



**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT-  
TWO FAILED PUBLIC BIDDINGS  
NP-2FB-2024-02**

**PROCUREMENT OF CLOUD SERVICES (RENEWAL): SOFTWARE  
AS A SERVICE FOR ONE YEAR**

1. In view of the two (2) failed biddings, the **Employees' Compensation Commission (ECC)**, through its Bids and Awards Committee (BAC) invites PhilGEPS registered suppliers to participate in the Negotiation for the Procurement of **Cloud Services (Renewal): Software as a Service for One Year** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".
2. The Approved Budget for the Contract is One Million Two Hundred Thousand Pesos (PhP1,200,000.00) inclusive of all applicable taxes, to wit:

Lot No.	Item Description	ABC
Lot 1	Cloud Services (Renewal): Software as a Service for One Year  120 Users/ Licenses	₱1,200,000.00

3. Interested Bidders may obtain further information from the ECC BAC-Secretariat at the address and contact numbers given below from September 5 to 9, 2024, 8:00 A.M. to 3:30 P.M.
4. The schedule of the negotiated procurement activities are as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Advertisement/ Posting of Request for Quotation / Start of Availability of Request for Quotation	Starting September 5, 2024
Pre-Negotiation Conference	September 10, 2024 (Tuesday), 10:00 A.M. 4 <sup>th</sup> Floor DED Conference Room

Submission of Quotations and Legal / Technical Documents (in Sealed Envelope)	September 13, 2024 (Friday), 1:00 P.M. 4 <sup>th</sup> Floor DED Conference Room
Opening of Quotations	September 13, 2024 (Friday), 1:30 P.M. 4 <sup>th</sup> Floor DED Conference Room

5. Interested Bidders shall submit the documents listed in Annex A – Checklist of Documents, in sealed envelopes, labeled as **Negotiated Procurement – Procurement of Cloud Services (Renewal): Software as a Service for One Year**. The envelope labels should also contain the name, address and contact details of the bidder:
  
6. The ECC reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

SGD  
**ATTY. EVELYN R. RAMOS**  
Chairperson, ECC-BAC

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;
- Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration;
- Conformity with the Schedule of Requirements;
- Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

#### Financial Documents

- The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

## 25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

## Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Item Description	Delivered, Weeks/Months
Lot 1	Cloud Services (Renewal): Software as a Service for One Year  120 Users/ Licenses	15 days upon receipt of NTP

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## Technical Specifications

1. The project is for the **Procurement of Cloud Services (Renewal): Software as a Service for One Year.**
2. The scope of the project is not limited to the provision of manpower support services since it involves other incidental services.
3. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the goods/equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance (Comply or Not Comply)	Reference / Proof of Compliance
Cloud Services (Renewal): Software as a Service (SAAS) – 1 year	120 Users/ Licenses	Custom and secure business email		
		Minimum of 150 participant video meetings + recording		
		Minimum of 2 TB Storage per user		
		Security and Management controls		
		Standard Support		
		Inclusions:		
		Business email		
		Custom email for ECC		
		Phishing and spam protection that blocks at least 99.9% of attacks		

Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance (Comply or Not Comply)	Reference / Proof of Compliance
		Video and voice conferencing feature		
		Meeting length (maximum)		
		Digital white boarding		
		Noise cancellation		
		Meeting recordings saved to Cloud Storage / Drive		
		Moderation controls		
		Hand raising		
		Breakout rooms		
		Drive – Secure cloud storage		
		Application for desktop		
		Support for at least 100 file types		
		Shared drives for ECC team/ employees		
		Target audience sharing		
		Minimum of 2 TB per user		
		Chat – Team messaging feature		
		Turn history on or off by default		
		Auto-accept invitations		
		One-to-one external chat		
		Advanced chat rooms, including threaded rooms and guest access		
		Calendar – Shared calendars		
		Appointment booking pages		
		Browse and reserve conference rooms		
		Collaborative content creation		
		Keep Shared Notes		
		Sites website builder		
		Forms survey builder		

