



**REQUEST FOR QUOTATION**

**PURCHASE REQUEST NO. 21-0022**

**CANVASS PERIOD: 25 June 2021 to 02 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 **Supply and Delivery of Network Security Subscription Covering the Period of 01 July to 31 December 2021.**

Attached is Purchase Request No. 21-0022 with an Approved Budget for the Contract (ABC) of Four Hundred Fifty Thousand Pesos Only (PHP 450,000.00) 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><i>SUPPLY AND DELIVERY OF NETWORK SECURITY SUBSCRIPTION COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021.</i></b>

The sealed physical 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.

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

5. Certification issued by the product manufacturer or solution provider that service provider is a certified partner and able to extend direct technical support to end-user for the product being offered;
6. Proof that service provider has three (3) years of continuous existence and engagement in IT security business; **and**



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS  
3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



7. Proof that service provider has completed a similar contract for the supply and delivery of network security subscription for the past 3 years from the date of submission and receipt of bids.

Failure to submit **ALL** of the required documents with the **Signed Quotation Form before the deadline on 02 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](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 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>SUPPLY AND DELIVERY OF NETWORK SECURITY SUBSCRIPTION COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 25 JUNE 2021 TO 02 JULY 2021)</b>			
Technical Specifications	Yes	No	Comments
<b>EXISTING LICENSE SUBSCRIPTION REQUIREMENTS</b>			
<b>1.1 Firewall Subscription:</b>			
1.1.1 Two (2) Sophos XG310 Full Guard with, Network Protection, Web Protection, Email Protection and Web Server Protection.			
<b>1.2 Anti-virus Endpoint Subscription:</b>			
1.2.1 Two Hundred Fifty (250) Sophos Central InterceptX Advanced for Computers			
1.2.2 Thirty (30) Sophos Central InterceptX Advanced for Servers			



<b>SUPPLY AND DELIVERY OF NETWORK SECURITY SUBSCRIPTION COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 25 JUNE 2021 TO 02 JULY 2021)</b>			
<b>Technical Specifications</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
<b>SUPPORT AND MAINTENANCE</b>			
<b>2.1 The service provider shall provide the following:</b>			
2.1.1 Eight by five (8x5) service desk support via telephone, email, online chat portal.			
2.1.2 One (1) hour response time upon receipt of call and four (4) hours for onsite support.			
2.1.3 If the problem was not resolved by service desk support, the bidder must provide an onsite technical support. A service report must be provided every after onsite technical support.			
2.1.4 The bidder must provide the procedure on support and issue escalation.			
<b>CONFIDENTIALITY</b>			
3.1. 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 its obligation to the GCG nor can the bidder, at any time, disclose that the bidder was engaged by the GCG for the supply and delivery of network security subscription.			
3.2 Records, documents, reports and relevant data, such as diagrams, plans, designs, estimates, specifications and other supporting records of materials complied 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.			



SUPPLY AND DELIVERY OF NETWORK SECURITY SUBSCRIPTION COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 25 JUNE 2021 TO 02 JULY 2021)			
Technical Specifications	Yes	No	Comments
<b>DELIVERY AND IMPLEMENTATION SCHEDULE</b>			
4.1 The delivery of goods must be completed within thirty (30) calendar days from the receipt of the Purchase Order.			
<b>OTHERS</b>			
5.1 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).

SUPPLY AND DELIVERY OF NETWORK SECURITY SUBSCRIPTION COVERING THE PERIOD OF 01 JULY TO 31 DECEMBER 2021 (PERIOD OF CANVASS: 25 JUNE 2021 TO 02 JULY 2021)	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION [INCLUSIVE OF VAT]
Four Hundred Fifty Thousand Pesos Only (PHP 450,000.00)	



### 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