



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
Contact Nos. (02) 7622 5119 / 0917 874 4396
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E-mail: records@ogcc.gov.ph



REQUEST FOR QUOTATION
RFQ No. 2024-09-035

The OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC), through its Bids and Awards Committee (BAC), is inviting all interested suppliers to submit a price quotation for the project with details as follows:

Project Title: : **ONE (1) LOT SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND IMPLEMENTATION OF A UNIFIED THREAT MANAGEMENT (UTM) AND A NETWORK ATTACHED STORAGE (NAS)**

Approved Budget for the Contract (ABC) : PhP1,000,000.00

Mode of Procurement : **Small Value Procurement**
[Section 53.9, RIRR of RA 9184]

Location : Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building
Katipunan Ave., Balara, Quezon City

Delivery Period : Within forty-five (45) calendar days (cd) from receipt of the Notice to Proceed

End-User Unit : OGCC IT Section

Specifications : Indicated in the Price Quotation Form (PQF)

The details of the schedule of activities are listed as follows:

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation (RFQ)	10 September 2024
Deadline for Submission of Quotation	17 September 2024, 1:00PM
Opening of the Quotation	17 September 2024, 1:30PM

This RFQ is subject to the Terms and Conditions herein provided. Please submit your best offer for the items described herein using the attached PQF.

Submit your duly signed quotation not later than 17 September 2024, 1:00PM. Electronic submissions shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be sent to the address indicated below:

AGCC KATHRINA MARIA A. REYES
Chairperson
OGCC-Bids and Awards Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Administration Building, Balara, Quezon City

The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to contract award without incurring any liability to the affected Supplier.

Late submission of proposal or quotation shall not be accepted and considered.

Sgd.
AGCC KATHRINA MARIA A. REYES
BAC Chairperson

TERMS AND CONDITIONS	
I. VALIDITY OF PRICE QUOTATION AND OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none">• Award of contract shall be made only to the Supplier with the Lowest Calculated and Responsive Quotation (LCRQ) which complies with the minimum technical specifications and other terms and conditions stated herein.• Suppliers shall provide correct and accurate information required in the PQF.• The use of the PQF is highly encouraged to minimize errors or omissions of the required mandatory provisions.• A partial quotation is not allowed.• Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the Supplier or any of her/his duly authorized representative/s.• Suppliers shall be required to indicate the brand of the item offered.• Price quotations must be valid for a period of sixty (60) calendar days (cd) from the date of submission which is the date indicated in the PQF.• Price quotations must be denominated in Philippine peso.• Price quotations must include all taxes, delivery charge and other incidental expense.• Price quotations exceeding the ABC shall be rejected.• In case two or more Suppliers are determined to have submitted the same LCRQ, the OGCC shall adopt and employ “draw lots” as the tie-breaking method to finally determine the winning Supplier in accordance with GPPB Circular 06-2005.
II. WARRANTY	<ul style="list-style-type: none">• In accordance with Section 62 of the 2016 RIRR of RA 9184, warranty security shall be required for a minimum period of one (1) year from issuance of the Certificate of Inspection and Acceptance.• The obligation for the warranty shall be covered by a special bank guarantee or a retention money equivalent to five percent (5%) of the total contract price which shall be released after the lapse of the warranty period. This is subject to the condition that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.• Return and exchange policy for items or goods with patent and latent defects shall be governed by RA 7394 or the Consumer Act of the Philippines.
II. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE QUOTATION	<ul style="list-style-type: none">• Submit the following eligibility requirements <u>together with your Quotation:</u><ul style="list-style-type: none">a. Valid or Current Mayor’s/ Business Permit;b. PhilGEPS Registration Number;

