



## REQUEST FOR QUOTATION

**RFQ-2023-015**

1. The **DOST-SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**, through its Bids and Awards Committee (BAC), invites PhilGEPS registered suppliers/contractors to submit **quotations** for the project **“Procurement of various ICT Subscription for S&T Digital Magazine”** with Approved Budget for the Contract (ABC) in the amount of **Two hundred fifty thousand pesos only (Php250,000.00)**:

Descriptions	Source of Fund	Approved Budget for the Contract (ABC)
<b>Procurement of various ICT subscription for S&amp;T Digital Magazine</b>	<b>General Appropriations Act FY2023</b>	
1 license Grammarly Business (for 5 users) (12 months)		<b>Php60,000.00</b>
1 license Google Drive (20TB) (12 months)		<b>35,000.00</b>
2 licenses Transcription Software (Fireflies.ai Business) (12 months)		<b>35,000.00</b>
1 license Canva for Teams (for 10 users) (12 months)		<b>35,000.00</b>
1 license Project Management Tools (Monday.com Standard for 10 users) (12 months)		<b>85,000.00</b>
<b>Total Approved Budget for the Contract (ABC)</b>		<b>Php250,000.00</b>

2. Procurement will be conducted through Negotiated Procurement – Small Value Procurement (Sec. 53.9) as prescribed under Rule XVI – Alternative Methods of Procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act (R.A.) No. 9184, otherwise known as the “Government Procurement Reform Act”.
3. Suppliers/contractors shall submit their quotations on or before **29 March 2023, 10:00 A.M.** at the DOST-STII – BAC Secretariat - Property Section, 2<sup>nd</sup> Flr. STII Bldg, DOST Complex, Gen. Santos Avenue, Bicutan, Taguig City. Quotations may also be submitted through email at: [lechar109@yahoo.com](mailto:lechar109@yahoo.com) or [philip.tumbali@stii.dost.gov.ph](mailto:philip.tumbali@stii.dost.gov.ph).



A copy of your **2022 Mayor's/Business Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid **Certificate of PhilGEPS Registration (Platinum Membership)** may be submitted in lieu of the Mayor's/Business Permit.

4. The DOST-STII reserves the right to waive any formality in the responses to the eligibility requirements and to this invitation. DOST-STII further reserves the right to reject any and all proposals, or declare a failure of bidding, or not award the contract, and makes no assurance that the contract shall be entered into as a result of this invitation without thereby incurring any liability in accordance with Republic Act (RA) No. 9184 and its Implementing Rules and Regulations.
5. For further information, please refer to:

**JONA M. BERNAL**  
BAC Secretariat  
Telephone No. 837-2071 loc. 2145

  
**ALAN C. TAULE**  
BAC Chairperson

Approved by:

  
**RICHARD P. BURGOS**  
Director



### TECHNICAL SPECIFICATIONS

**Project Title: ICT Subscription for S&T Digital Magazine**

**Project Cost: Php 250,000.00**

**Fund Source: STII General Funds**

	Description	# of License	Qty.	Total Cost
1.	Grammarly Business (for 5 users)	1	12 months	60,000.00
2.	Google Drive (20TB)	1	12 months	35,000.00
3.	Transcription Software (Fireflies.ai Business)	2	12 months	35,000.00
4.	Canva for Teams (for 10 users)	1	12 months	35,000.00
5.	Project Management Tools ( <u>Monday.com</u> Standard for 10 users)	1	12 months	85,000.00
			<b>TOTAL</b>	<b>250,000.00</b>

**Technical Working Group (TWG)  
IT EQUIPMENT AND SOFTWARE**

  
**LLOYD FREDERICK R. MANDAPAT**  
Member

  
**MARK JAYSON U. SISON**  
Member

  
**ALFON B. NARQUITA**  
TWG Chairperson

22 MAR 2023