REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
East Avenue cor. NIA Road
Quezon City

REQUEST FOR QUOTATION

The Land Registration Authority (LRA), through its Bids and Awards Committee for Procurement of Goods, Supplies and Materials (BAC-PGSM) will undertake a **Small Value Procurement** for the "**Supply & Delivery of Five (5) Subscription Licenses of Zoom Videoconferencing Application**", in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	:	Supply & Delivery of Five (5) Subscription Licenses of Zoom Videoconferencing Application
Approved Budget for the Contract	:	Seventy Thousand Pesos (Php 70,000.00), VAT Inclusive
Specifications	:	See attached Annex "D" for Technical Specification
Location	:	LRA Building East Avenue corner NIA Road, Diliman Quezon City
Delivery and Project Completion	:	Within Thirty (30) Calendar Days upon receipt of Notice to Proceed.

Interested suppliers are required to submit the following:

a) Copy of Mayor's / Business Permit
b) PhilGEPS Registration Number
c) Price Quotation (Annex "A")
d) Notarized Omnibus Sworn Statement (Annex "B")
e) Compliance Statement to Schedule of Requirements (Annex "C")
f) Compliance Statement to Technical Specifications (Annex "D")

Submission of quotation and eligibility documents is on or before **3:00 p.m. of December 18, 2020** (Friday). **Properly sealed quotation** shall be **submitted personally** to any of the following person:

Eunalize E. Zapanta
Room 102, Upper Ground, Office of the General Services Divison
LRA Building East Avenue corner NIA Road, Diliman Quezon City
Telephone Number: 0930 116 0454
Email: eunalize.zapanta@lra.gov.ph

Leif Mark Andrew Fontiveros
Room 316, Third Floor, Office of the Ordinary Decree Section
LRA Building East Avenue corner NIA Road, Diliman Quezon City
Telephone Number: 0967 298 7969
Email: leifmarkandrew.fontiveros@lra.gov.ph

For inquiry, you may contact them thru the above mobile phone numbers. You may also send email for some clarification. Please arrange a schedule for the submission of quotation in order that somebody will receive the submitted quotations.

Very truly yours,

JOEL MARI MARTIN M. BIGORNIA
BAC-PGSM Vice-Chairman

Annex "A"

PRICE QUOTATION FORM

_____
Date

BAC Secretariat
Land Registration Authority
Room 102, Upper Ground, Office of the General Services Division
LRA Building East Avenue corner NIA Road, Diliman Quezon City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specifications	Qty	Unit Price	Total
One Year Subscription of Zoom Videoconferencing Application	• Host with at least 300 Participants • Conferencing Features 1) HD Video 2) HD Voice 3) Screen Sharing 4) Whiteboarding • Web Features 1) Private & Group Chats 2) MP4 or M4A Local Recording • Supported Integration 1) Google Drive 2) Dropbox	5 licenses		
		Total Cost:		

(Amount in Words) _____

_____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

_____
Name/Signature of Representative

_____
Name of Company

_____
Contact No.

Annex "B"

Omnibus Sworn Statement

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 or authorized representative 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, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney*;

   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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity],* as shown in the attached*[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

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: The owner or sole proprietor is 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; and

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.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ 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. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

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

NAME OF NOTARY PUBLIC
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ *[date issued], [place issued]*
IBP No. _____ *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Annex "C"

SCHEDULE OF REQUIREMENTS

Supply and Delivery shall be within Thirty (30) calendar days upon receipt of Notice to Proceed.

Item No.	Description of Components	Quantity	Statement of Compliance
1	Zoom Videoconferencing Application Yearly Subscription	5 licenses	

Payment Scheme		
Item No.	**Description**	**Statement of Compliance**
1	Payment scheme of one-time payment to supplier shall be made after completion of delivery and upon acceptance of LRA, subject to submission of complete documentary requirements for payment. Payment is inclusive of VAT.	

I hereby certify to comply with all the above Schedule of Requirements.

Name of Company/Bidder	**Signature Over Printed Name Of Representative**	**Date**

Annex "D"

TECHNICAL SPECIFICATIONS

Item	Description of Components	Minimum Specifications	Statement of Compliance
1	5 Subscription Licenses of Zoom Videoconferencing Application for One year	• Host with at least 300 Participants • Conferencing Features 1) HD Video 2) HD Voice 3) Screen Sharing 4) Whiteboarding • Web Features 1) Private & Group Chats 2) MP4 or M4A Local Recording • Supported Integration 1) Google Drive 2) Dropbox • Subscription Plan is higher than Basic	

Item No.	Warranty Statements	Statement of Compliance
1	The LRA reserves the right to accept or reject any or all offers and to impose additional terms and conditions as it may deem proper.	
2	The supplier certifies that all items to be delivered are in good condition, however, any item that result in any defects covered within the warranty period shall be replaced if proven to be defective based on the said defects.	

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder	Signature Over Printed Name Of Representative	Date