



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 24-0050**

**CANVASS PERIOD: 29 July to 01 August 2024**

**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 procurement of **ONE (1) LOT ANNUAL MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING UNINTERRUPTIBLE POWER SUPPLY (UPS) OF THE GCG MAIN OFFICE DATACENTER COVERING THE FISCAL YEAR (FY) 2024.**

Attached is Purchase Request No. 24-0050 with an Approved Budget for the Contract (ABC) of **One Hundred Thousand Pesos Only (₱100,000.00)**. Kindly fill out the attached RFQ Form which will be included with the other documentary requirements indicated therein.

Please be informed that all submissions via email must be sent to [procurement@gcg.gov.ph](mailto:procurement@gcg.gov.ph) with subject name: **“Submission for the procurement of ONE (1) LOT ANNUAL MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING UNINTERRUPTIBLE POWER SUPPLY (UPS) OF THE GCG MAIN OFFICE DATACENTER COVERING THE FISCAL YEAR (FY) 2024.”**

On the other hand, **all physical submissions must be labeled and addressed:**

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	<b>Submission for the Procurement of ONE (1) LOT ANNUAL MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING UNINTERRUPTIBLE POWER SUPPLY (UPS) OF THE GCG MAIN OFFICE DATACENTER COVERING THE FISCAL YEAR (FY) 2024</b>

**THE SUBMISSION MUST LIKEWISE CONTAIN THE FOLLOWING DOCUMENTARY REQUIREMENTS:**

1. Supplier's/Service Provider's 2024 Mayor's/Business Permit
2. PhilGEPS Certificate of Registration or Registration Number;
3. Notarized Omnibus Sworn Statement (See attached Template); **and**



4.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) <b>Notarized Secretary’s Certificate</b> granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid,</u></b> and <b><u>to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider;
b.) A Sole Proprietorship	b.1.) Department of Trade and Industry (DTI) Certificate; <b>and,</b> b.2.) <b><u>if the authorized representative is not the proprietor himself/herself,</u></b> Notarized Special Power of Attorney (SPA), granting full power and authority for the same to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid,</u></b> and <b><u>to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider,
c.) A Partnership	c.1.) SEC Registration of partnership; <b>and;</b> c.2.) Notarized partnership resolution granting full power and authority for the designated person to do, execute and perform any and all acts necessary <b><u>to participate, submit the bid,</u></b> and <b><u>to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

5. **If applicable,** documentation **from prospective foreign service providers/suppliers** as required in accordance with item 4.0, Appendix 9 of the 2016 Revised Implementing Rules and Regulations of Republic Act no. 9184.

Failure to submit **ALL** of the required documents with the **Request for Quotation form signed by the bidder’s authorized representative before the deadline on 01 August 2024, 10:00 am** renders the submission, **NON-COMPLIANT**

For further inquiries, you may reach us at 5328 2030 local 371 or 415 or send an email to: [procurement@gcg.gov.ph](mailto: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 unconditionally 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 ANNUAL MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING UNINTERRUPTIBLE POWER SUPPLY (UPS) OF THE GCG MAIN OFFICE DATACENTER COVERING THE FISCAL YEAR (FY) 2024  
 (PERIOD OF CANVASS: 29 July to 01 August 2024)**

TECHNICAL SPECIFICATIONS	Yes	No	Comments				
<p><b>One (1) Lot Annual Maintenance and Support Services for the Existing UPS of the GCG Main Office Datacenter Covering the FY 2024</b></p>							
<b>1. MAINTENANCE AND SUPPORT SERVICES REQUIREMENTS</b>							
<p>1.1. The bidder must provide maintenance services to the existing UPS of the GCG Main Office Datacenter including the following items/units:</p> <table border="1"> <thead> <tr> <th align="center">QTY</th> <th align="center">DESCRIPTION OF THE EXISTING UPS</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>SURT10000XLI - 10 KVA with Serial No. QS1331271620</td> </tr> </tbody> </table>	QTY	DESCRIPTION OF THE EXISTING UPS	1	SURT10000XLI - 10 KVA with Serial No. QS1331271620			
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1	SURT10000XLI - 10 KVA with Serial No. QS1331271620						
<p>1.2. The services must include the labor and repairs to keep the said items/units /equipment in good operating condition.</p>							
<p>1.3. All parts found defective during the visits and replacement of such parts shall not be included in the contract. The GCG shall procure the replacement part(s) separately.</p>							

