



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 24-0051
CANVASS PERIOD: 22 to 25 July 2024

Name of Company: _____
Address: _____
Telephone Number: _____
Tax ID Number (TIN): _____
PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the procurement of **ONE (1) LOT AGILE SOFTWARE DEVELOPMENT AND PROJECT MANAGEMENT TOOL FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)**.

Attached is Purchase Request No. 24-0051 with an Approved Budget for the Contract (ABC) of **One Hundred Eighty Thousand Pesos Only (₱180,000.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to procurement@gcg.gov.ph with subject name: **“Submission for the procurement of ONE (1) LOT AGILE SOFTWARE DEVELOPMENT AND PROJECT MANAGEMENT TOOL FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG).”**

On the other hand, **all physical submissions must be labeled and addressed:**

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of ONE (1) LOT AGILE SOFTWARE DEVELOPMENT AND PROJECT MANAGEMENT TOOL FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG).

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate and, a.2.) Notarized Secretary's Certificate granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid,</u> and <u>to sign and execute the ensuing contract</u> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) <u>if the authorized representative is not the proprietor himself/herself,</u> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <u>to participate, submit the bid,</u> and <u>to sign and execute the ensuing contract</u> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; and; c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <u>to participate, submit the bid,</u> and <u>to sign and execute the ensuing contract</u> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Request for Quotation form signed by the bidder's authorized representative before the deadline on 25 July 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: procurement@gcg.gov.ph.

Thank you.



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) 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 FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT AGILE SOFTWARE DEVELOPMENT AND PROJECT MANAGEMENT TOOL FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG) (PERIOD OF CANVASS: 22 to 25 July 2024)			
TECHNICAL SPECIFICATIONS	Yes	No	Comments
One (1) Lot Agile Software Development and Project Management Tool for the Governance Commission for GOCCs (GCG)			
1. LICENSE SUBSCRIPTION REQUIREMENTS			
1.1. The bidder must provide an annual license subscription of the existing Agile Software Development and Project Management Tool (JIRA) for fifteen (15) users.			
1.2. The bidder must provide the existing JIRA and satisfies the minimum requirements and specifications below. 1.2.1. Has pre-defined workflows suitable for software development projects but also allows custom workflows. 1.2.2. Has Scrum and Kanban dashboards but also offers customized dashboards. 1.2.3. Be able to track progress of projects. 1.2.4. Has extensive reporting features to check progress of projects and sprints. 1.2.5. Has search engine to easily search for issues/tickets. 1.2.6. Accessible via computer and mobile devices. 1.2.7. Has an export feature for exporting existing JIRA projects.			

**ONE (1) LOT AGILE SOFTWARE DEVELOPMENT AND PROJECT MANAGEMENT TOOL
FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG)
(PERIOD OF CANVASS: 22 to 25 July 2024)**

TECHNICAL SPECIFICATIONS	Yes	No	Comments
<p>1.3. The bidder must provide JIRA Support during the twelve (12) months subscription period as specified:</p> <p>1.3.1. service desk support via email or online chat portal;</p> <p>1.3.2. at least twenty-four (24) hours response time upon receipt of issue escalation;</p> <p>1.3.3. procedures on support and issue escalation; and</p> <p>1.3.4. service report for every resolved escalated issue.</p>			
2. BUDGET REQUIREMENTS			
<p>2.1. The budget for One (1) Lot Agile Software Development and Project Management Tool for the Governance Commission for GOCCs (GCG) is One Hundred Eighty Thousand Pesos Only (₱180,000.00).</p>			
3. BIDDER REQUIREMENTS			
<p>3.1. Must have a local technical support team.</p>			
<p>3.2. The bidder must be a Platinum PhilGEPS registered supplier.</p>			
<p>3.3. Subcontractors are prohibited.</p>			
4. TERMS OF PAYMENT			
<p>4.1. The payment shall be made on a one-time basis after the activation and deployment of the required licenses.</p>			
<p>4.2. Provided further that payment shall be made within twenty (20) working days upon receipt of complete documents such as billing statement/statement of account, and other pertinent documents.</p>			

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TECHNICAL SPECIFICATIONS	Yes	No	Comments
5. CONFIDENTIALITY			
<p>5.1. Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the bidder, at any time, disclose items mentioned or enumerated in Section 6.2 or any information it acquires by virtue of the contract which the GCG deems confidential.</p>			
<p>5.2. Records, documents, reports, and relevant data such as diagrams, plans, designs, estimates, specifications, and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the bidder for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the bidder shall have the right to retain a copy of the same.</p>			
6. DELIVERY AND IMPLEMENTATION SCHEDULE			
<p>6.1. The delivery and activation of proposed license subscription must be completed within thirty (30) calendar days from the receipt of the Notice to Proceed.</p>			
<p>6.2. The bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</p>			

Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank."

Supplier's/Service Provider's Bank Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
<p>One Hundred Eighty Thousand Pesos Only (₱180,000.00).</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p>

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. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, Order Slip and/or Billing statement, by the supplier, contractor or consultant. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor or consultant not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.

**Signature over Printed Name
of the Sole Proprietor or
the Authorized Representative
(for corporations and partnerships)**

Office Telephone /Fax/Mobile Nos

Email address/es