



Note: Kindly disregard PhilGEPS Posting BID ID No. 137898 (due to system error), the FINAL ONE is BID ID No. 137899

Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Tel. Nos. (02) 3436 3779 • Fax No.3436-4405
www.ogcc.gov.ph

Date: 19 November 2020
RFQ No. 2020-11-040

REQUEST FOR QUOTATION

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
PhilGEPS Registration No. (required): _____
Price Quotation: _____

The **Office of the Government Corporate Counsel (OGCC)**, through its Bids and Awards Committee (BAC), intends to conduct a Small Value Procurement (SVP) of Unified Threat Management (UTM) Appliance and Server Rack Enclosure for the IT Equipment Server of the OGCC pursuant to Section 53.9 of Republic Act (RA) No. 9184, for use of OGCC's employees and officials. The details of the procurement are indicated in the table below:

Lot	Item Description	Qty.	Approved Budget of Contract (PhP)
1	Unified Threat Management (UTM) Appliance	1	PhP 500,000.00
	Server Rack Enclosure	1	PhP 100,000.00
Total			PhP 600,000.00

Please quote your **best offer** for the items described herein, subject to the Terms and Conditions and attached Terms of Reference¹ herein provided. Submit your quotation duly signed by you or your duly authorized representative **not later than 26 November 2020 at 2:00p.m.** Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. **2020 Mayor's/Business Permit;**
2. **PhilGEPS Registration Number/Certificate;**
3. **Income/Business Tax Return; and**
4. **Omnibus Sworn Statement (attached as Annex C).**

¹ Annex A

For any clarification, you may contact Ms. Rosemie G. Tejano at telephone no. (02) 3436 3773/7617 2991/0917- 8744417 or email address at TiMie.OGCC@gmail.com.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Delivery period must be within thirty (30) calendar days upon receipt of the Notice of Award/Purchase Order.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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. 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 OGCC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. The OGCC shall pay the supplier within 60 working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/documentary requirements. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account. Advance payment is not allowed.
10. Supplier guarantees that the deliverables are free from latent and patent defects.
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 OGCC shall rescind 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.



DOMINADOR R. ISIDORO, JR.
*Assistant Government Corporate Counsel
Chairman, Bids & Awards Committee*

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the Notice of Award/Purchase Order, as follows:

Lot	Item Description	Quantity	Approved Budget of Contract (PhP)	
1	Unified Threat Management (UTM) Appliance	1	PhP 500,000.00	
	Server Rack Enclosure	1	PhP 100,000.00	
		Total	PhP 600,000.00	
Technical Specifications			Quantity	Compliance (pls check)
24 port CAT6 loaded patch panel			1 Unit	
1 Meter CAT6 UTP Patch Cord			30 pcs	
Horizontal Cable Management Panel 1RU			2 pcs	
Server or Data Rack Enclosure			1 unit	
W = 800 mm (31.5") x D = 1000mm (39.37") x 42 U Perforated -19" Standard Racking Systems (800 kg max. loading capacity) -front & back door with spring lock, detachable side panel with lock -adjustable square holed mounting rail with cage nuts and bolts, powder coated finish, black -4 pcs. Castor wheel with levelling feet -4pcs exhaust fan, 200V with cable entry at the top panel -2 pcs. Heavy duty fixed shelves (100kg. max. loading capacity) vertical cable manager at the back -15 outlet PDU with 3.00 mm cable length (220 V, 3 prong 10A) -Powder coated finish, black				