	<p>c. Income/ Business Tax Return; d. Signed Omnibus Sworn Statement;</p> <p><i>The OSS submitted with the quotation need not be notarized. Certification of Platinum Membership may be submitted in lieu of documents a and b.</i></p> <ul style="list-style-type: none"> • Additional documentary requirements: <ul style="list-style-type: none"> e. Board Resolution or Special Power of Attorney proving that the Supplier’s representative is duly authorized to sign the PQF, Notice of Award (NOA), Purchase Order and NTP; and f. Product brochure with pictures and specifications of the offered items. g. Certification for Professional Network Security of at least one (1) employee.
III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> • Within three (3) working days from receipt of Notice from the BAC Secretariat that the Supplier is determined as the one with the LCRQ, the winning Supplier shall submit the following as a condition for the award of the contract: <ul style="list-style-type: none"> a. Notarized Omnibus Sworn Statement (NOSS); and b. Original copy of the signed PQF and certified true copies of the eligibility requirements. • Failure to submit the aforementioned requirements shall not entitle the Supplier to the award of the contract.
IV. PROJECT IMPLEMENTATION AND ACCEPTANCE	<ul style="list-style-type: none"> • Project implementation schedule: <ol style="list-style-type: none"> 1. Delivery of all items – within 30 cd from receipt of Notice of Award and/or Contract/Purchase Order (PO) / Notice to Proceed 2. Installation, configuration, testing and finalization – within 15 cd after the completion of the deliverables <i>Note: Activities related to the installation, configuration, testing and finalization must be done on Saturdays to avoid interruption of business operations.</i> • Any request for extension must be duly communicated five (5) cd before the lapse of the 30-day delivery period to avoid the imposition of liquidated damages and is subject to the approval of the OGCC. • The items shall be delivered according to the requirements herein specified. • The OGCC shall have the right to inspect and/or to test the items/ goods to confirm their conformity to the specifications. Supplier shall, within 3 cd from notice, replace all defective items at no cost to the OGCC. • The winning supplier shall deliver the goods/items at the given office address below: <p>IT SECTION OFFICE OF THE GOVERNMENT</p>

	<p>CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City (02) 7616 2991</p>
V. PAYMENT TERMS AND LIQUIDATED DAMAGES	<ul style="list-style-type: none"> • Advance payment is not allowed. • Payment shall be made <i>via</i> check within thirty (30) cd following the date of receipt of the items, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section (<i>i.e.</i>, billing statement, sales invoice, etc.). Kindly coordinate with the OGCC- Cashier Section for the pick-up of the check. • Liquidated damages equivalent to one tenth or 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.
VI. DEADLINE OF SUBMISSION AND OPENING OF QUOTATION	<ul style="list-style-type: none"> • The price quotation together with the mandatory requirements may be submitted in a sealed envelope manually or by registered mail to the following address: <p>OGCC-Bids and Awards Committee OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Flr. MWSS Administration Building, Katipunan Ave., Balara, Quezon City</p> • The same may also be submitted electronically to bac@ogcc.gov.ph. The Suppliers who will opt to submit their quotation electronically must comply with the following conditions: <ol style="list-style-type: none"> 1. The email must indicate as subject: Quotation for the ONE (1) LOT SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND IMPLEMENTATION OF A UNIFIED THREAT MANAGEMENT (UTM) AND A NETWORK ATTACHED STORAGE (NAS) 2. The price quotation must be in archive format and password protected; 3. Include in the email the name of their authorized representative together with the contact details which the BAC may call during the opening and evaluation of quotations; and 4. The Supplier's representative/s must disclose the password only during the scheduled opening of quotations. • Quotation must be submitted via email on or before 17 September 2024 at 1:00PM: bac@ogcc.gov.ph • <i>Late bids shall not be accepted.</i>

VII. RESERVATION CLAUSE	The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected Supplier.
VIII. NON- DISCLOSURE	The Supplier shall not, without the prior written consent of the OGCC, disclose to any person or entity any information or data related or involving employees of the OGCC acquired during the implementation of the contract.
IX. OGCC'S CONTACT DETAILS	<ul style="list-style-type: none">• For procurement related concerns contact the Bids and Awards Committee through: 02 76172991 / 09178744417 / 09178720543 Email: bac@ogcc.gov.ph• For project-related technical concerns contact the IT Section through: 02 76625119 / 09771040140

