



REQUEST FOR QUOTATION

Date: 13 September 2023

RFQ No.: 100-23-07-1583

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 **Renewal of Google Teaching and Learning Upgrade for the Learning Management System – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 500,000.00**, 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	Google Workspace Teaching and Learning Upgrade, <ul style="list-style-type: none"> - The Learning Management System shall possess features of a Cloud-based Learning Management System to which exams and learning activities may be configured towards a path or sequence according to preconfigured flow/structure as designed by the course teacher. - a. Items for initial configuration shall include but not be limited to: <ul style="list-style-type: none"> - Video conference with up to 250 participants at once or live stream to up to 10,000 viewers with enhanced Google Meet. - Improve virtual engagement in Google Meet with enhanced features like interactive Q&As, polls, attendance tracking, and breakout rooms. - Save, archive, and transcribe recorded Google Meet meetings in Drive. - Integrate your favorite third-party tools right within the classroom. 		1	lot	500,000.00	500,000.00		


	<ul style="list-style-type: none"> - Get unlimited originality reports and a private repository of student work to check for student-to-student matches. - b. The LMS Access specification: - It will have 175 licenses for faculty members. - An initial 100TB of pooled storage shared across all users. - Initially provided for 5,000 users. - Can accommodate at least 5,000 concurrent users. - Access type may be via Web Browsers and Mobile Applications that are compatible with Android and IOS platforms. - 24/7 access availability. - Initial storage of at least 10 GB per user for 5,000 users. - Includes Secure Socket Layer (SSL) Certificate Login Page and SSL Certificate Site-Wide. 					
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total	500,000.00		
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.*

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

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TERMS OF REFERENCE

RENEWAL OF GOOGLE TEACHING AND LEARNING UPGRADE FOR THE LEARNING MANAGEMENT SYSTEM OF THE PAMANTASAN NG LUNGSOD NG PASIG

TO: All Prospective Bidders
Members of the Bids and Awards Committee
Other Concerned

I. Software Requirements

The Pamantasan ng Lungsod ng Pasig (PLP) will renew its subscription to the existing Google Workspace for Education Cloud-Based Learning Management System. It will include the additional features of the system to standardize its platform for delivering online courses. The platform will be needed for the delivery of flexible learning this coming First Semester Academic Year 2023 – 2024.

Below are the minimum requirements for the renewal of the Google Workspace Teaching and Learning Upgrade.

1. Access to Google Workspace for Education Teaching and Learning Upgrades Learning Management System (LMS) with maintenance, technical, and user support services.
2. Renewal and activation of the Google Workspace Learning Management System for Pamantasan ng Lungsod ng Pasig.
3. The LMS shall be seamlessly accessible through all platforms via web and mobile platforms.
 - a. Accessible via Windows, IOS, Linux, and operating systems.
 - b. Availability of mobile application access via Android and IOS devices.
4. The LMS shall possess features of a Cloud-based Learning Management System to which exams and learning activities may be configured towards a path or sequence according to preconfigured flow/structure as designed by the course teacher.
 - a. Items for initial configuration shall include but not be limited to:
 - Video conference with up to 250 participants at once or live stream to up to 10,000 viewers with enhanced Google Meet.
 - Improve virtual engagement in Google Meet with enhanced features like interactive Q&As, polls, attendance tracking, and breakout rooms.
 - Save, archive, and transcribe recorded Google Meet meetings in Drive.
 - Integrate your favorite third-party tools right within the classroom.
 - Get unlimited originality reports and a private repository of student work to check for student-to-student matches.
 - b. The LMS Access specification:
 - Shall be Cloud-based.
 - An initial 100TB of pooled storage shared across all users.
 - Initially provided for 5,000 users.



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- Can accommodate at least 5,000 concurrent users.
 - Access type may be via Web Browsers and Mobile Applications that are compatible with Android and IOS platforms.
 - 24/7 access availability.
 - Initial storage of at least 10 GB per user for 5,000 users.
 - Includes Secure Socket Layer (SSL) Certificate Login Page and SSL Certificate Site-Wide.
5. Cloud server uptime shall be 99.9%, except for advance notification of server maintenance and updates roll-out.
PLP shall have access to the following:
- a. User, Groups, and Reports.
 - b. Storage status.
 - c. Other status related to system activity.
6. Privacy and data security compliance with the Data Privacy Act of 2012.
7. Provision of Training to Users
- a. Onsite / Online training for an administrator.
 - b. Onsite / Online training for users which includes Teachers and Course Creators.
8. Provision of 24-hour Customer Help Desk and support or Hotline from Service Provider via direct toll-free landline or GSM / cellular phone lines
- a. 24/7 availability of technical and user support.
 - b. 24/7 administrator help desk.

II. PERIOD OF DELIVERY / INSTALLATION

Supply and delivery of the Google Workspace Teaching and Learning Upgrade should be within Thirty (30) calendar days.

Prepared by:


MELQUIADES M. SIBOMET JR. Ed. D.
 MIS Head

Noted:


Mr. Roberto A. Osorio
 Head, Project Management Division, MISO


Mr. Jerry V. Obico
 Head, Infrastructure Division, MISO


Mr. John Carlo F. Fatallo
 OIC, MIS Office Pasig City



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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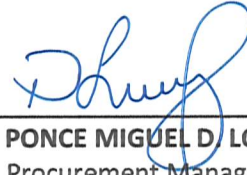
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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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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