



**February 19, 2021**

**REQUEST FOR QUOTATION**

**No.: 2021-CIMS(033)-NPSVP-012**

**Procurement of Google Workspace Business Starter**

**(Negotiated Procurement – Small Value Procurement)**

Sir/Madam:

The Credit Information Corporation invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference **(see Annex "B")**.

Qty	UOM	PARTICULARS	Unit Cost	Approved Budget for the Contract
1	LOT	<p><b>Google Workspace Business Starter annual subscription per user</b></p> <p>Number of Active Licenses/Users – <b>124</b></p> <p><b>Additional Google Drive Storage</b> annual subscription per user</p> <p>20GB – 9 users 50GB – 2 users 200GB – 4 users</p> <p>Anniversary date: <b>February 26, 2021</b> Domain: <b>creditinfo.gov.ph</b></p>	<b>PhP569,654.40</b>	<b>PhP569,654.40</b>

Contract Duration: One (1) Year  
 Delivery Schedule: February 27, 2021  
 Delivery Site: 6F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **February 23, 2021, 5:00 p.m.**

- PhilGEPS Certificate/Number;**
- Mayor's/Business Permit for the current year;**
- Latest Income/Business Tax Returns;**

4. **Notarized Omnibus Sworn Statement (Annex C);** and
5. For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to [phoebe.wagan@creditinfo.gov.ph](mailto:phoebe.wagan@creditinfo.gov.ph). Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

**Signed**  
**PHOEBE ANN R. WAGAN**  
Administrative Services Officer V

N.B.: The duly accomplished Proposal (Annex A), together with the other required documents, shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, after issuance of Notice of Award but before payment:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit for the Year 2021;

PhilGEPS Platinum Registration Certificate may be submitted **in lieu** of the foregoing documents.

If unable to have the Omnibus Sworn Statement notarized, an unnotarized Omnibus Sworn Statement may be submitted, subject to compliance therewith after award of contract but before payment.

## **PRICE PROPOSAL FORM**

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

Administrative Office  
Credit Information Corporation  
6F, Exchange Corner Bldg., 107 VA Rufino St.  
cor. Esteban St., Legaspi Village, Makati City

Madam:

Having examined the Request for Quotation No. **2021-CIMS(033)-NPSVP-012**, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

<b>ITEM/DESCRIPTION</b>	<b>Qty</b>	<b>UOM</b>	<b>Unit Price</b>	<b>TOTAL BID PRICE</b>
<b>Business Starter annual subscription per user</b>  Number of Active Licenses/Users – <b>124</b>  <b>Additional Google Drive Storage</b> annual subscription per user 20GB – 9 users 50GB – 2 users 200GB – 4 users  Anniversary date: <b>February 26, 2021</b> Domain: <b>creditinfo.gov.ph</b>	1	Lot		

Contract Duration: One (1) Year  
Delivery Schedule: February 27, 2021  
Delivery Site: 6F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

**TOTAL BID PRICE IN WORDS:**

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We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

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

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

**COMPLIANCE FORM  
Terms of Reference**

1. Overview

The Credit Information Corporation (CIC) is mandated to collect and aggregate borrower's credit data to establish the credit worthiness of borrowers. Email system, productivity tools, and online collaboration tools play an important role in the communication, messaging and computing operations of the people supporting and maintaining the Credit Information System (CIS). CIC needs an online suite or workspace/solution with the following features:

- a) web-based email service with 99.9% guaranteed uptime with zero scheduled downtime for maintenance, 30GB of storage space, and 24/7 phone and email support
- b) cloud file storage and synchronization service that can be shared with others, and access the files from any computer, tablet, or smartphone
- c) collaborative software that allow users to view and edit documents, spreadsheets and presentations together in real-time through a web browser or mobile device
- d) an online survey application or forms having the features of all of the collaboration and sharing features found in Docs, Sheets, and Slides; can also be used to create quizzes
- e) online calendar that comes with additional features designed for business use, including: smart scheduling of meetings, where the service finds available times and appropriate locations based on coworkers' schedules, and public calendars for consumers to see a business' upcoming events
- f) a communication software that provides direct messages and team chat rooms
- g) video conferencing application
- h) admin panel for managing users and services

2. Purpose

The CIC aims to renew the existing license for email, productivity tools, and cloud collaboration solution to continually provide an easy-to-manage technology that integrate with other IT tools and software solution of the CIC to improve its overall IT communication, productivity and collaboration while overcoming its limited budget and man-power resources.