PRICE QUOTATION FORM

Date : _____

OGCC BIDS AND AWARDS COMMITTEE
Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara,
Katipunan Ave., Quezon City

After having carefully read and accepted the terms and conditions in the Request for Quotation, we are submitting our quotation for the **ONE (1) LOT SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, TESTING AND IMPLEMENTATION OF A UNIFIED THREAT MANAGEMENT (UTM) AND A NETWORK ATTACHED STORAGE (NAS)** as follows:

Minimum Technical Requirement				
LOT	Item and Specifications	Qty	Please check compliance	Total (PhP)
All offered brand and model must be fully compatible with each other				
1	<p>UNIFIED THREAT MANAGEMENT (UTM) FIREWALL APPLIANCE</p> <p>Indicate Brand and Model Offered:</p> <p>“ _____ ”</p> <p>Condition:</p> <ul style="list-style-type: none">• Brand new <p>Hardware Specifications:</p> <ul style="list-style-type: none">• 22 x GE RJ45 ports (including 2 x WAN ports, 1 x DMZ port• 1 x Mgmt port• 2 x HA ports• 16 x switch ports with 4 SFP port shared media)• 4 SFP ports• 2x 10G SFP+ ports capable of supporting both standard network connections and integrated switch and access point management functions• dual power supplies redundancy <p>Features:</p> <ul style="list-style-type: none">• With 1 Year License suite• Administration Account• Advance Threat Protection (AI-based Anti-Malware Protection)• URL, DNS, and Video Filtering• Anti-Spam• Application Control• Monitoring and Reporting• Web support and other on-line support tools• Firmware and General updates asset management portal	1		

	<p>Other requirements:</p> <ul style="list-style-type: none"> • OEM must be in leader’s quadrant of Gartner • OEM must have at least 90% of rating in Cybarratings.org <p>Warranty and Support:</p> <ul style="list-style-type: none"> • At least one (1) year RMA and warranty • At least one (1) year L1 support 			
	<p>NETWORK ATTACHED STORAGE (NAS)</p> <p><i>Indicate Brand and Model Offered:</i></p> <p>“ _____ ”</p> <p>Condition:</p> <ul style="list-style-type: none"> • Brand new <p>NAS Specifications:</p> <ul style="list-style-type: none"> • 8-bay RackStation (up to 12-bay) • AMD Ryzen TM V1500B Quad Core 2.2 GHz • 4GB RAM (up to 32GB) • 10GbE NIC support • Built-in dual M.2 NVMe SSD slots • Redundant power (drives not included) <p>Sliding rail kit:</p> <ul style="list-style-type: none"> • Compatible with NAS and server rack <p>Warranty and Support:</p> <ul style="list-style-type: none"> • At least three (3) year RMA and warranty for the NAS with 8x5 remote support • At least one (1) year warranty for the Rail Kit 	1		
	<p>STORAGE DISK</p> <p><i>Indicate Brand and Model Offered:</i></p> <p>“ _____ ”</p> <ul style="list-style-type: none"> • Brand new • 4TB 3.5” Plus series SATA HDD • Compatible with NAS 	2		
	<p>OTHER INCLUSIONS</p> <ul style="list-style-type: none"> • Mobilization and demobilization of materials 			

	<ul style="list-style-type: none"> • Installation, configuration, implementation and testing of the equipment • Incidental materials related to the completion of the project • Knowledge transfer to OGCC IT personnel (installation to maintenance) 			
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GRAND TOTAL:

Amount of Bid in Figures:	
Amount of Bid in Words:	

1. The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 60 cd from the date of this quotation.
2. If our quotation or bid is accepted, we undertake to complete the project as prescribe in the project implementation schedule.
3. We understand that payment for items delivered will be made *via* check within 30 cd following the date of receipt of the items, after inspection and acceptance and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

Very truly yours,

Name and Signature of the Supplier or the Authorized Representative	
Name of Company or Business	
Address	
TIN Number	
Email Address	
Contact No.	