<p>3000VA (3kVA) Rack Mount Uninterruptible Power Supply</p> <p>Topology: On line double conversion with Power Factor Correction System Configuration: Rack Capacity/Ratings (VA/Watts): 3000/2700 Dimensions (H x W x D mm): 86.5 x 438 x 608</p> <p>Electrical Input Connection: IEC C20 (16A Socket) Input Voltage Range: 200-276V without derating (up to 140 -276 with derating) Nominal Voltage: 200/208/220/230/240V Frequency: 50/60 Hz Auto Selection Frequency range: 40-70Hz</p> <p>Electrical Output Connection (8) IEC C13 (10A), (1) IEC C19 (16A) Output Frequency: 50/60Hz Auto select, Frequency converter as standard</p> <p>Battery Management: ABM and Temperature compensated charging method (user selectable), automatic battery test, deep discharge protection, automatic recognition of external battery units</p> <p>User Interface: Multilingual graphical LCD Display Communication Ports: 1 USB port + 1 serial RS232 port + 1 mini terminal block for remote power off + mini-terminal block for output Communication Slot: 1 slot for network-M2, ModBus-MS or Relay-MS cards</p> <p>Environmental standards: -Audible Noise: <45dB -Operating Temperature: 0 to 40 degrees Celsius continuous -Safety markings: IEC/EN 62040-1, UL 1778, CSA 22.2 -EMC Markings: IEC/EN 62040-2, FCC Class B, CIS PR22 Class B -Approvals: CE/CB report (TUB)/cULus/EAC/RCM</p> <p>Standard Warranty: 3 years on UPS and 2 years on battery</p>	<p>1 unit</p>	
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Mobilization, Demobilization and Documentation	1 Lot	
Labor, installation, termination and harnessing of existing cable	1 Lot	
UTM Appliance: Features: -With 1 year license suite -Networking -Administration -User Authentication -URL Filtering -Bandwidth management -Monitoring and Reporting -Firewall and Security Features -VPN -Centralized Management System -High Availability -Firmware and General Updates -24x7 Support	1 Unit	
Warranty		
<ul style="list-style-type: none"> ▪ On 3KVA UPS: Standard warranty of 3 years on UPS and 2 years on battery 		
<ul style="list-style-type: none"> ▪ All other hardware items: 1 year warranty 		
Delivery		
<ul style="list-style-type: none"> ▪ 30 calendar days from receipt of the Notice to Award. 		

Signature Over Printed Name/Position

Telephone Number

E-mail Address

Tax Identification Number

TERMS OF REFERENCE

I. OBJECTIVE:

To provide a Unified Threat Management (UTM) Appliance and Server Rack Enclosure for the existing IT Equipment Server of the OGCC.

II. PROJECT TITLE

Supply, Delivery and Installation of Unified Threat Management (UTM) Appliance and Server Rack Enclosure for the IT Equipment Server of the OGCC.

III. ITEMS AND APPROVED BUDGET FOR THE CONTRACT (ABC)

ITEMS	Quantity	ABC
Unified Threat Management (UTM) Appliance	1	500,000.00
Server Rack Enclosure	1	100,000.00
Total		600,000.00

NOTE: The financial bid of the bidders shall be inclusive of the 12% Value Added Tax. The VAT and other applicable taxes should be clearly and separately indicated and/or itemized in the bidder’s financial proposal.

IV. TECHNICAL SPECIFICATIONS

IT REQUIREMENTS	
Description	Quantity
24 port CAT6 loaded patch panel	1 Unit
1 Meter CAT6 UTP Patch Cord	30 pcs
Horizontal Cable Management Panel 1RU	2 pcs
Server or Data Rack Enclosure W = 800 mm (31.5”) x D = 1000mm (39.37”) x 42 U Perforated -19” Standard Racking Systems (800 kg max. loading capacity) -front & back door with spring lock, detachable side panel with lock -adjustable square holed mounting rail with cage nuts and bolts, powder coated finish, black -4 pcs. Castor wheel with levelling feet -4pcs exhaust fan, 200V with cable entry at the top panel -2 pcs. Heavy duty fixed shelves (100kg. max. loading capacity) vertical cable manager at the back -15 outlet PDU with 3.00 mm cable length (220 V, 3 prong 10A) -Powder coated finish, black	1 unit
3000VA (3kVA) Rack Mount Uninterruptible Power Supply Topology: On line double conversion with Power Factor Correction System	1 unit

