



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 **10 June 2025, 12:00 Noon**:

<b>NAME OF PROJECT</b>	Procurement of Cisco Webex Video Conferencing Service Licenses for the Insurance Commission
<b>PURCHASE REQUEST/REF. NO.</b>	2025 – 05 – 277
<b>LOCATION</b>	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	Five Hundred Thousand Pesos (PhP500,000.00) <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 **10 June 2025, 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)
- Jermaine R. Valenzuela, IC Computer Operator  
[jr.valenzuela@insurance.gov.ph](mailto:jr.valenzuela@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 CORNELIUS A. LAUZ**  
Division Manager  
Information Technology Division

## TERMS OF REFERENCE

### 1. Project Title

Procurement of Cisco Webex Video Conferencing Service Licenses for the Insurance Commission (Project Reference No. 2025 – 05 – 277)

### 2. Objective

The objective of renewing the **Cisco Webex<sup>1</sup> Video Conferencing Licenses for the Insurance Commission** is to ensure uninterrupted, high-quality virtual communication capabilities essential for efficient, effective, and secured delivery of some primary services across the organization through video conference.

The subscription is intended to use on a wide array of video conferencing needs, including the following IC critical frontline processes and services:

- IC Agents' Computerized Examination (IC ACE) Online
- IC Claims and Adjudication Division (IC CAD) Cases
- IC Public Assistance and Mediation Division (IC PAMD) Hearings
- IC Regulation, Enforcement, and Prosecution Division (IC REPD) Cases

### 3. Subscription Period and Delivery

The coverage of the Cisco Webex Video Conferencing subscription will span **One (1) Year or before 30 August 2025**. This subscription period shall ensure uninterrupted access to all Cisco Webex Video Conferencing, including the existing recordings and meeting configurations.

### 4. Specifications

The winning bidder shall provide licenses and subscriptions to the existing Cisco Webex Meeting Suite of the Insurance Commission with the following details:

Service/Application	Quantity	Remarks
Cisco Webex Meeting Suite Video Conferencing Subscription ID: Sub147261 Organization ID: fcc205ef-853f-48d2- b33b-db096bd48d22	10 Licenses	Renewal

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<sup>1</sup> Reference to brand names is authorized under Section 18 of the 2016 Revised IRR of RA 9184 which provides that, "reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet of equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment".

## Software Subscription

- 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.
- The proposed solution must be a renewal of the existing subscription and must utilize the current Webex URL.
- Must be able to host Ten (10) simultaneous meetings.
- The solution may also provide desktop/device clients for users and must support at least Windows, iOS, and Android operating systems.
- 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.
- The proposed solution must be able to support the following services:
  - 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
- The proposed solution must include at least 1GB of storage per user for the recording and 20GB per user for the shared file.
- 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.
- The host must be able to mute and unmute themselves, mute and unmute participants/all, lock/unlock meetings and expel unauthorized participants.
- 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).
- The proposed system must be able to break out the meeting into sub-groups for brainstorming and small group work.
- The proposed solution must be able to customize video layouts/views (e.g., active speaker, grid view).
- The proposed system's desktop client must support desktop and application sharing.
- 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.
- The proposed solution must have automated email invite features for event management with personalized templates, confirmations, reminders, and follow-ups.
- The proposed solution must support event features such as pre-registration options, automated registrant approval, and customized filters.
- The proposed solution must be capable of continuous interaction through threaded Q&A, chat, polls, and surveys during an event.
- 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.

- 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.
- 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.
- Software must have a 1-year subscription.

### **Warranty and Support**

- The Bidder must be a Gold Partner of the proposed brand. The Bidder must submit manufacturer certification stating the Bidder is Gold Partner.
- Bidder must have the following:
  - One (1) Manufacturer Certified Network Professional – Collaboration
  - One (1) Manufacturer Certified Network Associates – Collaboration
- 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.
- 24 x 7 Technical Support including Saturday, Sunday, and Holidays.
- 2-3 hours technical onsite response time upon receipt of notice from IC.
- 2 hours phone response time upon receipt of notice from IC and unlimited phone consultation
- Bidder must have Service Desk Support System.
  - 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.
  - The service desk system should be available for site visits if IC requires.

### **5. Scope of Work**

- License Provisioning:
  - Supply the required number of Cisco Webex Meeting Suite licenses.
  - Ensure all licenses are properly assigned to named users as per the organization's requirements.
  - After applying for the re-subscription of licenses, existing files, data, reports, and logs should be retained and maintained.
- Subscription Management:
  - Manage the one-year subscription period.
  - Provide support for the renewal process and ensure continuous service without interruption.
- Installation and Configuration:
  - Assist in the installation and configuration of Cisco Webex Meeting Suite software on user devices.
  - Ensure compatibility with the organization's IT infrastructure.

- Technical Support and Training:
  - Offer 24/7 technical support for any issues related to Cisco Webex Meeting Suite software.
  - Provide training resources and tutorials to help users maximize the use of Cisco Webex Meeting Suite features.
- License Management:
  - Provide tools or services for centralized license management, tracking, and reporting.
  - Assist in reallocating or adjusting licenses as per the organization's changing needs.
- Security and Compliance:
  - Ensure that all supplied software adheres to security standards and compliance requirements.
- Regular Updates and Maintenance:
  - Ensure users receive regular updates and new feature releases for Cisco Webex Meeting Suite.
  - Provide maintenance support to keep the software running efficiently.
- Documentation and Reporting:
  - Deliver comprehensive documentation on the licenses provided, installation processes, and support protocols.
  - Provide regular reports on license usage, support tickets, and any other relevant metrics.

## **6. Service Level Agreement**

The IC shall maintain a Service Level Agreement (SLA) with the contractor, with provisions for liquidated damages for their non-compliance which shall be charged against any money due, or which may become due to the contractor, or collected from any securities or warranties posted by the contractor.

- Renewal of License including features and specifications
  - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.
- Scope of Work
  - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.

## **7. Warranties**

- The winning bidder warrants that it shall conform strictly to the terms and conditions of this Detailed Technical Specifications.
- The winning bidder shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bided out.

## 8. Confidentiality of Data

- The IC Network and System, its components, parts, and all products, product samples, specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- The winning bidder agrees to hold all the foregoing information in strict confidence. The winning bidder further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the IC.

## 9. Payment Terms

- All bid prices shall be considered fixed and not subject to price escalation during contract implementation.
- One-time payment shall be made, subject to the submission of the following documentary requirements, and in with accordance to the budgeting, accounting, and auditing laws, rules, and standards:
  - Proof of Renewal of Zoom Workplace Business
  - Sales Invoice/Billing Statement
  - Certificate of Acceptance issued by the IC IT Division

## 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 **10 June 2025, 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)
  - Jermaine R. Valenzuela, IC Computer Operator  
[jr.valenzuela@insurance.gov.ph](mailto:jr.valenzuela@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 **Procurement of Cisco Webex Video Conferencing Service Licenses for the Insurance Commission**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Cisco Webex Meeting Suite	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 :

**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]*