



Republic of the Philippines
Philippine Merchant Marine Academy
San Narciso, Zambales

August 11, 2021



REQUEST FOR QUOTATION

The Philippine Merchant Marine Academy through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the **“PURCHASE OF MICROSOFT 365 A3 FACULTY EDUCATION LICENSE FOR 12 MONTHS”** in accordance with Section 53.9 of the Implementing Rules and Regulations of the Republic Act No. 9184 and DBM Circular Letter no. 2018-8.

Name of project : **PURCHASE OF MICROSOFT 365 A3 FACULTY EDUCATION LICENSE FOR 12 MONTHS**

**Approved Budget for
The Contract (ABC)** : One Hundred Thousand Pesos
(P100,000.00)

Specification : See Attached Annex “A” for the specifications

Location : PMMA Complex, San Narciso, Zambales

Delivery Term : Within 30 calendar days upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor’s Permit, PhilGEPS Registration Number or PhilGEPS Platinum Membership, Income/Business Tax Return, Omnibus Sworn Statement with Authority of Signatory, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated in Annex “A” and other terms and conditions stated in the price quotation form.

Subject for submission of warranty certificate once awarded.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 5:00 p. m. of August 16, 2021 at the PMMA BAC Office, PMMA Complex, San Narciso, Zambales thru LBC, Hand Carry or you can e-mail to pmmabac@gmail.com.

For Inquiries, you may contact us at tel. nos. 047-913-4396 loc.172

PMMA – Main Site
PMMA Complex,
Brgy. Natividad,
San Narciso, Zambales,
2205 Philippines

Tel: (047) 913-4396

PMMA – Training Center
2nd Floor, Knights of Rizal
Building, Port Area, Bonifacio
Drive, Anda Circle, Manila,
Philippines

Tel: (02) 523 0451
Training Center

PMMA-Graduate school
5544 Boyle Street, Brgy
Palanan, Makati City,
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Graduate School

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BIDS AND AWARDS
COMMITTEE

Request for Quotation

No.055 S.2021

Rev_091615



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“ANNEX A”

Price Quotation Form

Date: _____

The BAC Chairperson
 PMMA Complex, San Narciso, Zambales

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the items/s as follows:

Description	UNIT	Item/Specification	Quantity	Unit Price	Total Price
PURCHASE OF MICROSOFT 365 A3 FACULTY EDUCATION LICENSE FOR 12 MONTHS	License	Microsoft 365 A3 Faculty License Education for 12 months	50		
		<ul style="list-style-type: none"> • Classroom Tools <ul style="list-style-type: none"> ○ Office Online: Web-based document editing ○ Microsoft Teams/SDS/Class Notebook/PLC Groups ○ Learning tools: Read Aloud, Text Spacing, Syllabification, etc ○ Core security & compliance: Archiving, rights management, data loss prevention, encryption • Collaboration and Learning <ul style="list-style-type: none"> ○ Email & Calendar, real time communication IM, Persistent chat ○ Files & content management: File storage, sharing, info discovery, groups, planner ○ Education Edition ○ Word Excel, Powerpoint, Sway, OneNote, Outlook, Publisher, Access • Management & Basic Security <ul style="list-style-type: none"> ○ Office 365 A3: ProPlus, Advanced Security Management, skype meeting broadcast ○ Inture for education, AADP p1, AIPP P1, 			

(Amount) _____ (Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.



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 2205 Philippines
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 Graduate School

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Very truly yours,

Name/Signature of Representative

Name and Address of Company

Contact No./E-mail Address



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