



NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C

Trunkline: 8-932-6422 loc 110

Email: bacsec@ncda.gov.ph

REQUEST FOR QUOTATION

Date : March 24, 2026

RFQ No. : R2603-0017

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends for **Procurement of 31 Cloud Based Office Productivity Platform Licenses One Year Subscription (Microsoft 365 Business Standard Equivalent with Co -Pilot)** through **Direct Retail Purchase of Online Subscriptions** in accordance with Section 35.13 of Republic Act No. 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided in this Request for Quotation (RFQ). Kindly submit your quotation, together with all required documents, to the National Council on Disability Affairs (NCDA), Doña Isidora St., Brgy. Holy Spirit, Quezon City, in a properly sealed envelope and/or via email to procurementquotations.ncda@gmail.com, not later than **30 March 2026 at 11:00 AM**.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
Copy of 2026 Mayor's or Business Permit	In case not yet available, you may submit your expired 2025 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2026 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment .
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance -Authorized representative signed the Omnibus Sworn Statement Shall be supported by the Notarized Secretary's Certificate.
PhilGEPS Certificate of Registration and Membership	Updated Certificate

For any clarification, you may contact us at telephone no. **(02) 5310-4760**; or email address at bacsec@ncda.gov.ph.

(Originally Signed)
JOHN QUERZEE C. GUITIERREZ
Designated Procurement Officer

(Originally Signed)
JAYME J. MARIÑO
BAC Chairperson

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **procurementquotations.ncda@gmail.com**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

Bidders shall provide correct and accurate information required in this form.

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.

Price quotation/s must be valid for a period of **Sixty (60) calendar days** from the deadline of submission.

Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.

Quotations exceeding the Approved Budget for the Contract shall be rejected.

In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NCDA 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.

Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.

The item/s shall be delivered according to the accepted offer of the bidder.

Item/s delivered shall be inspected on the scheduled date and time of the NCDA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.

Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods Page 3 of 5 not delivered within the prescribed delivery period shall be imposed per day of delay. The NCDA may terminate 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.

The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.

The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of 31 Cloud Based Office Productivity Platform Licenses One Year Subscription (Microsoft 365 Business Standard Equivalent with Co -Pilot)			
Minimum Technical Specifications	QTY	Offered Technical Specification / Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
Please See attached Terms of Reference for the full specifications and terms and conditions.	1 lot		
NOTHING FOLLOWS			

FINANCIAL OFFER:

Terms of Payment: Payment shall be made to the supplier through Land Bank's Checks within three (3) to five (5) weeks after Submission of Billing and User Acceptance of the goods and services.

Please quote your **best offer** for the item/s above.

Procurement of 31 Cloud Based Office Productivity Platform Licenses One Year Subscription (Microsoft 365 Business Standard Equivalent with Co -Pilot)	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>THREE HUNDRED FIFTEEN THOUSAND THREE HUNDRED NINETY FOUR PESOS ONLY</u> <u>(Php 315,394.00)</u>	In Words: _____ _____ In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



TERMS OF REFERENCE

Project Title:	Procurement of 31 Cloud-Based Office Productivity Platform Licenses One (1) Year Subscription (Microsoft 365 Business Standard equivalent with Co-pilot)
Approved Budget: for the Contract	THREE HUNDRED FIFTEEN THOUSAND THREE HUNDRED NINETY-FOUR (P315,394.00) PESOS
Source of Fund:	GENERAL APPROPRIATIONS ACT (GAA) FY2026
Contracting Agency:	NATIONAL COUNCIL ON DISABILITY AFFAIRS (NCDA) MANAGEMENT INFORMATION SYSTEM (MIS) SECTION

I. SCOPE OF SERVICES:

The project involves the procurement, supply, subscription activation, configuration, and technical support of Microsoft 365 Business Standard with Co Pilot licenses to support NCDA's office productivity, communication, collaboration, and secure cloud-based operations.

The supplier shall provide fully licensed Microsoft 365 Business Standard with Co-pilot subscriptions including installation, configuration, and technical support.

