



REQUEST FOR QUOTATION

PURCHASE REQUEST NO. 21-0028

CANVASS PERIOD: 15 TO 23 July 2021

Name of Company: _____

Address: _____

Telephone Number: _____

Tax ID Number (TIN): _____

PhilGEPS Registration Number: _____

The Governance Commission for GOCCs (GCG) formally requests a corporate proposal/quotation for the ***ONE (1) LOT MAINTENANCE & SUPPORT SERVICES FOR THE EXISTING GCG-UPS FOR DATACENTER COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021.***

Attached is Purchase Request No. 21-0028 with an Approved Budget for the Contract (ABC) of Three Hundred Thousand Pesos Only (PHP 300,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

ATTENTION:	The Bids and Awards Committee, GCG
RE:	Submission for the Procurement of <i>ONE (1) LOT MAINTENANCE & SUPPORT SERVICES FOR THE EXISTING GCG-UPS FOR DATACENTER COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021.</i>

THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:

1. Supplier's/Service Provider's 2021 Mayor's/Business Permit ;
2. PhilGEPS Platinum Certificate of Registration;
3. Notarized Omnibus Sworn Statement (Please see attached template);
4. Certification issued by the Schneider Electric Philippines that the bidder is authorized service partner to provide first level technical support on the existing GCG-UPS for Datacenter; and



5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Notarized Corporate Secretary's Certificate delegating authority to transact on behalf of the service provider; and, a.2.) Securities and Exchange Commission (SEC) Certificate.
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; and, b.2.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself.
c.) A Partnership	c.1.) Notarized Special Power of Attorney (SPA), if the authorized representative is not the proprietor himself/herself; and, c.2.) Resolution conferring authority to transact if the authorized representative is not a partner, for and in behalf of such supplier/service provider

Failure to submit **ALL** of the required documents with the **Signed Quotation Form** before the deadline on **23 July 2021, 10:00am** renders the submission, **NON-COMPLIANT.**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or email us at: procurement@gcg.gov.ph

Thank you



QUOTATION FORM

INSTRUCTIONS

- 1.) Accomplish this Quotation Form Correctly and Accurately.
- 2.) Do not alter the contents of this form in any way.
- 3.) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will render the quotation, non-compliant.
- 4.) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5.) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the items as follows:

ONE (1) LOT MAINTENANCE & SUPPORT SERVICES FOR THE EXISTING GCG-UPS FOR DATACENTER COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 15 TO 23 JULY 2021)			
Specifications	Yes	No	Comments
MAINTENANCE & SUPPORT SERVICE REQUIREMENTS			
1.1 The bidder must provide warranty and maintenance services to the existing GCG-UPS for Datacenter (SURT10000XLI – 10 KVA with Serial No. QS1331271620). The services must include the labor and parts replacement to keep the said equipment in good operating condition.			
1.2 If the UPS will be found defective and cannot be repaired due to internal fault, the bidder must replace the defective unit having the same model and capacity or higher depending on the availability of stock to be issued by Schneider Electric Philippines.			
1.3 The bidder must provide battery replacement to the existing GCG-UPS.			
1.4 The bidder must provide full-time support and managed services as specified:			
1.4.1 - single point of contact for all hardware and software components;			
1.4.2 - twenty-four by seven (24x7) service desk support via telephone, email or online chat portal;			



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Specifications	Yes	No	Comments
1.4.3 - at least two (2) hours response time upon receipt of issue escalation and four (4) hours for onsite support, if necessary;			
1.4.4 - procedures on support and issue escalation;			
1.4.5 - conduct a quarterly preventive maintenance to ensure that the system and service is running as expected; and			
1.4.6 - service report every after the onsite support and preventive maintenance activity.			
1.5 The bidder must be able to provide the warranty, maintenance and support services on or before 01 July 2021, or upon the receipt of Notice to Proceed (NTP), whichever is later.			
1.6 The service delivery schedule must be within the contract period from 01 July 2021 until 31 December 2021 after the receipt of the Notice to Proceed (NTP).			
1.7 Terms of payment shall be made on a quarterly basis and the bidder must only issue the billing statement/statement of account with supporting documents after the end of each quarter. The bidder must waive the delivery, installation charges, security deposit and interest for overdue unpaid charges.			
CONFIDENTIALITY			
2.1 Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the certificate provider, at any time, disclose items mentioned or enumerated in Section 3.2 or any information it acquires by virtue of the contract which the GCG deems confidential.			
2.2 Records, documents, reports and relevant data, such as diagrams, plans, designs, estimates, specifications and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the bidder for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the bidder shall have the right to retain a copy of the same.			
OTHERS			
3.1 Subcontractors are not allowed.			



Terms of Payment:

Pursuant to DBM Circular No. 2013-16 dated 23 Dec. 2013, the Procuring Entity (GCG) has adopted the Direct Payment Scheme (DPS) via bank debit system through the issuance of the List of Due payables due to creditors/payees.

Section 5.9.2 of the DBM Circular states, "bank charges shall be borne/paid by the creditor/payee concerned if their account is not maintained at Landbank"

Supplier's/Service Provider's Bank Details:

Banking Institution: _____
 Account Number: _____
 Account Name: _____
 Branch: _____

FINANCIAL OFFER:

Please indicate your best offer for the item below. Please do not leave any item, blank. Quotation should be inclusive of Value Added Tax (VAT, if applicable).

ONE (1) LOT MAINTENANCE & SUPPORT SERVICES FOR THE EXISTING GCG-UPS FOR DATACENTER COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 15 TO 23 JULY 2021)	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Three Hundred Thousand Pesos Only (PHP 300,000.00)	



TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the specified technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The GCG shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.

Signature over Printed Name

Position/Designation

Office Telephone /Fax/Mobile Nos

Email address/es