**ONE (1) LOT ANNUAL MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING UNINTERRUPTIBLE POWER SUPPLY (UPS) OF THE GCG MAIN OFFICE DATACENTER COVERING THE FISCAL YEAR (FY) 2024 (PERIOD OF CANVASS: 29 July to 01 August 2024)**

TECHNICAL SPECIFICATIONS	Yes	No	Comments
<p>1.4. The bidder must provide full-time support and managed services, without additional cost to the GCG, during the twelve (12) months contract period as specified:</p> <p>1.4.1. single point of contact for all hardware and software components;</p> <p>1.4.2. twenty-four by seven (24x7) service desk support via telephone, email, or online chat portal;</p> <p>1.4.3. at least one (1) hour response time upon receipt of issue escalation and two (2) hours for onsite support, if necessary;</p> <p>1.4.4. if the problem was not resolved by service desk support, the bidder must provide an onsite technical support;</p> <p>1.4.5. procedures on support and issue escalation;</p> <p>1.4.6. conduct of quarterly preventive maintenance to ensure that the system and service is running as expected; and</p> <p>1.4.7. service report every after the onsite support and preventive maintenance activity.</p>			
<b>2. BUDGET REQUIREMENTS</b>			
<p>2.1. The budget for the procurement of One (1) Lot Annual Maintenance and Support Services for the existing Uninterruptible Power Supply (UPS) of the GCG Main Office Datacenter covering the Fiscal Year (FY) 2024 is One Hundred Thousand Pesos Only (₱100,000.00).</p>			
<b>3. BIDDER REQUIREMENTS</b>			
<p>3.1. The bidder must submit as part of the bid submission a certification issued by Schneider Electric Philippines that the bidder is an authorized and certified partner to provide first level technical support on the existing UPS of the GCG Main Office Datacenter.</p>			
<p>3.2. Bidder must be a Platinum PhilGEPS registered supplier.</p>			
<p>3.3. Subcontractors are prohibited.</p>			

**ONE (1) LOT ANNUAL MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING UNINTERRUPTIBLE POWER SUPPLY (UPS) OF THE GCG MAIN OFFICE DATACENTER COVERING THE FISCAL YEAR (FY) 2024  
(PERIOD OF CANVASS: 29 July to 01 August 2024)**

TECHNICAL SPECIFICATIONS	Yes	No	Comments
<b>4. CONTRACT PERIOD AND TERMS OF PAYMENT</b>			
4.1. The maintenance and support services shall commence upon receipt of Notice to Proceed.			
4.2. Payment shall be made on a one-time basis after the conduct of 1st quarter preventive maintenance.			
4.3. Provided further that payment shall be made at least twenty (20) working days upon receipt of complete documents such as billing statement/statement of account, and other pertinent documents.			
4.4. The contract for this project shall be subject to renewal whereby the performance evaluation of the bidder shall be conducted in accordance with the requirements of this Term of Reference.			
<b>5. CONFIDENTIALITY</b>			
5.1. 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 bidder, at any time, disclose items mentioned or enumerated in Section 5.2 or any information it acquires by virtue of the contract which the GCG deems confidential.			
5.2. 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.			

**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). **The offered quotation should not exceed the ABC.**

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
<b>One Hundred Thousand Pesos Only (₱100,000.00).</b>	<b>In Words:</b> _____ _____ _____  <b>In Figures:</b> _____

**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.

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**Signature over Printed Name  
of the Sole Proprietor or  
the Authorized Representative  
(for corporations and partnerships)**

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**Office Telephone /Fax/Mobile Nos**

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**Email address/es**