon issuance of the Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT

The budget for this contract is **TWO HUNDRED EIGHTY-FOUR THOUSAND SEVEN PESOS ONLY (Php 284,700.00)** computed at One Thousand Nine Hundred Fifty Pesos (Php 1,950.00), VAT-inclusive, per student for 146 students.

VIII. BASIS FOR PAYMENT

- A. Only students accounts are billable.
- B. Fees shall be based on actual number of enrolled students which will all be given Student User licenses.
- 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 146 students.
- D. This is subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City Government shall constitute an offense and shall subject the Contractor/Service provider to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

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

XI. EFFECTIVITY

Upon approval of the contract by the Honorable Mayor or his duly authorized representative.

Prepared by:


Dr. GERARDO T. BAUTISTA
Dean, College of Business Admin. & Accountancy


Noted by:
Dr. BRADFORD ANTONIO C. MARTINEZ
VP for Academic Affairs

Approved by:


Dr. THERESA V. ATIENZA
University President 

COST DERIVATION

NO.	ITEM DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	CLOUD-BASED ACCOUNTING INFORMATION SYSTEM (AIS) SOFTWARE FOR BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING	students	146	PHP 1,950	Php 284,700.00
TOTAL AMOUNT					Php 284,700.00


Ms. PIA ANGELINA C. TAN, CPA
VP for Administration & Finance


ANNEX A

SUBJECT INTEGRATION/IMPLEMENTATION TABLE (SIT) FOR ERP AND ANALYTICS ACADEMIC PROGRAM

PROGRAM/COLLEGE	SY	YEAR LEVEL	SEM	SUBJECT CODE	SUBJECT DESCRIPTION	COURSEWARE/ CERT TITLE	LAB HOURS	PROJECTED NO. OF STUDENTS
BSMA	2023-2024	3rd Yr	2nd Sem	ACCAIS	ACCOUNTING INFORMATION SYSTEM	AIS + ANALYTICS	24 Hrs	146
						TOTAL PER SEM		146

# OF LT DURING TTP (PER MOA)	3
REQUIRED MINIMUM	146
SRP INCLUSIVE OF VAT	₱1,950.00

Prepared by:

Ms. ROSALIE R. MAKIL
Program Chair, BS in Accountancy

Noted by:

Mr. GERARDO T. BAUTISTA, CPA
Dean, College of Business Administration & Accountancy