



REQUEST FOR QUOTATION

Copilot License Subscription for Microsoft 365

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-24-00472
Date of Posting/Canvass : 09/27/2024
Deadline of Submission : 10/01/2024 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱603,744.96

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.

Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead);
- Proof of PhilGEPS Registration;
- Mayor's/Business permit for the current year;
- Omnibus Sworn Statement [with ten (10) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Annual Income Tax Return (ITR) – BIR Form 1702-RT (CY 2023) (For ABC's above P500K); and
- Signed DBP Request for Quotation Form and Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page)

For submission of proposal and any inquiry, you may contact the following personnel:

EDWARD M. RAZON / pimd-pu-capexteam@dbp.ph / 8818-9511 local 2603 / 0917-859-2388

Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.

Name of Company/Supplier: _____

Authorized Signatory: _____

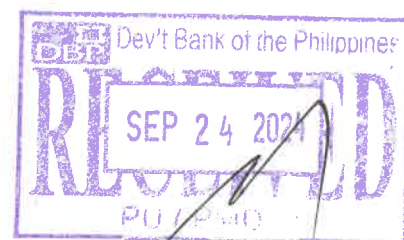
Date: _____

Signature over Printed Name

DEVELOPMENT BANK OF THE PHILIPPINES

Copilot License Subscription for Microsoft 365

TERMS OF REFERENCE



I. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is ₱ 603,744.96 at ₱ 23,220.96 per license. (Inclusive of VAT/applicable taxes and other charges)

II. SUBSCRIPTION COVERAGE

The period coverage is for one (1) year reckoning from the date of the loading of the licenses.

III. License Requirement

LICENSE QUANTITY	ITEM	UNIT PRICE	TOTAL AMOUNT
26	Microsoft 365 Copilot License	₱ 23,220.96	₱ 603,744.96

IV. Delivery Period

The supplier shall load the Copilot licenses in DBP's Microsoft 365 account electronically within fifteen (15) calendar days after receipt of Notice to Proceed (NTP).

V. Warranty

- Warranty Period: One (1) month warranty upon loading of the licenses to DBP.
- DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defects). Upon receipt of such notice, the Supplier shall, within the period of five (5) calendar days and with all reasonable speed, replace the defective Goods, without cost to the Bank.

VI. Other Requirements:

- The Supplier shall ensure that the licenses supplied are in accordance with the Terms of Reference as required by the DBP. DBP has the right to reject delivery licenses provided are found to be defective and not according to the required Terms of Reference.

The supplier shall notify authorized DBP representative Mr. Angelito V. Mortiz Jr. with email address: ajvmortiz@dbp.ph / contact no. 09175439043 if the said licenses have been completely provided/loaded.

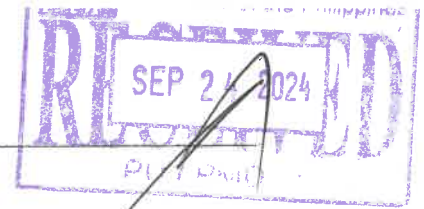
Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



2. The DBP may terminate /cancel the Purchase Order (PO) when the Supplier fails to deliver, perform, and comply with its obligation.

VII. Payment

1. Payment shall be processed after completion of delivery subject to complete documents for payment (e.g Billing Statement/Statement of Account) and issuance of Certificate of Acceptance, as applicable.
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered quantity shall be deducted from the payment, in case the Supplier fails to deliver the item/s on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it.

VIII. Interested Supplier/s must submit the following:

- a. Proposal/Quotation with specified Terms of Reference
- b. Proof of PhilGEPS Registration
- c. 2024 Mayor's/Business Permit
- d. Signed Request for Quotation (RFQ)
- e. Omnibus Sworn Statement
- f. Secretary's Certificate (for supplier under partnership/corporation)
- g. Latest Income/Business Tax Return

Recommended by:

SIGNED

AM Angelito V. Mortiz Jr.
Acting-Head, Technical Support Unit

Approved by:

SIGNED

SAVP Anabelle M. Estrella
Head, Technical Support Services Department

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____