



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

No. 24-077

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Supply and Delivery of IP Phones"** for FY 2024 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than November 20, 2024, 2:00 PM** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2024 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB-prescribed forms)**, within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation¹.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at eestipona@dbm.gov.ph



AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹ Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

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

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

<u>PAYMENT DETAILS</u>	
<u>Payment Terms:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

CONFORME:

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) *calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Pursuant to the Bureau of Internal Revenue Regulation No. 017-2024 dated September 17, 2024, the Supplier shall present their valid and updated Tax Clearance Certificate to the Administrative Service – General Services Division (AS-GSD), as the End-user Unit, prior to the final payment of the contract. FAILURE to present a valid and updated Tax Clearance shall entitle the DBM to suspend the final payment due to the Supplier.**
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
12. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.

13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:
- a) Project name;
 - b) Approved budget for the contract;
 - c) Contract period;
 - d) Name of the winning bidder and its official business address;
 - e) Amount of contract awarded;
 - f) Date of Award and Acceptance;
 - g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:



Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

DETAILED TECHNICAL SPECIFICATIONS

- Display
 - Primary (larger) : 5.0" color, 800 x 480 pixel
 - Secondary : 2.3" Color, 160 x 240 pixel
- 10 physical buttons on main screen, 6 physical buttons on secondary screen (dual LEDs - red, green)
- 4 softkeys
- 2 USB ports (1 USB A, 1 USB C)
- Wi-Fi & Bluetooth
- Hard buttons for phone, end call, messages, contacts, history, home, navigation cluster, headset, speaker, volume, mute
- LEDs for speaker, mute, headset, message, history
- All 96 buttons are accessible, without a physical expansion module (on main screen, or secondary screen)
- J100 Expansion Modules Support
 - Secondary screen is the first effective Expansion Module
 - 2 hardware J100 Expansion Modules
- Wideband audio in handset and headset
- SuperWideBand RJ9 Headset
- Full duplex speakerphone
- SuperWideBand Full Duplex Handsfree
- Ergonomic hearing aid compatible handset (FCC 508 compliant) supports TTD acoustic coupler
- Message waiting indicator
- Mute indicator with optional mute alerting
- IC call alerting with 360-degree visibility
- Dual-position stand, optional wallmount stand
- Supports optional Bluetooth/Wi-Fi module
- Gigabit Ethernet (10 / 100 / 1000) line interface
- Secondary Gigabit Ethernet (10/100/1000 Mbps)
- PoE Class (IEEE 802.3af) registers as class 1 device and supports 802.3az
- "Energy Star Certified" AC to 5 volt adapter
- Supports Session Initiation Protocol (SIP) and H.323
- Standards-based codec support: G.722, Opus, Add G711, G729AB.
- Zero touch deployment via Device Enrollment Services Support

DETAILED TECHNICAL SPECIFICATIONS

- Supports the following languages: Arabic, Brazilian Portuguese, Simplified

Chinese, Dutch, English, Canadian French, Parisian French, German, Hebrew,

Italian, Japanese, Korean, Polish, Latin American Spanish, Castilian Spanish,

Thai, Turkish, and Russian

Highlights

- Wireless Deployment
- Bluetooth Connectivity
- User Interface Personalization

Software compatibility

Avaya Aura® 7.1.3.3

- Avaya IP Office 11.1.1
- Avaya Cloud Office® by RingCentral and Open SIP platforms
- Broadsoft Broadworks R22.0
- Asterisk R16
- FreeSWITCH 1.8.5
- Netsapiens v41.2.2
- Metaswitch CFS V9.5

Existing Software Compatibility

- Avaya Aura System Manager 8.1
 - Existing Sip phone units j129 and 139
 - Latest J100 series firmware update ready.