



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **26 July 2022, 12:00 Noon**:

NAME OF PROJECT	Subscription of Ten (10) Hosts Video Cloud Conferencing Software
PURCHASE REQUEST/REF. NO.	2022 – 05 – 108
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Four Hundred Thousand Pesos (PhP400,000.00) inclusive of taxes and other charges

I. OBJECTIVE:

The IC seeks the procurement of Subscription of Ten (10) Hosts Video Cloud Conferencing Software to provide a cloud-based managed video conferencing and collaboration platform for different IC services.

II. TERMS OF REFERENCE:

1. Renewal of Subscription of Ten (10) Hosts Licenses Video Cloud Conferencing Software for **ONE (1) YEAR**

<p>CISCO WEBEX MEETING SUITE LICENSE 10 Hosts Cloud-based Conferencing Software One (1) Year Subscription</p>
<p>Existing Details/Subscription <i>Subscription ID: Sub147261</i> <i>Organization ID: fcc205ef-853f-48d2-b33b-db096bd48d22</i></p>
<p>SOFTWARE</p>
<p>1. The proposed solution must be cloud-based application which offers high-definition audio and video, and fully integrated web</p>

<p>conferencing with video capabilities for both moderators and participants</p>
<p>2. Proposed solution must be a renewal of existing subscription and must utilize existing Webex URL</p>
<p>3. Must be able to host Ten (10) simultaneous meetings.</p>
<p>4. The solution may also provide desktop/device clients for users and must support at least Windows, iOS, and Android operating systems.</p>
<p>5. The proposed solution must include application support for continuous teamwork where everyone can contribute anytime with messaging, file sharing, whiteboarding, video meetings, calling, and more.</p>
<p>6. The proposed solution must be able to support the following services:</p> <ul style="list-style-type: none"> • Meeting Center with up to 1000 participants per session • Event Center with up to 1000 participants per session • Training Center with up to 1000 participants per session • Support Center with up to 5 participants per session
<p>7. The proposed solution must include at least 1 GB storage per user for the recording and 20 GB storage per user for the shared file.</p>
<p>8. The proposed solution must have the capability to livestream a meeting or event and must include audio, video, and content shared while the meeting or event is active.</p>
<p>9. The host must have the capability to mute and unmute self, mute and unmute participants/all, lock/unlock meeting and expel unauthorized participants.</p>
<p>10. The proposed system must support scheduling of video conference prior the meeting and join or host meeting from any device (desktop, mobile, or browser).</p>
<p>11. The proposed system must be able to break out the meeting into sub-groups for brainstorming and small group work.</p>
<p>12. The proposed solution must have an option to customize video layouts/views (e.g., active speaker, grid view).</p>
<p>13. The proposed system's desktop client must be able to support desktop and application sharing.</p>
<p>14. The proposed solution must include features for trainings such as integrated test engine by delivering a variety of test types, including multiple choices, true or false, fill in the blank, essay, etc.</p>
<p>15. The proposed solution must have automated email invite features for event management with personalized templates, confirmations, reminders, and follow-ups.</p>
<p>16. The proposed solution must include support for event features such as pre-registration options with automated registrant approval and customized filters.</p>
<p>17. The proposed solution must be capable of continuous interaction through threaded Q&A, chat, polls, and surveys during an event.</p>
<p>18. The proposed solution must be capable of support center with features such as start remote support sessions instantly, view customers' screens, remote client's desktops, demonstrate new features right in real time, and transfer files directly to their computer during a session.</p>

19. Proposed solution must have a web-based and single management portal for administrator to manage the services and users and view detailed analytics and reporting.
20. The proposed video conferencing solution must support end-to-end encryption; TLS 1.2 protocol and high-strength ciphers; and after a session is established over TLS, all media streams are encrypted. All media transmitted via UDP, encrypted with AES 128.
21. Software must have a 1-year subscription.
WARRANTY AND SUPPORT
1. Bidder must be a tier -1 Partner of the proposed brand. Bidder must submit manufacturer certification stating the bidder is Tier-1 Partner.
2. Bidder must have the following: <ul style="list-style-type: none"> • One (1) Manufacturer Certified Network Professional - Collaboration • One (1) Manufacturer Certified Network Associates – Collaboration Photocopy of valid certification and company ID should be part of the submittal; certified engineer should be with the bidder a year before the bid opening.
3. 24 x 7 Technical Support including Saturday, Sunday, and Holidays.
4. 2-3 hours technical onsite response time upon receipt of notice from IC.
5. 2 hours phone response time upon receipt of notice from IC and unlimited phone consultation
6. Bidder must have Services Desk Support System. System will provide ticket for each technical request or issues and will provide continues status and report until the resolution. Service desk must be available 24x7 including Saturday, Sunday, and Holidays. Services desk system should be available for site visit if IC requires.

2. Prospective bidders shall bid for all the aforesaid items.
3. The prospective supplier/service provider shall supply and delivery the licenses and subscription certificates.
4. Administration management console technical training for Information Technology Division (ITD) personnel.
5. End-user training workshops (train the trainer) for IC early adopters and selected end-users.
6. All training must include a certificate of completion signed by a certified professional trainer.

III. SCHEDULE OF DELIVERY:

Subscription of Ten (10) Hosts Licenses for Video Cloud Conferencing Software must not be later than **03 August 2022** and upon receipt of the **Notice To Proceed (NTP)**.

IV. CONTRACT COST AND PAYMENT:

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered items.

V. TERMS OF PAYMENT

IC shall pay the Service Provider the full amount upon acceptance of the required deliverables, subject to deduction of applicable taxes.

VI. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead or in accomplished Reply Slip (Template Attached), duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **26 July 2022, 12:00 Noon** to the Information Technology Division through the following:
 - Juan Carlo R. Florencio, Information Technology Officer I
jcr.florencio@insurance.gov.ph
 - Joel Lorenzo L. Maling, Information Data Analyst I
jll.maling@insurance.gov.ph
3. ***Certified True Copy of Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, and Latest Income/Business Tax Return shall be attached upon submission of the Quotation. Moreover, Originally Signed and Notarized Omnibus Sworn Statement (Template Attached) shall be enclosed together with the duly signed Reply Slip.***
4. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at telephone number 8523-8461 loc. 107.

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.



EDWIN CORNELIUS A. LAUZ

Division Manager

Information Technology Division

22 July 2022

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Subscription of Ten (10) Hosts Video Cloud Conferencing Software**, I/We quote you on the item at prices noted below:

DESCRIPTION	QTY	U/M	Unit Price	Total Price
CISCO WEBEX MEETING SUITE LICENSE 10 Hosts Cloud-based Conferencing Software One (1) Year Subscription Existing Details/Subscription Subscription ID: Sub147261 Organization ID: fcc205ef-853f-48d2-b33b-db096bd48d22	1	lot		
TOTAL BID PRICE, Pesos :				
Plus 12% RVAT :				
TOTAL BID PRICE PHP :				

Total Amount in Words :

_____)
(PhP

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

Certified **copies of the following documents are likewise enclosed:**

- Valid PhilGEPS Registration Certificate;

- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI) or Cooperative Development Authority (CDA), whichever applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

Signature Over Printed Name of
Supplier/Authorized Representative

Position :

Date :

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]