



REQUEST FOR QUOTATION

Copilot License Subscription for Microsoft 365

Procuring Entity : DBP Head Office
Solicitation Number : P-ICTSD-25-00417
Date of Posting/Canvass : 08/30/2025
Deadline of Submission : 09/03/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱593,658.00

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.

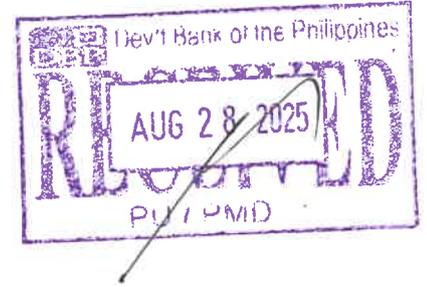
Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead) with specified technical specifications;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) Mayor's/Business permit;
- 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 (For ABC's above P500K);
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative)

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

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 Five Hundred Ninety-Three Thousand Six Hundred Fifty-Eight Pesos (₱ 593,658.00) or equivalent to ₱ 22,833.00 per license, inclusive of VAT/applicable taxes and other changes.

II. SUBSCRIPTION COVERAGE

The One (1) year Copilot License Subscription for Microsoft 365 is from November 1, 2025 to October 31, 2026.

III. License Requirement

LICENSE QUANTITY	ITEM	UNIT PRICE	TOTAL AMOUNT
26	Microsoft 365 Copilot License	₱ 22,833.00	₱ 593,658.00

IV. Delivery/Activation Period

The supplier shall load the license in DBP's Microsoft 365 account electronically within five (5) calendar days after receipt of Notice to Proceed (NTP).

V. Warranty

1. Warranty Period: One (1) month warranty upon activation of the license to DBP.
2. 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 additional cost to the Bank.

VI. Other Requirements:

1. 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 if licenses provided are found to be defective and not in accordance with the Terms of Reference.
2. The DBP may terminate /cancel the Purchase Order (PO) if the Supplier fails to deliver, perform, and comply with its obligation.
3. The supplier shall notify DBP IT upon activation of the license at contact no. (02)8818-95-11 loc. 2229.

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____

**Copilot License Subscription for Microsoft 365
Terms of Reference**



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 technical specifications
- b. Proof of PhilGEPS Registration
- c. 2025 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

SM Angelito V. Mortiz Jr.
Head, Technical Support Unit

Approved by:

SIGNED

SAVP Anabelle M. Estrella
Head, Technical Support Services Department

Conformed by:
Company: _____

Signature over
Printed Name: _____

Date: _____



Name of Project	Copilot License Subscription for Microsoft 365
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I, _____, (Address) _____,
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.