



REQUEST FOR QUOTATION

Date: 13 September 2023

RFQ No.: 100-23-07-1477

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **SMS Blast Platform Subscription for Various Offices – Management Information System Office** with an Approved Budget for the Contract (ABC) of **Php 100,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	SMS Blast Platform Subscription, - SMS Charge One Way (100,000 SMS valid for 1 Year) and Messaging Blast Web based System. - Please see attached Terms of Reference (TOR)		1	lot	100,000.00	100,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		100,000.00			

DELIVERY TERM: Please refer to the Terms of Reference.

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*



MARCH 2023

TERMS OF REFERENCE
SMS BLAST PLATFORM SUBSCRIPTION
for the use of Various Offices
PR 100-23-07-1477

The City Government of Pasig, through the efforts of the *Management Information Systems Office (MISO)* intends to procure for annual subscription of Short Messaging Service Blast Platform essential to communicate government services via text messaging.

I. BACKGROUND

SMS Blast Platform is a type of SaaS (Software as a Service) Subscription Platform Service that utilizes Text Messaging to personalize communication of a certain organization to its large number clients, instead of using the traditional broadcast communication, public announcement or any type of communication that may be sent in its general public.

In the City Government of Pasig, the SMS Blast became beneficial especially when this type of communication was used in targeted constituents in informing them about government services, such as the vaccination schedule of constituent, one-time-password for PasigPass account, information about the Year-end Thanks Gift-giving, also known as Handog Pasasalamat among other services that maybe publicly disseminated but the city organizers choose a more personalized approach so that the program implementation will be in order and avoid unnecessary mass gathering, which is a trend in the new normal. Initially, this messaging blast platform will be used by the mayor's office to cascade. Other offices also can utilize this platform if they need to cascade a message to their target constituents.

In this era of information technology wherein everyone owns a cellular phone capable of receiving text messages, the City wishes to continue to utilize such technology in connecting to public to inform its constituents in a more proper manner. Furthermore, SMS blast could also be used for other announcements for targeted sectors, such as distribution of senior citizen or scholarship allowances. Furthermore, it could also be used to communicate with taxpayers, business owners, homeowners, other sectors that may be grantees of city services, household heads, among others.

II. TECHNICAL SPECIFICATIONS AND BILL OF MATERIALS

Item No.	Qty	Unit of Issue	Item Description/Specification	Unit Cost	Amount
1	1	Lot	SMS Charge One Way (100,000 SMS valid for 1 year) and Messaging Blast Web based system	100,00.00	100,000.00
TOTAL COST					100,000.00

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila



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REQUIREMENT TYPE	
1. System Features	<ol style="list-style-type: none">1. Web-based UI<ul style="list-style-type: none">▪ Capable of creating generic and customized message templates2. Bulk Messaging – able to send high-volume SMS messages from any device on the Internet.3. Name Masking – Make communications official with one or multiple mask names.4. Reports<ul style="list-style-type: none">▪ Includes a performance dashboard to make it easier for us to monitor our messaging activities.▪ Run Historical and Performance reports.▪ Utilize performance tracking statistics, such as message reports based on date, time, and destination.▪ Total number of same network and other network text messages.▪ Total number of successful / unsuccessful text messages per batch of Message Blast5. API ready – Simple integration with our existing systems.6. Validity of SMS – Determine how long the portal will attempt to send an SMS message.7. Personalize the message's content based on the database of contacts.8. OTP – Capable of sending one-time SMS passwords for login authentication
2. Training and Manuals	<ol style="list-style-type: none">1. At least one (1) hardcopy and (1) softcopy of End-User's Manual2. User Account Administration for at least two (2) personnel3. Training for End-user: Operation of messaging blast service




III. SERVICE LEVEL AGREEMENT

- Shall provide response time of not more than 4 hours upon receipt of call and next business day on-site visit when necessary
- Provide on-line telephone and e-mail support within the subscription period as needed by The City Government. On call support should be available 8 hours a day (normal working hours 8am to 5pm), 5 days a week (Monday to Friday).
- Proponent shall provide a point person to monitor and coordinate with the project team in any concerns during the subscription period.
- Average monthly platform uptime of > 99.99%,
- Average single SMS delivery time at least 2.5 secs,
- Minimum SMS Thruput is at least above 5,000 SMS per minute

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IV. CONTRACT DELIVERY PERIOD AND DURATION OF THE SERVICE

The contract delivery period shall be thirty (30) days upon the notice to proceed (NTP). The subscription duration shall be 12 months from the date of installation.

V. SOURCE OF FUNDING AND APPROVED BUDGET FOR THE CONTRACT

The Fund for this engagement shall be sourced from the Other Maintenance and Other Operating Expenses for the year 2023 of the Management Information Systems Office of Pasig City Government. The ABC is amounting to a one-time payment of one hundred thousand Philippine Pesos (Php 100,000.00).

VI. MODE OF PROCUREMENT

This project shall be undertaken through an allowable mode of procurement, as evaluated by the Bids and Awards Committee pursuant to RA No. 9184 and its latest revised IRR.

**** End of Terms of Reference ****

Prepared by:


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Reviewed by:





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Head, Project Management Division


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OIC, MIS Office

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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.


Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:


Signature over Printed Name


Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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