



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: April 06, 2021

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested providers to submit their quotation for the **RENEWAL OF EXISTING LICENSES FOR ZOOM CLOUD-BASED VIDEO CONFERENCING SERVICE** subject to the General Conditions stated herein, and to submit the said quotation duly signed by its representative not later than **April 14, 2021 (Wednesday)**.

Quotations shall be in accordance with the attached Terms of Reference, to be submitted in coordination with:

Contact Person : Tienan Donabel G. Tan
Contact Nos. : (0917) 168-3057/ 8876-84-50 loc. 1054
Submission via e-mail : bac@pms.gov.ph

GENERAL CONDITIONS:

1. All quotations must be printed on the company's letterhead.
2. Your current PhilGEPS Registration Certificate/Number, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached to the quotation.
3. The prospective bidders may submit an offer that provides for superior quality and/or better terms and conditions at **no extra cost** to the PMS.
4. All quotations shall be considered as **fixed prices** and are, therefore, **not subject to price escalation** during contract implementation.
5. All transactions are subject to withholding of appropriate taxes and fees.

The PMS 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 time prior to 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 PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.

Ma. Vivian R. Puno
Asec. MA. VIVIAN R. PUNO
Chairperson, PMS-Bids and Awards Committee



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Terms of Reference

Office of the President-Presidential Management Staff (OP-PMS) Renewal of Existing Licenses for Zoom Cloud-Based Video Conferencing Service

I. Background

To ensure that the Office of the President-Presidential Management Staff (OP-PMS) provides responsive staff support to the Presidency, the OP-PMS needs the latest, reliable, and secure cloud computing productivity tools and software required in its collaborative work with other government agencies.

Zoom is a cloud-based video conferencing service that OP-PMS can use to virtually meet with others either by video or audio only or both while conducting live chats and record those session to view later. Zoom allows one-to-one chat sessions that can grow into group calls, training sessions, and even webinars for internal and external audiences. The paid plans start at 100 participants with 24 hours meeting duration with minimum of 5 licenses for the Pro version while the Business version caters up to 300 participants with minimum of 10 licenses, and the Enterprise version with up to 1,000 participants and minimum of 1 license.

II. Objective

The OP-PMS seeks the renewal of existing licenses of Zoom Pro version. This renewal aims to provide a cloud-based managed video conferencing and collaboration services for OP-PMS' end users for 23 hosts under a 1-Year subscription.

III. Specific Deliverables by the Supplier

Zoom Pro Package, Model: PAR1-PRO-BASE NH1Y, Zoom Meetings – Pro – 1 year for 23 hosts

- All Basic features +
- Includes 100 participants
 - 24-hours Meeting duration limit
 - Unlimited number of meetings
 - Video conferencing
 - Web conferencing
 - Group messaging
 - User Management
 - Local and cloud recording
 - Admin feature controls
 - Desktop and application sharing
 - Custom Personal Meeting ID
 - 1GB of MP4 or M4A cloud recording

IV. Schedule of Delivery

The Zoom Meetings Pro license shall be delivered to the OP-PMS within 10 calendar days upon issuance of the Notice to Proceed.

V. Remuneration and Terms of Payments

The OP-PMS shall pay the Service Provider the full amount upon acceptance of the required deliverables, subject to deduction of applicable taxes.

VI. Approved Budget for the Contract

The approved budget amounts to **Two Hundred Forty Thousand Pesos (P240,000.00)**, inclusive of applicable taxes.

Prepared by:


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TWG-IT


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Noted by:


Dominga R. Flores
Director, KMS

February 24, 2021