



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 22-0023**

**CANVASS PERIOD: 06 to 13 May 2022**

**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 MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING GCG-CORE SWITCHES COVERING THE PERIOD OF 01 APRIL 2022 TO 31 DECEMBER 2022.**

Attached is Purchase Request No. 22-0023 with an Approved Budget for the Contract (ABC) of Four Hundred Thousand Pesos Only (PHP 400,000.00) and the Terms of Reference (TOR)/Technical specifications for the project.

All submissions must be labeled and addressed:

<b>ATTENTION:</b>	<b>The Bids and Awards Committee, GCG</b>
<b>RE:</b>	Submission for the Procurement of <b>ONE (1) LOT MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING GCG-CORE SWITCHES COVERING THE PERIOD OF 01 APRIL 2022 TO 31 DECEMBER 2022.</b>

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

1. Supplier's/Service Provider's 2022 Mayor's/Business Permit
2. PhilGEPS Platinum Certificate of Registration;
3. Certification issued by CISCO that the bidder is an authorized service partner capable of providing fist level technical support on the existing GCG – Core Switches
4. Notarized Omnibus Sworn Statement (See attached Template); and

5.

IF THE SUPPLIER/SERVICE PROVIDER IS:	DOCUMENTARY REQUIREMENT
a.) A Corporation	a.1.) Securities and Exchange Commission (SEC) Certificate <b>and,</b> a.2.) Notarized Secretary's Certificate 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, and 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, and 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, and to sign and execute the ensuing contract</u></b> for the prospective supplier/service provider

6. **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 **Signed Quotation Form before the deadline on 13 May 2022, 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@gcq.gov.ph](mailto:procurement@gcq.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:**

<b>ONE (1) LOT MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING GCG-CORE SWITCHES COVERING THE PERIOD OF 01 APRIL 2022 TO 31 DECEMBER 2022</b> <b>(PERIOD OF CANVASS: 06 TO 13 MAY 2022)</b>								
Specifications	Yes	No	Comments					
<b>MAINTENANCE &amp; SUPPORT SERVICE REQUIREMENTS</b>								
1.1 The bidder must provide warranty and maintenance services to the existing GCG-Core Switches including the following items/units:								
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**ONE (1) LOT MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING GCG-CORE SWITCHES COVERING THE PERIOD OF 01 APRIL 2022 TO 31 DECEMBER 2022**

**(PERIOD OF CANVASS: 06 TO 13 MARCH 2022)**

Specifications		Yes	No	Comments
<b>QTY.</b>	<b>DESCRIPTION OF THE EXISTING GCG-CORE SWITCHES</b>			
2	<b>C1-ISE-BASE-24P</b> Serial Numbers: <i>7551J6841FB &amp; 7551J68CA36</i>			
<b>1.2</b> The services must include the labor repairs and parts replacement to keep the said items/units /equipment in good operating condition.				
<b>1.3</b> The bidder must provide full-time support and managed services as specified:				
1.3.1 single point of contact for all hardware and software components				
1.3.2 twenty-four hours by seven days (24x7) service desk support via telephone, email or online chat portal;				
1.3.3 at least two (2) hours response time upon receipt of issue escalation and four (4) hours for onsite support, if necessary;				
1.3.4 if the problem was not resolved by service desk support, the bidder must provide an onsite technical support;				
1.3.5 procedures on support and issue escalation;				
1.3.6 conduct a quarterly preventive maintenance to ensure that the system and service is running as expected; and				
1.3.7 service report every after the onsite support and preventive maintenance activity.				
<b>TERMS OF PAYMENT</b>				
<b>2.1</b> The payment shall be made on a quarterly basis within twenty (20) working days upon receipt of complete documents such as billing statement/statement of account, and other pertinent documents; provided that the total bidder's financial bid shall be pro-rated by the actual period where services are rendered over 9-month period (01 April 2022 - 31 December 2022). The bidder shall only issue the billing statement/statement of account after the end of each quarter.				
<b>2.2</b> In case actual services are not rendered on 01 April 2022 but on a later date, the total bidder's financial bid shall be pro-rated over the 9-month period (01 April 2022 - 31 December 2022) and the same shall be paid based on the actual services rendered which shall commence upon the receipt of Notice to Proceed.				

**ONE (1) LOT MAINTENANCE AND SUPPORT SERVICES FOR THE EXISTING GCG-CORE SWITCHES COVERING THE PERIOD OF 01 APRIL 2022 TO 31 DECEMBER 2022**

**(PERIOD OF CANVASS: 06 TO 13 MARCH 2022)**

Technical Specifications	Yes	No	Comments
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**CONFIDENTIALITY**

<p><b>3.1</b> 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.</p>			
<p><b>3.2</b> 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.</p>			

**DELIVERY AND IMPLEMENTATION SCHEDULE**

<p><b>4.1</b> The bidder must be able to provide the warranty, maintenance and support services starting 01 April 2022 or upon the receipt of the Notice to Proceed.</p>			
<p><b>4.2</b> The bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</p>			

**OTHER REQUIREMENTS**

<p><b>5.1</b> Subcontractors are prohibited</p>			
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**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).

TOTAL APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Four Hundred Thousand Pesos Only (₱ 400,000.00)	

**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone /Fax/Mobile Nos

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Email address/es