



Republic of the Philippines
GOVERNMENT PROCUREMENT POLICY BOARD
TECHNICAL SUPPORT OFFICE

REQUEST FOR QUOTATION

Date: 31 October 2023

RFQ No.: 045-2023

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through its Bids and Awards Committee (BAC), intends to procure Webhosting Subscription of the Government Procurement Policy Board-Technical Support Office (GPPB-TSO) 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 duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **5:00 PM of 06 November 2023**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. MA. JOZZENNE CLAIRE M. BELTRAN-CARANDANG

Chairperson, Bids and Awards Committee

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

Telephone No.: (+632) 7900-6740 to 41 and 43 to 44

Email: bacsec@gppb.gov.ph

The interested service provider shall also submit the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. Mayor's/Business Permit;
- b. Notarized Omnibus Sworn Statement; and
- c. Latest Income and Business Tax Return

For any clarification, you may contact the BAC Secretariat at (+632) 7900-6740 to 41 and 43 to 44 or send email to bacsec@gppb.gov.ph.

JULIE D. ABRIGO

Vice Chairperson, Bids and Awards Committee

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.
- (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 e-mail 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:

Webhosting Subscription for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO)		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected.		
Webhosting Subscription for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO)		
Scope of Work		
The web hosting service provider shall have a facility to host the Observers Portal and Learning Management System with the following minimum specifications:		
Web Server Specifications: Quantity (2)		
- CPU - 4 vCPUs		
- Memory - 8GB		
- Storage - 600GB SSD		
- Bandwidth - 6000GB Transfer		
Web Security Features:		
- Dedicated Server		
- with SSL Certificate		
- Virtual Private Server (VPS Hosting)		
- Web Application Firewall		
- Spam Protection		
- Anti-Distributed Denial of Service (DDoS Protection)		
- Extended Detection and Response (XDR)		
- Two Factor Authentication		
- SSH Access		
- Automatic Backups		
One (1) 1-yr subscription for Learning Management System (under Moodle Platform) Plug-ins with features such as:		
- Custom homepage builder		
- Custom course format		
- Dashboard customization options using blocks		
- Optimized navigation		

- Customizable login page		
- Create and sell courses globally via 160+ payment gateways with an automated e-commerce store of courses.		
- Visually appealing (with charts and graphs) and highly filterable reports		
- Enhanced profile page		
- Add forms anywhere without coding		
- Quick, easy, stress-free grading		
- Clean and attractive course layouts		
- LMS performance monitoring		
<p>Responsibilities of the Service Provider</p> <p>1. The Service Provider (SP) shall conduct monthly back-ups.</p> <p>2. The SP shall monitor errors and bugs.</p> <p>3. The SP shall debug errors.</p> <p>4. The SP shall submit monthly report which includes but not limited to Service Health, CPU and Memory utilization, Disk Usage, and uptime rate.</p> <p>5. The SP shall facilitate the data migration of the LMS from its temporary cloud server to the new and assist in the migration of the Observer's Portal from the staging server to the new.</p> <p>6. The SP shall conduct server scanning of viruses, malware, SQL injections, backdoors.</p>		
<p>Service Level Agreement (SLA)</p> <p>Service Support</p> <p>1. Provides 24/7 Technical Support with single point of contact during office hours, including:</p> <ul style="list-style-type: none"> a. Web/system implementation/deployment assistance b. Dedicated Technical Support Service Representative who can be contacted through telephone and/or email during office hours from 8AM to 5PM, or even beyond office hours when necessary. <p>2. The service provider shall cater the maintenance of the servers and manage the same 24/7.</p> <p>3. In case of downtime, the SP shall submit an incident report to IMD through email at imd@gppb.gov.ph, within 24-hours from the occurrence of the incident.</p>		
<p>Service Credit</p> <p>1. The GPPB-TSO shall be entitled to a service credit if the SP fails to maintain 99.95% uptime rate monthly. However, service credits shall not be claimed if the interruption is directly attributable to the system owned by the GPPB-TSO or other factors which are beyond the control of the SP and which are not attributable to the SP's fault and negligence.</p> <p>2. If the interruption is attributable to the SP, it shall voluntarily make the appropriate "Service Credit Percentage" or rebate to GPPB-TSO without the need to report or claim on the</p>		

downtime. The credit allowance/rebate shall be applied to the next billing month.

3. The Service Credits of Monthly Uptime Percentage is presented in Table 1 except for the identified SLA Exclusions. The Service Credits shall be credited to the succeeding month's billing statement:

Table 1. Schedule of Service Credits

<u>Monthly Uptime Percentage</u>	<u>Service Credit Percentage</u>
Less than 99.95% but greater than or equal to 99.0%	10%
Less than 99.0% but equal to or greater than 95%	25%
Less than 95%	100%

4. SLA Exclusions:

- a. Issues caused by situations outside the control of the SP such as large-scale internet outages, datacenter outages, and natural disasters.
- b. Downtime during maintenance windows, user-initiated downtime or automated upgrades.
- c. System vulnerabilities.

Contract Duration

The cloud server hosting services required is for a period of one (1) year from the date of successful deployment of the system/s to the server.

Delivery Period

The required services shall be provided within seven (7) working days upon receipt of the Purchase Order.

Any incurred delay in the service delivery shall be subject to the existing applicable rules, laws, and regulations under RA 9184.

Approved Budget for the Contract and Payment Terms

The Approved Budget for the Contract (ABC) is Five Hundred Forty-Five Thousand Six Hundred Pesos (Php545,600.00) only, inclusive of all applicable taxes, fees, and incidental charges, subject to the existing budget, accounting, and auditing rules, laws, and regulations.

The payment of services shall be made on a monthly basis which has to be billed immediately after every end of the billing month.

*****nothing follows*****

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.

The payment of services shall be made on a monthly basis which has to be billed immediately after every end of the billing month.

Payment Details:

Banking Institution: _____

Account Number: _____

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

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 Subscription for the Government Procurement Policy Board – Technical Support Office (GPPB-TSO)	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<p>Five Hundred Forty-Five Thousand Six Hundred Pesos (PhP545,600.00)</p>	<p>In Words:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In Figures:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es