



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**REQUEST FOR QUOTATION**

**Date: 23 January 2023**  
**RFQ No.: 002-2023**

Company/Business Name:<sup>1</sup> \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (**required**): \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure the **Webhosting Services for the GPPB Website and GPPB Online Portal** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 27 January 2023** addressed to:

Please quote your **best offer** for the item/s described herein addressed to:

**Ms. Julie D. Abrigo**

*Chairperson, Bids and Awards Committee*

Unit 2506, Raffles Corporate Center, 1605 Emerald Ave, Ortigas Center, Pasig

Telephone No.: (02) 7900-6741 to 44

Email: bacsecgppb@gppb.gov.ph

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H: of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award.

Document	Remarks
<b>Copy of 2023 Mayor's or Business Permit</b>	In case not yet available, you may submit your expired 2022 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2022 Mayor's or Business Permit shall be required to be submitted <b>after award of contract but before payment</b> .
<b>Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance therewith <b>after award of contract but before payment</b> .

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at telephone no. 7900-6741 to 44 or email address at [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).

(Digitally Sgd.)  
**RICHELSON A. MANAOIS**  
*Head, Bids and Awards Committee Secretariat*

### **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 will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications (with asterisk) 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 [bacsecgppb@gppb.gov.ph](mailto:bacsecgppb@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.

10. 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. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant**.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GPPB-TSO 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. 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:

<b>Webhosting Services for the GPPB Website and GPPB Online Portal</b>		
<b>Minimum Technical Specifications</b>	<b>Offered Technical Specification/Service</b>	<b>Statement of Compliance</b> (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
<b>A. GPPB Website</b>		
Duration: One (1) Year		
Dedicated Server <ul style="list-style-type: none"> <li>- Processor: Single Quad Core</li> <li>- Random Access Memory (RAM): at least 8GB</li> </ul>		
Hard Drive: at least 1 TB		
Bandwidth: at least 100mbps port		
Monthly Bandwidth: at least 5TB		
Operating System: Linux		
Domain and Sub-domains		
Internet Protocol (IP Address: at least 4 IP addresses		
Network Interface Card (NIC): 100mbit Local Area Network		
Set-up Fee: Free		

<b>Web Server Application</b>		
- APACHE, VSFTP, Cron Jobs, Database: MySQL		
- MySQL Server Connectivity, Cpanel/putty/FTP		
- Web Services and Server Side Scripting Language		
- PHP, Mod Rewrite .htaccess, MIME Type,		
- XML Services Support		
<b>Server Side Includes (SSI)</b>		
<b>Pearl Support</b>		
- CGI Scripting, Ruby on Rails, PostgreSQL, Server Monitoring		
- Server Uptime and Downtime, Bandwidth, Disk Usage		
- Security, Secure Socket Layer (https), IP Table, Mod Security		
- DDOS Protection, Clam AV		
<b>Mail server for 100 emails a day</b>		
<b>B. GPPB Online Portal</b>		
Duration: One (1) Year		
Existing server with Digital Ocean		
<b>Cloud-based solution:</b>		
- Droplet: at least 4GB RAM		
- HDD: at least 50GB		
- Spaces (Database Backup) at least 250GB		
- Volume (Additional HDD) at least 300GB		
- Operating System: Linux Ubuntu 18.4		
<b>Web Server Application:</b>		
- LAMP (Linux, Apache, MySQL, PHP)		
- Apache Web Server, MySQL Database, PHP, Secure Socket Layer (https)		
- DNS, PHPGrid, Javascript, Virus Protection		
- Impermeable to Hackers / Attackers		
<b>SaaS</b>		
- <b>Data Entry forms: Developed using Cognito Forms (Enterprise)</b>		

<b>Other Terms and Conditions:</b>		
<b>SiteLock</b>		
<b>SSL (Secure Sockets Layer)</b>		
<b>Services:</b>		
- Anti-Distributed Denial of Service (DDoS)		
- Extended Detection and Response (XDR)		
- Security Headers at Internet Information Service (IIS) application server		
- Monthly Backups		
- Debug Errors		
<b>24/7 Technical Support Including:</b>		
- Web Implementation, System Implementation		
- Dedicated Technical Support Service Representative who can be contacted through telephone and/or email during office hours from 8AM to 5PM		
- Providing single point of contact during business hours		
- 99.95% uptime rate		
- Contract Period: One year from the date of Purchase Order		
- Payment Terms: On a monthly basis which must be billed immediately after every end of the billing month		

**FINANCIAL OFFER:**

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Webhosting Services for the GPPB Website and GPPB Online Portal		
Approved Budget for the Contract	Sub-Total	Total Offered Quotation (Inclusive of VAT)
Three Hundred Thousand Pesos (Php300,000.00)	<b>A. GPPB Website</b> Monthly Subscription: _____ One Year Subscription (Sub-total): _____	In Words: _____ _____ _____ _____ _____ _____ In Figures: _____ _____ _____ _____ _____
	<b>B. GPPB Online Portal</b> Monthly Subscription: _____ One Year Subscription (Subtotal): _____	

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es