



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers who are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)** to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **18 June 2024, 12:00 Noon**:

<b>NAME OF PROJECT</b>	Procurement of Zoom Video Conferencing Service Licenses for the Insurance Commission
<b>PURCHASE REQUEST/REF. NO.</b>	2024 – 06 – 159
<b>LOCATION</b>	Insurance Commission Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	One Hundred Fifty Thousand Pesos (PhP150,000.00) <i>inclusive of taxes and other charges</i>

The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **18 June 2024, 12:00 Noon**, to the Information Technology Division through the following:

- Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
- Joel Lorenzo L. Maling, Information System Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, and to reject all Quotations/Bids at any before the contract award without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the government. The IC assumes no responsibility to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

*Edwin A. Lauz*  
**EDWIN CORNELIUS A. LAUZ**  
 Division Manager  
 Information Technology Division

## TERMS OF REFERENCE

### 1. Project Title

Procurement of Zoom Video Conferencing Service Licenses for the Insurance Commission (Project Reference No. 2024-06-159)

### 2. Objective

The objective of renewing the **Zoom Business<sup>1</sup> Video Conferencing Licenses** for the Insurance Commission is to ensure uninterrupted, high-quality virtual communication capabilities essential for efficient and effective meeting management across the organization. This renewal will support a wide array of video conferencing needs, including internal meetings, external stakeholder consultations, training sessions, job interviews, flag ceremony, and regulatory discussions. Additionally, the renewal will incorporate enhanced functionalities such as advanced meeting analytics, integrated collaboration tools, and enhanced security features to safeguard confidential information, thereby improving overall productivity and operational efficiency.

### 3. Subscription Period

The coverage of the Zoom Business Video Conferencing subscription will span one (1) year, starting on **July 12, 2024**. This subscription period shall ensure uninterrupted access to all Zoom Business Video Conferencing, including the existing recordings and meeting configurations.

### 4. Specifications

The winning bidder shall provide licenses and subscriptions to the existing Zoom Workplace Business of the Insurance Commission with the following details:

Licenses & Applications:

<b>Service/Application</b>	<b>Quantity</b>	<b>Remarks</b>
Zoom Workplace Business	10	Renewal
Video Conferencing	2	New/Additional

#### **Zoom Workplace Business**

- Access to All Apps:
- Host up to 300 Participants
- 24-hour Meeting Duration Limit

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<sup>1</sup> Reference to brand names is authorized under Section 18 of the 2016 Revised IRR of RA 9184 which provides that, "reference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet of equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment".

- Unlimited Number of Meetings
- Video and Web Conferencing
- High-definition Video and High-quality Audio
- Multi-screen Sharing, Co-annotation, Remote Control
- Desktop and Application Sharing
- Play Video with Audio
- Mobile Features such as Screen Sharing and Scheduling
- Local and Cloud Recording with Transcripts
- 5GB of MP4 or M4A Cloud Recording per License
- Flexibility to Record Shared Screen with Gallery View, Speaker View, or Both
- On-demand Recording Sharing and Recording Protection with Access Control
- Admin Features, Security, SSO, Brandings, and Managed Domains (Vanity URL: insurance-gov-ph)
- Custom and Personal Meeting ID
- End-to-End Encryption for All Meetings
- Watermark on Content Sharing and Audio Watermark
- With Breakout Rooms and Waiting Rooms
- Social Media Streaming Capability
- Telephone Call-in
- End-of-Meeting Experience Feedback Survey
- Unlimited Whiteboards
- Generate Applicable Reports
- Chat
  - Text, Image, and Audio Files Sending Across Multiple Platforms
  - Group Creation/Messaging

## **5. Scope of Work**

- License Provisioning:
  - Supply the required number of Zoom Workplace Business licenses.
  - Ensure all licenses are properly assigned to named users as per the organization's requirements.
  - After applying for the re-subscription of licenses, existing files, data, reports, and logs should be retained and maintained.
- Subscription Management:
  - Manage the one-year subscription period starting from July 12, 2024.
  - Provide support for the renewal process and ensure continuous service without interruption.
- Installation and Configuration:
  - Assist in the installation and configuration of Zoom Workplace Business software on user devices.
  - Ensure compatibility with the organization's IT infrastructure.

- Technical Support and Training:
  - Offer 24/7 technical support for any issues related to Zoom Workplace Business software.
  - Provide training resources and tutorials to help users maximize the use of Zoom Workplace Business features.
- License Management:
  - Provide tools or services for centralized license management, tracking, and reporting.
  - Assist in reallocating or adjusting licenses as per the organization's changing needs.
- Security and Compliance:
  - Ensure that all supplied software adheres to security standards and compliance requirements.
  - Assist in implementing security features such as password protection, encryption, and digital signatures.
- Regular Updates and Maintenance:
  - Ensure users receive regular updates and new feature releases for Zoom Workplace Business.
  - Provide maintenance support to keep the software running efficiently.
- Documentation and Reporting:
  - Deliver comprehensive documentation on the licenses provided, installation processes, and support protocols.
  - Provide regular reports on license usage, support tickets, and any other relevant metrics.

