



REPUBLIC OF THE PHILIPPINES

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

## REQUEST FOR QUOTATION

P.R. No./Date : 19-02-051  
February 28, 2019RFQ No./Date: 19-03-044  
March 21, 2019

Gentlemen/Ladies:

We would like to request you to please quote your lowest price/s for the item/s listed in the attached form. Your submission shall be prepared in accordance with the following requirements:

1. Indicate or write your quotation using this form or your company letterhead. Supplemental information, if any, using your company stationary may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, etc.
2. Put your quotation in a **SEALED ENVELOPE** and label the envelope with the PR and RFQ numbers or PhilGEPS Reference Number;
3. Address/send your quotation to the **NBAC Secretariat c/o the undersigned** at 2<sup>nd</sup> floor of the address below; and
4. The deadline for submission of your quotation is on 9:00AM of MARCH 25, 2019

The mode of procurement is Small Value Procurement, with an Approved Budget for the Contract (ABC) of PhP1,000,000.00

Your participation to this bidding shall be subject to the requirements as identified below:

- ✓ Registered with PhilGEPS (Attach a copy to your quotation/offer).\*
- ✓ Quotation must be inclusive of all applicable government taxes and subject to 5% F-VAT and 1% (PO) or 2% (JO) deductions. Cash on Delivery (COD) will not be accepted.
- ✓ Bids should not exceed the Approved Budget for the Contract (ABC) in the amount of PhP1,000,000.00
- ✓ Award shall be made by item.
- ✓ Bids should be valid for a minimum of 30 calendar days from deadline of submission of bids as indicated above.
- ✓ Procured items shall be delivered to NEDA sa Pasig.

## ALTERNATIVE BIDS OR BID WITH MULTIPLE OPTIONS SHALL BE REJECTED (NBAC Resolution No. 7 (2012))

With the end view of obtaining the contract most advantageous to the government, NEDA reserves the right to: 1) accept or reject any or all the quotations/bids and waive any minor deviation in the bid which will not materially affect the substance of the bid; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

All bidders will be informed of the results of this procurement.

**The delivery schedule shall be completed within 15 calendar days from receipt of the Job Order.**

Failure to comply with this delivery schedule shall be subject to the salient provisions of the Revised IRR of R.A. 9184, Section 68 (Liquidated Damages).

For clarifications, please contact the Procurement Management Division, c/o Ms. Gilda A. Ibno in the address/telephone numbers below.

*MA. MONICA P. PAGUNSAN*  
Head, NBAC Secretariat

Dear Ms. Pagunsan,

Indicated below is our quotation in response to the RFQ above.....

Item No.	QTY	UNIT	ITEM/DESCRIPTION	UNIT PRICE	TOTAL (PhP)
1	1	job	<b>One (1) Year Subscription to Off-site Cloud Disaster Recovery Storage</b>		
			<i>(Please see Annex A for Specifications, Qualifications, and Requirements)</i>		
<b>Note: This cancels RFQ No. 19-03-032.</b>					
<b>*Qualification and Other Requirements</b>					
Must submit the following:					
a. PhilGEPS Registration Number;					
b. Mayor's or Business Permit (current and valid);					
<i>(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be a ground for disqualification. For recently expired Mayor's/Business permits, please submit a copy of the expired Business Permit with the "Official Receipt/OR" from the Business Permit and Licensing Office (BPLO), as proof that you have already applied for renewal.)</i>					
c. Omnibus Sworn Statement. Bidders shall use the attached prescribed format and together with any of the following proof of authorization, whichever is applicable:					
c.1 Notarized special Power of Attorney; c.2 Latest Notarized Secretary's Certificate;					
c.3 Board Resolution; c.4 Partnership Resolution; and c.5 DTI Certificate Number.					
d. Income or Business Tax Return.					
<b>TOTAL:</b>					
				<b>Amount in Words:</b>	
<b>Contractor's Declaration:</b>				<b>CONFORME</b>	
a. I/We have "Read and Accepted and Good for Agreement" the attached detailed specifications or Terms of Reference (TOR), whichever is applicable, with page and annexes signed by duly authorized representative of _____ (company) on the provided "Conforme Box";				Signature : _____	
b. I/We abide by this bid/quotation for the period of 30 days from the deadline of submission of bid as indicated in the Request for Quotation (RFQ) and it shall remain binding upon us; and				Name/Designation : _____	
c. I/We shall undertake, if our bid is accepted, to commence the Service Works as soon as is reasonably possible after the receipt of the Notice of Award or Notice to Commence, and deliver the whole of the Service/Works in the Job Order/Purchase Order within the time stated in the TOR/detailed specification.				Name of Company : _____	
				Cheque payment payable to: _____	
				Address : _____	
				Telephone/Fax/Email : _____	
				TIN No. : _____   VAT   Non- VAT	

## ANNEX A

**PRAA No.** 19-02-051.

**Description** One (1) Year Subscription to Off-site Cloud Disaster Recovery Storage,

### **Scope of Work/Services:**

1. Minimum data allocation of at-least two (2) Terabytes for 12 months.
2. Installation of specified devices/equipment use for deduping, compressing, encrypting and transmitting of data.
3. In-country backup option with data redundancy of at least two (2) available servers.
4. Setup, configuration, testing, demonstration of live functionality, and sign-off/hand-over during the installation.
5. Documentation of offsite data backup.
6. Compatible with Windows, Linux and Mac.
7. 24 x 7 technical/online support.

### **Terms and Conditions:**

1. Minimum of one (1) year contract.
2. Price quoted in Philippine Peso and are inclusive of all government taxes and service charges.
3. Full payment shall be paid after the issuance of the following:
  - A. Sales Invoice from the service provider and
  - B. Certificate of Satisfactory Service issued by NEDA.

### **\*Qualification and Other Requirements**

Must submit the following:

- a. PhilGEPS Registration Number;
- b. Mayor's or Business Permit (current and valid);

*(if your Mayor's or Business Permit has been issued subject to compliance with certain conditions, please submit proof of compliance thereto. Otherwise, non-submission shall be a ground for disqualification.*

*For recently expired Mayor's/Business permits, kindly submit also the "Official Receipt" from the Business Permit and Licensing Office, as proof that you have already applied for renewal.)*

- c. Omnibus Sworn Statement; and
  - c.1 Latest Notarized Secretary's Certificate / Board Resolution / Partnership Resolution / Special Power of Attorney / DTI Certificate Number, whichever is applicable.
- d. Income or Business Tax Return.

**Conforme:**

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**Bidder's Company Name**

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**Name & Signature of Authorized Representative**

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**Designation**

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**Date**