



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 35.1

DATE : MAY 22, 2025

PROJECT NO. : QCU-25-IT-0207C

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 : Php198,000.00
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
MAY 27, 2025, 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 (2025);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2024) (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.**


MA. MARGARITA S. MEJIA, 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>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 2nd 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.</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		



<p>B. STUDENT COURSEWARE</p> <p>1. Each officially enrolled student in the AIS course 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 BSMA, based on actual number of students enrolled but cannot be lower than the REQUIRED MINIMUM NUMBER OF STUDENTS (90) 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> <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>AREA OF COVERAGE/ACCESSIBILITY</p> <p>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.</p> <p>PROJECT DURATION</p> <p>The Project Duration will be for 2nd Semester of the School Year 2024-2025 and will start Thirty (30) Calendar Days upon issuance of Notice to Proceed</p> <p><i>***With attached Terms of Reference which will form an integral part of this Request For Quotation***</i></p>				
TOTAL				

Amount in Words:

OTHER REQUIREMENT/S:

- **Notarized Affidavit of Undertaking with project number and project title, stating compliance to the following:**

THE SUPPLIER WILL PROVIDE THE FOLLOWING:

- Lead trainer course consultation - provide support, insight and techniques for the effective delivery of the concepts and processes to the students.
- Materials - complimentary soft copy of presentation slides, manuals, quick guides, for the use of lead trainer's/faculty members.
- Issuance of software license account to lead trainers/faculty and students.
- Issuance of Certificates of Completion to all students upon completion of the course and upon full payment to Supplier.
- After - Sales Service (Technical Support). The Service Level Agreement on response time will be 1 hour.
- On - site or online response depending on the urgency/severity of the technical issue.
- 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.

Delivery Period : Thirty (30) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address



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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-25-IT-0207C

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	110		
	TOTAL				



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