3. Scope

The paid license covers to receive online collaboration services, product updates and versions, and access to Technical Support for one year.

4. Definition of Terms

<b>Term</b>	<b>Definition</b>
Cloud Computing	is the on-demand availability of computer system resources, especially data storage (cloud storage) and

	computing power, without direct active management by the user. The term is generally used to describe data centers available to many users over the Internet.
Collaboration Tool Collaborative Software	or is application software designed to help people working on a common task to attain their goals; may be divided into: real-time collaborative editing platforms that allow multiple users to engage in live, simultaneous and reversible editing of a single file (usually a document), and version control (also known as revision control and source control) platforms, which allow separate users to make parallel edits to a file, while preserving every saved edit by every user as multiple files (that are variants of the original file)
Service Level Agreement (SLA)	A commitment between a service provider and a client. Particular aspects of the service – quality, availability, responsibilities – are agreed between the service provider and the service user
System Uptime	Uptime is a measure of system reliability, expressed as the percentage of time a machine, typically a computer, has been working and available. Uptime is the opposite of downtime
	<i>--Definitions are retrieved from Wikipedia.com, workspace.google.com.ph</i>

## 5. Duties and Responsibilities

### 5.1. Service Provider (SP)

The SP's responsibilities with respect to this project are as follows:

1. The renewal and installation of license must be completed within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP). Otherwise, the SP shall pay a penalty in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.
2. Provide account support via phone or email, including requests for additional licenses, storage, billing management, and information about the use of the system, along with other product details.
3. Provide 24x7 online technical support facility and capability, consisting of online helpdesk facility and competent technical support personnel

### 5.2. Credit Information Corporation

CIC's responsibilities with respect to this project are as follows:

1. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the SP.
2. Issuance of a Certificate of Inspection and Acceptance to the SP upon successful completion of the testing certifying that the SP conforms to all requirements stipulated in this document.
3. Pursuant to General Procurement Policy Board (GPPB) Resolution No. 019-2006 dated 06 December 2006, at the end of each year, the CIC will conduct an assessment of the quality of service provided particularly the cost charged by the SP and the range of services it offers against other service providers in the area.

6. Requirements  
6.1. General

Items	Requirements	Statement of Compliance ("Comply" or "Not Comply" against each Specification.) and Proof of Compliance
1. Service Provider	<ol style="list-style-type: none"> <li>a) Duly notarized statement that the SP is an <b>authorized Google Cloud Partner</b> (at least Partner Level) and has been in business of providing Google Workspace (formerly GSuite by Google Cloud) for at least five (5) years prior to the deadline for the submission of bids.</li> <li>b) The SP must establish a single point of contact call center operations/helpdesk with hotline numbers to provide timely and responsive trouble reporting, incident handling, problem escalation and field support for all problem related issues.</li> <li>c) The SP should provide unlimited phone, email, chat and any form of electronic communications and messaging support for one year.</li> </ol>	

6.2. Technical Requirements

Items	Requirements	Statement of Compliance ("Comply" or "Not Comply" against each Specification.) and Proof of Compliance



System Overview	a) Google Workspace Business Starter annual subscription per user (124 users) b) Google Drive Storage annual subscription per user: 20 GB x 9 50 GB x 2 200 GB x 4	
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7. Schedule of Delivery

The Service Provider shall commence delivery and implementation of the services within 30 calendar days (lead time for delivery for non-stock items) upon receipt of the Notice to Proceed.

8. Terms of Payment

Payment shall be made on the following:

1. Payment shall be made on a one time basis subject to submission of billing statement and other supporting documents by the SP, subject to the issuance of Certificate of Satisfactory Service by CIC.
2. The start of billing shall be based on the date of issuance of "Certificate of Acceptance".

**STATEMENT OF COMPLIANCE**

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Capacity

Duly authorized to sign Compliance for and on behalf of: \_\_\_\_\_

## **Omnibus Sworn Statement**

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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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

**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;**

**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:* I am 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;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure 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; and

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.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized  
Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ .

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

Note:

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.