Item / Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance (Comply or Not Comply)	Reference / Proof of Compliance
		Interoperability with Office files		
		Easier analysis with Smart Fill, Smart Cleanup, and Answers		
		Writing assistance with Smart Compose, grammar suggestions, and spelling auto-correct		
		Custom branding for document and form templates		

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## **Price Proposal Form for the Procurement of Cloud Services (Renewal) Software as a Service for One Year**

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Date : \_\_\_\_\_  
Ref. No: NP-2FB-2024-02

To: **The BAC Chairperson**  
**Employees' Compensation Commission**  
4<sup>th</sup> & 5<sup>th</sup> Floors, ECC Building  
355 Sen. Gil Puyat Avenue  
Makati City

Having examined the **Invitation for Negotiated Procurement for Cloud Services (Renewal): Software as a Service for One Year per RPQ No. NP-2FB-2024-02** including the Amendments or Modifications, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to **supply and deliver the following for the SUM/S specified hereunder:**

DESCRIPTION	QTY	BID OFFER	
		Unit Cost	Total Cost
Lot 1			
CLOUD SERVICES (RENEWAL): SOFTWARE AS A SERVICE FOR ONE YEAR	120 Users/ Licenses		
Total Bid Amount in Words for Lot 1			

or the total calculated price quote, as evaluated and corrected for computational errors, and other modifications in accordance with the Price Schedules attached herewith and made part of this Quote. The total price quote includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Quote/ Offer is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the Invitation;
- c. to abide by the Bid Validity Period specified and it shall remain binding upon us at any time before the expiration of that period.



Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Price Quote or any Price Quote you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to this Invi

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Price Proposal Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)
Lot 1	Cloud Services (Renewal) Software as a Service for One Year								

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

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**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place  (specify border point or place of destination)	Total CIF or CIP price per item  (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**NFCC COMPUTATION FOR ELIGIBILITY CHECK  
FOR CY 2023**

	<b>Amount</b>
I. CURRENT ASSETS	
II. LESS: CURRENT LIABILITIES	
III. NET WORKING CAPITAL ( I – II)	
IV. NET WORKING CAPITAL x 15	
V. LESS: VALUE OF ALL OUTSTANDING OR UNCOMPLETED PORTIONS OF THE PROJECTS UNDER ONGOING CONTRACTS, INCLUDING AWARDED CONTRACTS YET TO BE STARTED, COINCIDING WITH THE CONTRACT TO BE BID	
VI. NET FINANCIAL CONTRACTING CAPACITY (NFCC)	

The values of the domestic bidder's current assets and current liabilities shall be based on **the latest Audited Financial Statements** submitted to the BIR (with stamp received by BIR).

Submitted by:

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Tel. No./Cellphone No./Email Address: \_\_\_\_\_

Date: \_\_\_\_\_

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ has the following completed contracts within the period **CY 2021** and up to the day before the deadline for submission of bids to the project – **Public Bidding for the Procurement of Cloud Services (Renewal) Software as a Service for One Year:**

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Kind of Goods Sold</b>	<b>Amount of Contact</b>	<b>Date of Delivery/ End-User's Acceptance</b>	<b>Date of Official Receipt</b>	<b>Bidder is A. Manufacturer B. Supplier C. Distributor</b>

\_\_\_\_\_  
**Printed Name and Signature of  
 Authorized Representative**

\_\_\_\_\_  
**Date**

**\*Instructions:**

- a) Cut-off date as of: (i) Up to the day before the deadline of submission of bids.
- b) In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.
- c) "Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: "Supply and Delivery of Generator Set"

**STATEMENT OF ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ has the following ongoing contracts and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contact	Value of Outstanding Contracts	Bidder is A. Manufacturer B. Supplier C. Distributor

\_\_\_\_\_  
**Printed Name and Signature of  
 Authorized Representative**

\_\_\_\_\_  
**Date**

\*Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of: **i. The day before the deadline of submission of bids.**
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of Generator Set"

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION**

**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[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]*