



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers who 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 **19 July 2023, 12:00 Noon**:

<b>NAME OF PROJECT</b>	Subscription of Ten (10) Hosts Video Cloud Conferencing Software
<b>PURCHASE REQUEST/REF. NO.</b>	2023 – 07 – 203
<b>LOCATION</b>	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Four Hundred Fifty Thousand Pesos (PhP450,000.00) <i>inclusive of taxes and other charges</i>

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 **19 July 2023, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
- Joel Lorenzo L. Maling, Information Systems Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

*Edwin A. Lauz*  
**EDWIN CORNELIUS A. LAUZ**  
 Division Manager  
 Information Technology Division

## TERMS OF REFERENCE

- **OBJECTIVE:**

The Insurance Commission (IC) seeks to re-subscribe and renew the existing Subscription of Ten (10) Hosts Video Cloud Conferencing Software to provide cloud-based managed video conferencing and collaboration services for IC. These licenses are primarily for the: IC Online ACE Examination, IC Case Hearings – CAD, PAMD, CRL, and REPD, and Virtual Meetings of various IC Offices and Divisions.

- **TERMS OF REFERENCE:**

1. Re-subscription of Ten (10) Hosts Video Cloud Conferencing Software for **ONE (1) YEAR.**

<b>CISCO WEBEX MEETING SUITE LICENSE 10 Hosts Cloud-based Conferencing Software One (1) Year Subscription</b>
<b>Existing Details/Subscription</b> <i>Subscription ID: Sub147261</i> <i>Organization ID: fcc205ef-853f-48d2-b33b-db096bd48d22</i>
<b>SOFTWARE</b>
1. The proposed solution must be a cloud-based application offering high-definition audio and video and fully integrated web conferencing with video capabilities for moderators and participants.
2. The proposed solution must be a renewal of the existing subscription and must utilize the current Webex URL.
3. Must be able to host Ten (10) simultaneous meetings.
4. The solution may also provide desktop/device clients for users and must support at least Windows, iOS, and Android operating systems.
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.
6. The proposed solution must be able to support the following services: <ul style="list-style-type: none"><li>• Meeting Center with up to 1000 participants per session</li><li>• Event Center with up to 1000 participants per session</li><li>• Training Center with up to 1000 participants per session</li><li>• Support Center with up to 5 participants per session</li></ul>
7. The proposed solution must include at least 1GB of storage per user for the recording and 20GB per user for the shared file.

8. The proposed solution must be able to livestream a meeting or event and include audio, video, and content shared while the meeting or event is active.
9. The host must be able to mute and unmute themselves, mute and unmute participants/all, lock/unlock meetings and expel unauthorized participants.
10. The proposed system must support the scheduling of video conferences before the meeting and join or host meetings from any device (desktop, mobile, or browser).
11. The proposed system must be able to break out the meeting into sub-groups for brainstorming and small group work.
12. The proposed solution must be able to customize video layouts/views (e.g., active speaker, grid view).
13. The proposed system's desktop client must support desktop and application sharing.
14. The proposed solution must include training features such as an integrated test engine by delivering a variety of test types, including multiple choices, true or false, fill-in-the-blank, essay, etc.
15. The proposed solution must have automated email invite features for event management with personalized templates, confirmations, reminders, and follow-ups.
16. The proposed solution must support event features such as pre-registration options, automated registrant approval, and customized filters.
17. The proposed solution must be capable of continuous interaction through threaded Q&A, chat, polls, and surveys during an event.
18. The proposed solution must be capable of a support center with features such as starting remote support sessions instantly, viewing customers' screens and remote client desktops, demonstrating new features in real time, and transferring files directly to their computer during a session.
19. The proposed solution must have a web-based single management portal for administrators 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.
<b>WARRANTY AND SUPPORT</b>
1. The Bidder must be a Gold Partner of the proposed brand. The Bidder must submit manufacturer certification stating the Bidder is Gold Partner.
2. Bidder must have the following: <ul style="list-style-type: none"> <li>• One (1) Manufacturer Certified Network Professional – Collaboration</li> <li>• One (1) Manufacturer Certified Network Associates – Collaboration</li> </ul>

<p>A photocopy of valid certification and company ID should be part of the submittal; the certified engineer should be with the Bidder a year before the bid opening.</p>
<p>3. 24 x 7 Technical Support including Saturday, Sunday, and Holidays.</p>
<p>4. 2-3 hours technical onsite response time upon receipt of notice from IC.</p>
<p>5. 2 hours phone response time upon receipt of notice from IC and unlimited phone consultation</p>
<p>6. Bidder must have Service Desk Support System.</p> <p>The system will provide a ticket for each technical request or issue and provide continuous status and reports until the resolution. The service desk must be available 24x7, including Saturdays, Sundays, and Holidays.</p> <p>The service desk system should be available for site visits if IC requires.</p>

2. Prospective bidders shall bid for all the items mentioned above.
3. The prospective supplier/service provider shall supply and deliver the licenses, subscription certificates, and documentation.
4. After applying for the re-subscription of licenses, existing files, data, reports, and logs should be retained and maintained.

- **SCHEDULE OF DELIVERY:**

Supply, Delivery, and Activation of the Re-subscription of Ten (10) Hosts Video Cloud Conferencing Software must **not be later than 03 August 2023** upon receipt of the **Notice to Proceed (NTP)**.

- **CONTRACT COST AND PAYMENT:**

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

- **TERMS OF PAYMENT**

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

- **GENERAL CONDITIONS:**

1. All quotations must be typewritten on the company's letterhead or in an 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 **19 July 2023, 12:00 Noon**, to the Information Technology Division through the following:
  - Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
  - Joel Lorenzo L. Maling, Information Systems Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)
3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
5. 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 before 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 to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

  
**EDWIN CORNELIUS A. LAUZ**  
Division Manager  
Information Technology Division

**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:

<b>ITEM NO.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>U/M</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Subscription of Ten (10) Hosts Video Cloud Conferencing Software	10	licenses		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**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 is 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).

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Signature Over Printed Name of  
Supplier/Authorized Representative

Position :

Date :

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

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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]*