II. TECHNICAL SPECIFICATIONS:

Minimum required features:

Office Applications:

- Microsoft Word (Desktop and Web)
- Microsoft Excel (Desktop and Web)
- Microsoft PowerPoint (Desktop and Web)
- Microsoft Outlook (Desktop and Web)
- Microsoft OneNote
- Microsoft Teams

Cloud Services:

- Exchange Online (50GB mailbox per user)
- OneDrive for Business (1TB cloud storage per user)
- SharePoint Online
- Microsoft Teams collaboration platform

Communication and Collaboration:

- Email hosting with custom domain support
- Video conferencing and online meetings



- File sharing and real-time collaboration
- Shared calendars and contacts

AI-Assisted Productivity Features (Basic Copilot-Type Functions)

- Assistance in drafting, editing, and summarizing documents
- Assistance in creating and formatting presentations
- Assistance in analyzing or summarizing spreadsheet data
- Email drafting, reply suggestions, and summarization
- Ability to generate content based on user prompts within the productivity applications
- AI assistance accessible through web interface or integrated productivity tools

Compatibility:

Compatible with Windows 10 or later

- Compatible with Windows 11
- Compatible with modern web browsers

License Requirements:

- Genuine Microsoft licenses
- Subscription must be registered under NCDA tenant

III. ELIGIBILITY REQUIREMENTS:

All prospective bidders must submit the legal, technical, and financial documents as required by law, including but not limited to: Mayor's Permit, BIR Certificate of Registration, DTI/SEC/CDA registration, and a valid Tax Clearance.

Additionally:

- A valid and current Certificate of Resellership issued by the manufacturer must be submitted.
- The bidder must have PhilGEPS Membership

OBLIGATIONS AND RESPONSIBILITIES OF THE SUPPLIER:

1. Provide genuine and valid subscription licenses from the original software manufacturer or authorized distributor.
2. Ensure successful activation, configuration, and operational readiness of all licenses.
3. Provide **basic user orientation/training** covering:
 - Accessing email and cloud services
 - File storage and sharing
 - Use of office productivity applications
 - Collaboration features
4. Provide **administrator-level training** for designated NCDA ICT personnel covering:
 - User and license management



- Administrative controls and security settings
 - Basic troubleshooting and account management
5. Provide technical support assistance during initial deployment and configuration.
 6. Coordinate with the software manufacturer, when necessary, to resolve technical or licensing issues.

DELIVERY:

- License activation and deployment must be completed within fifteen (15) calendar days upon receipt of Notice to Proceed (NTP)
- In the event of any changes to the agreed delivery schedule, the Supplier shall notify NCDA in writing at least three (3) calendar days prior to the scheduled delivery date, clearly stating the reasons for such change. Any request for adjustment shall be subject to the approval of the Head of the Procuring Entity (HOPE).
- Failure to complete delivery within the stipulated time will result in a penalty of one-tenth of one percent (1/10 of 1%) of the total contract price for every day of delay until completion of delivery.

WARRANTY:

The supplier must ensure that NCDA receives the following:

- Technical support during the subscription period
- Assistance in license management and configuration
- Escalation support to Microsoft when necessary
- Email and phone support contact details

IV. OTHER REQUIREMENTS:

- Supplier must have Microsoft-certified personnel.
- The supplier must be a reputable Information Technology firm with at least five (5) years of business operation.
- The supplier must have similar projects with other government agencies.

V. MODE OF PROCUREMENT:

The procurement shall be undertaken through Negotiated Procurement 35.13 “**Direct Retail Purchase**” as Specified in the RA No. 12009, otherwise known as the “New Government Procurement Act.”



VI. PAYMENT:

Full payment shall be made after complete delivery, installation and configuration.

All units must fully comply with the standard technical specifications required by the procuring entity, as stated in the Certificate of Completion of the Scope of Work embodied in this Terms of Reference.

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and with residence at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If 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];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If 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 [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If 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 [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[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 *[Project Title]*.
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.