## **6. Service Level Agreement**

The IC shall maintain a Service Level Agreement (SLA) with the contractor, with provisions for liquidated damages for their non-compliance which shall be charged against any money due, or which may become due to the contractor, or collected from any securities or warranties posted by the contractor.

- Renewal of License including features and specifications
  - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.
- Scope of Work
  - 1/10th of 1% of the contract price for the undelivered portion shall be imposed per day of delay.

## **7. Warranties**

- The winning bidder warrants that it shall conform strictly to the terms and conditions of this Detailed Technical Specifications.
- The winning bidder shall neither assign, transfer, pledge, nor subcontract any part or interest to the contract being bided out.

## 8. Confidentiality of Data

- The IC Network and System, its components, parts, and all products, product samples, specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.
- The winning bidder agrees to hold all the foregoing information in strict confidence. The winning bidder further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the IC.

## 9. Payment Terms

- All bid prices shall be considered fixed and not subject to price escalation during contract implementation.
- One-time payment shall be made, subject to the submission of the following documentary requirements, and in with accordance to the budgeting, accounting, and auditing laws, rules, and standards:
  - Proof of Renewal of Zoom Workplace Business
  - Sales Invoice/Billing Statement
  - Certificate of Acceptance issued by the IC IT Division

## GENERAL CONDITIONS

1. All quotations must be typewritten on the company's letterhead or in an accomplished Reply Slip (*Template Attached*) duly signed by the company's authorized representative.
2. The duly accomplished and signed quotations or Reply Slip, including the required documents enumerated, must be submitted in person or through email not later than **18 June 2023, 12:00 Noon**, to the Information Technology Division through the following:
  - Juan Carlo R. Florencio, Information Technology Officer I  
[jcr.florencio@insurance.gov.ph](mailto:jcr.florencio@insurance.gov.ph)
  - Joel Lorenzo L. Maling, Information System Analyst I  
[jll.maling@insurance.gov.ph](mailto:jll.maling@insurance.gov.ph)
3. ***Certified True Copy of the supplier's Valid PhilGEPS Registration Certificate, Business Registration, Valid Mayor's/Business Permit, Certificate of Tax Registration, Tax Clearance, Signed and Notarized Omnibus Sworn Statement (Template Attached), and Latest Income/Business Tax Return*** shall be attached upon submission of the Quotation.
4. All quotations shall be considered fixed prices and not subject to price escalation during contract implementation.
5. The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at

any before contract award without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the government. The IC assumes no responsibility to compensate or indemnify Bidders for any expenses incurred in preparing their Quotation/Bid.

A handwritten signature in black ink that reads "Edwin A. Lauz". The signature is written in a cursive style with a large, stylized initial 'E'.

**EDWIN CORNELIUS A. LAUZ**  
Division Manager  
Information Technology Division

## REPLY SLIP

**Name of Supplier** : \_\_\_\_\_  
**Address** : \_\_\_\_\_  
**Business Permit No.** : \_\_\_\_\_  
**Tax Identification No.** : \_\_\_\_\_  
**PhilGEPS Registration No.** : \_\_\_\_\_

After having carefully read and accepted the terms and conditions in the Terms of Reference (TOR) for the Small Value Procurement (SVP) for the **Procurement of Zoom Video Conferencing Service Licenses for the Insurance Commission**, I/We quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION	QTY	U/M	Unit Price	Total Price
1	Zoom Workplace Business	12	licenses		
<b>TOTAL BID PRICE, Pesos :</b>					
<b>Plus 12% RVAT :</b>					
<b>TOTAL BID PRICE PHP :</b>					

**Total Amount in Words :**

\_\_\_\_\_ (PhP )

In compliance with the TOR, **original copies of the following are enclosed together with the Reply Slip:**

- Notarized Omnibus Sworn Statement (using prescribed template/format);

**Certified copies of the following documents are likewise enclosed:**

- Valid PhilGEPS Registration Certificate;
- Business Registration issued by the Security and Exchange Commission (SEC), Department of Trade of Industry (DTI), or Cooperative Development Authority (CDA), whichever is applicable;
- Valid Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective supplier is located;
- Certificate of Tax Registration issued by the Bureau of Internal Revenue (BIR);
- Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Latest Income/Business Tax Returns (ITR).

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Signature Over Printed Name of  
Supplier/Authorized Representative

Position :

Date :

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**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing 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.

**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.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**Jurat**

*[Format shall be based on the latest Rules on Notarial Practice]*