<p>Configuration: Rack Capacity/Ratings (VA/Watts): 3000/2700 Dimensions (H x W x D mm): 86.5 x 438 x 608</p> <p>Electrical Input Connection: IEC C20 (16A Socket) Input Voltage Range: 200-276V without derating (up to 140 -276 with derating) Nominal Voltage: 200/208/220/230/240V Frequency: 50/60 Hz Auto Selection Frequency range: 40-70Hz</p> <p>Electrical Output Connection (8) IEC C13 (10A), (1) IEC C19 (16A) Output Frequency: 50/60Hz Auto select, Frequency converter as standard</p> <p>Battery Management: ABM and Temperature compensated charging method (user selectable), automatic battery test, deep discharge protection, automatic recognition of external battery units</p> <p>User Interface: Multilingual graphical LCD Display Communication Ports: 1 USB port + 1 serial RS232 port + 1 mini terminal block for remote power off + mini-terminal block for output Communication Slot: 1 slot for network-M2, ModBus-MS or Relay-MS cards</p> <p>Environmental standards: -Audible Noise: <45dB -Operating Temperature: 0 to 40 degrees Celsius continuous -Safety markings: IEC/EN 62040-1, UL 1778, CSA 22.2 -EMC Markings: IEC/EN 62040-2, FCC Class B, CIS PR22 Class B -Approvals: CE/CB report (TUB)/cULus/EAC/RCM</p> <p>Standard Warranty: 3 years on UPS and 2 years on battery</p>	
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OTHER REQUIREMENTS	
Description	Quantity
Mobilization, Demobilization and Documentation	1 Lot
Labor, installation, termination and harnessing of existing cable	1 Lot
UTM Appliance: Features: <ul style="list-style-type: none"> -With 1 year license suite -Networking -Administration -User Authentication -URL Filtering -Bandwidth management -Monitoring and Reporting -Firewall and Security Features 	1 Unit

<ul style="list-style-type: none"> -VPN -Centralized Management System -High Availability -Firmware and General Updates -24x7 Support 	
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V. REQUIREMENTS FOR BIDDERS

Bidders must submit their technical and eligibility documents as indicated in the Request for Quotation (RFQ).

VI. SCOPE OF WORK

- a. The winning bidder shall deliver the complete items at the given office address below:

Property and Supply Office
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
 3rd Flr MWSS Administration Building, Katipunan Ave.
 Balara, Quezon City

- b. The winning bidder shall be in charge of:
- i. Supply, Delivery and Installation of the requirements mentioned above;
 - ii. Termination of existing cables to patch panes;
 - iii. Harnessing and grooming of existing cables to data cabinet.
 - iv. Materials such as cutting tools, hammer, nails, electrical wirings, electrical sockets and other incidental materials.
 - v. On-site Inspection: The winning bidder shall be responsible for coordinating and conducting an on-site inspection of the identified installation site and electrical wiring connection. In view of the General Community Quarantine imposed in the National Capital Region and the health protocols being observed in the OGCC, the on-site inspection shall be on a schedule basis. For this purpose, the winning bidder/supplier must submit a request for inspection to the Supply and Property Section at contact number (02) 7617-2991 and 0917-8744417.
- c. The winning bidder shall deliver the items within **30 calendar days** from receipt of the Notice to Award. A request for extension may be granted provided the winning bidder provides a justifiable reason/s, especially for those items which are on order basis.
- d. The winning bidder is given a period of two (2) days to finish the installation of the said requirements. For this purpose, the installation will be conducted on a Saturday to prevent interruption and disruption of work in the OGCC. Actual dates of installation will be determined in the Notice of Award.

- e. The items shall be subject to inspection by the supply officer upon delivery.
- f. Health protocols shall be strictly observed at all times in the delivery and installation of the requirements above both inside the MWSS Building and the Office of the Government Corporate Counsel premises.

VII. TERMS OF PAYMENT

- a. Advance payment is not allowed.
- b. The OGCC shall pay the Winning Bidder within 60 working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables/documentary requirements.

VIII. WARRANTY

- a. Brand new items.
- b. On 3KVA UPS: Standard warranty of 3 years on UPS and 2 years on battery
- c. All other hardware items: 1 year warranty
- d. The winning bidder shall replace all items with apparent defects and damage within seven (7) days from the date of discovery by the supply officer during the actual inspection.

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]