



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 30 May 2024
RFQ No. : 2024-05-078

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The **Presidential Communications Office**, through its Bids and Awards Committee (BAC), intends to procure goods/services through **Negotiated Procurement – Small Value Procurement under Section 53.9** of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, for the project: **Procurement of Web Hosting service backup of Official Gazette (Procurement/Contract No. 2024-05-078)** with an Approved Budget for the Contract in the amount of **Two Hundred Fifty Thousand Pesos (PHP 250,000.00)**.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ [via e-mail \(bac1@pco.gov.ph\)](mailto:bac1@pco.gov.ph) duly accomplished and signed by you or your duly authorized representative **not later than 05 June 2024 at 8:00 AM.**

Apart from your PhilGEPS registration number, a copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid Mayor’s/Business Permit (for recently expired permits, please attach a copy of the Official Receipt as proof of renewal.)
2. Duly Accomplished Omnibus Sworn Statement (template attached hereto as Annex “A”) **to be Notarized by the eligible supplier prior to payment.**

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.** Lastly, please be informed that submission of a copy of **BIR 2303** shall be required from the winning supplier prior to processing of payment.

For any clarification, you may contact us via email at bac1@pco.gov.ph

Original signed
JOHN JAFET A. SORIANO
BAC Secretariat

INSTRUCTIONS:

- Accomplish this RFQ correctly and accurately.
- Do not alter the contents of this form in any way.
- All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 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 item/s as follows:

Procurement of Web Hosting Service Backup of Official Gazette (Procurement/Contract No. 2024-05-078)	
<i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i>	
Technical Specifications	Statement of Compliance
32GB vMem	
16 vCPU or higher	
At least 400GB of Disk Space	
No Bandwidth Capping	
One (1) Dedicated IP Address	
Non-shared Host of Dedicated Server or Managed VPS	
Root Access	
Cent OS 7x or 8x	
Security Protection	
VM Cloud Presence (PH Only)	
VM Snapshot Support	
A supplier must have at least two (5) years' experience in web hosting government websites	
One (1) year technical support	
Delivery/commencement: Shall commence not later than Fifteen (15) calendar days from receipt of Purchase Order	
Contract duration: One (1) year	

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank items. Indicate "0" if the item being offered is for free.

Procurement of Web Hosting Service Backup of Official Gazette (Procurement/Contract No. 2024-05-078) ABC: PHP250,000.00				
Item No.	Description/Technical Specifications	Unit Price	Quantity and Unit of Measure	Total Price per Item (inclusive of taxes)
Lot	Web Hosting Service Backup of Official Gazette		1	

Grand Total in words:

Grand Total in figures:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution:

Account Number:

Account Name:

Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers 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 minimum 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 PCO 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.**
10. 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 PCO 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.

Signature over Printed Name	
Position/Designation	
Office Telephone/ Fax/ Mobile Nos	
Email address/es	