

## REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for Sketch Up Licenses Subscription

SVP-2021-51

**Approved Budget for the Contract:** ₱364,000.00, inclusive of all taxes and other charges.

1. Please quote your lowest price based on the attached specifications;
2. **Submitted quotations must be duly signed by the provider's representative and must be sent to the BAC Secretariat not later than 05:00 P.M. of 11 October 2021;**
3. All quotations must be inclusive of all taxes and other charges; and
4. Kindly refer to the attached Technical Specifications

### TERMS AND CONDITIONS:

1. All entries must be type written;
2. **All suppliers/vendors/providers are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
  - 2021 Mayor's/Business Permit;
  - Omnibus Sworn Statement
  - Income Tax/Business Tax Returns
  - Certificate of Authorized Reseller of Sketch Up products

(1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement**  
OR

(2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney	Duly notarized Secretary's Certificate
<u>AND</u>	<u>AND</u>
Duly notarized Omnibus Sworn Statement	Duly notarized Omnibus Sworn Statement

\*For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

### DBP Bids and Awards Committee Secretariat

6/F Operations Sector, DBP Head Office

Sen. Gil J. Puyat corner Makati Avenues, Makati City

(+632) 818-9511 to 20 local 2610 or 2606

Email: [bacsecretariat@dbp.ph](mailto:bacsecretariat@dbp.ph) and [bac-sec@dbp.ph](mailto:bac-sec@dbp.ph)

**SKETCH UP SOFTWARE LICENSE SUBSCRIPTION**  
**Technical Specifications**

**Background**

SketchUp is a 3D modeling computer program for drawing applications such as architectural, interior design, etc. It is a tool used in visualizing an interior design project and to develop a floor plan quickly, using an imported AutoCAD file and several SketchUp tools to build the walls, insert doors and windows, create, and apply special effects such as styles and shadows. The primary purpose is for preparation of plans for Bank construction projects.

**Coverage**

The procurement shall cover the subscription of Seven (7) Sketch Up Pro license for a Three (3) year period commencing from receipt of the Notice to Proceed (NTP) by the winning vendor.

**Approved Budget for the Contract (ABC)**

The Approved Budget for Contract is Php 364,000.00 (VAT-Inclusive)

**Software Requirements**

Seven (7) Sketch Up Pro licenses which includes individual use of the following:

1. SketchUp desktop LayOut,
2. Style Builder
3. SketchUp Viewer for XR apps
4. SketchUp Viewer for Mobile apps
5. SketchUp Web
6. Pro support and Pro learning
7. Trimble Connect for Business

**Vendor Requirements**

1. Vendor must issue a Certification being an authorized Reseller of Sketch Up products.
2. Vendor must submit the following pertinent documentary requirements in compliance to the revised IRR of RA 9184 on Government Procurement Law:
  - a. Current and Valid PhilGEPS Registration No.
  - b. Updated Business or Mayor's Permit or equivalent document/s
  - c. Latest Income Tax Return (ITR)
  - d. Omnibus Sworn Statement/Secretary Certificate
3. Vendor must conform to the Technical Specifications duly signed by the Vendor's authorized representative.

<b>Conforme:</b> _____ <b>Company Name</b> _____ <b>Name &amp; Signature of Authorized Representative</b> _____ <b>Designation</b> _____ <b>Date</b>
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**Maintenance Support Requirements**

1. 8 x 5 Technical Support thru Telephone, E-Mail, Remote and On-Site for any inquiries or problems that may arise concerning the license.
2. Assignment of a Technical Support Engineer
3. For problems/concerns that directly affect the Bank's operations/the response time is within One (1) hour and resolution time within Three (3) hours.
4. For inquiries or other problems that does not directly affect the operations, the response time shall be within the 8-hour support and a resolution time of within 36 hours.
5. Entitled to Software Updates and Upgrades and/or new version releases.

**Training Requirements**

1. Vendor shall provide one (1) day technical training consisting of six (6) DBP personnel at DBP Head Office or via remote session to equip them with necessary skills upon issuance of Notice to Proceed (NTP). The training should include the following:
  - Introduction
  - Features
  - Configuration
  - Administration
  - First Level Support
2. Vendor shall provide training certificates to all training attendees within five (5) working days after the conduct of training.

**Payment**

1. Winning Vendor must open an account with DBP for payment purposes (upon issuance of Notice of Award, as applicable).
2. Certificate of Acceptance will be issued upon:
  - Submission of License Certificate or Proof-of-Entitlement during the term of the subscription
  - Completion of the technical training requirement.
  - Payment will be processed once Certificate of Acceptance has been issued by DBP's Authorized Representative.

<b>Conforme:</b> _____ <b>Company Name</b> _____ <b>Name &amp; Signature of Authorized Representative</b> _____ <b>Designation</b> _____ <b>Date</b>
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**SKETCH UP SOFTWARE LICENSE SUBSCRIPTION  
Technical Specifications**

**Performance Bond**

The Vendor is required to submit a Performance Security in any of the following Forms and Percentages:

<b>Form of Performance Security</b>	<b>Minimum Percentage (%) of Contract Price Per Year</b>
Cash, Cashier's / Manager's Check issued by a Universal or Commercial Bank	Five Percent (5 %)
Bank Draft / Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank; provided, however that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank	
Surety Bond callable upon demand issued by a Surety or Insurance Company together with Certificate issued by Insurance Commission certifying the Surety or Insurance Company is authorized to issue such Surety Bond.	Thirty Percent (30 %)

**Non-Disclosure Condition**

The vendor shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of this Technical Specifications. In the same manner, the responses to the Technical Specification which shall be specified as confidential shall not be disclosed to any third party.

1. Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use hereof other than for the purpose of this project.
2. After completion of the project, all materials, data, proprietary information and other related documents provided to the winning vendor and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning vendor undertake that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.
4. This confidentiality obligation shall survive even after the termination of the contract.
5. The winning vendor shall, likewise, oblige the provider to be bound by this confidentiality contract.
6. The winning vendor's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP for claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.

<b>Conforme:</b>
_____
<b>Company Name</b>
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<b>Name &amp; Signature of Authorized Representative</b>
_____
<b>Designation</b>
_____
<b>Date</b>
_____

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7. A Non-Disclosure Agreement between DBP and the winning vendor will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.

**Liquidated Damages**

In case the vendor is unable to comply with the terms and conditions of the Agreement or fails to satisfactorily deliver the Services on time, inclusive of duly granted time extensions, if any, the Vendor shall, without prejudice to DBP or other remedies under the Agreement and under the applicable law, be liable by way of liquidated damages in the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance, which cost of unperformed portion shall be determined based on a computation to be agreed upon by the Parties. Once the amount of liquidated damages reaches ten percent (10%), the Client may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.

**OGCC Review**

The parties agree to supplement/amend/restate the agreement, including all its amendments/supplements, to incorporate the comments/revisions, if any, of the Office of the Government Corporate Counsel, with effect from the date of signing thereof.

<b>Conforme:</b>
_____
<b>Company Name</b>
_____
<b>Name &amp; Signature of Authorized Representative</b>
_____
<b>Designation</b>
_____
<b>Date</b>