Republic of the Philippines
Philippine Economic Zone Authority

RFQ No.	BAC 2023-10
Date	September 6, 2023

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

The Philippine Economic Zone Authority (PEZA) intends to undertake **Negotiated Procurement: Small Value Procurement** in accordance with **Sec. 53.9** of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Procurement Project	Procurement of Maintenance Agreement /Contract for Servers of the Public Zone
Description/Specifications	Please refer to the attached Annex B
Approved Budget for the Contract (ABC)	Php 950,000.00
Deadline of Submission of Bid:	**September 14, 2023 5:00 PM**

Interested bidders may submit their duly accomplished and filled-up Annex "A" & "B" on or before the deadline of submission of bids to **Bids and Awards Committee, 8^{h}Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City**.

Bidders must submit sealed quotation/s manually in the address given together with the following documentary requirements:

- ✓ Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
- ✓ Omnibus Sworn Statement (Notarized) for ABCs above 50K
  Note:
  - For sole proprietorship, please attach notarized Special Power of Attorney (SPA) for authorized representative;
  - For partnership, corporation, cooperative, or joint venture, please attach notarized Secretary's Certificate, Board/Partnership Resolution, or SPA, whichever is applicable.
- ✓ PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*
- ✓ Annual Income Tax Return
  Note:
  - **Latest Income Tax Return filed via eFPS** (For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR) **or**
  - **Latest Business Tax Return filed via eFPS** (Refers to the Value Added Tax (VAT) or Percentage tax returns covering the previous six (6) months. For those with less than six (6) months operations, this refers to the monthly business tax returns filed to date)

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), Technical Specifications/Terms of Reference (Annex B) and Terms and Conditions (Annex C).

For any clarification, you may contact **8551-3451 loc. 272 or email us at bacsec@peza.gov.ph**

MS. ANIDELLE JOY M. ALGUSO
BAC Chairperson

RFQ No.	BAC 2023-10

Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

MS. ANIDELLE JOY M. ALGUSO
BAC Chairperson
BIDS AND AWARDS COMMITTEE
8th Floor Double Dragon Center, West Building, Macapagal Blvd.Pasay City

Dear Madam:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s (inclusive of VAT) for the following items:

No.	Description	Total Bid Price
1 Lot	Procurement of Maintenance Agreement /Contract for Servers of the Public Zone Please refer to Annex B for the complete specifications/ reference *(Bid Price must be inclusive of VAT and other charges)*	
	Total	

COMPANY/SHOP NAME : _____

ADDRESS : _____

PHILGEPS REG. NO. : _____

BIR TIN No. : _____

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

CONTACT NO. : _____

EMAIL ADDRESS: : _____

INSTRUCTIONS:

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

Annex "B"

Technical Specifications

<table>
<tr><th>Technical Specifications</th><th>Statement of Compliance
(State whether "COMPLY" or "NOT COMPLY")</th></tr>
<tr><td>PROJECT DESCRIPTION

Maintenance Agreement in providing hardware support for various hardware equipment of PEZA.</td><td></td></tr>
<tr><td>OBJECTIVES

This document aims to describe the service level commitments, guidelines and procedures to be followed by the bidder in providing After Sales Support during the warranty period of the equipment.</td><td></td></tr>
<tr><td>SCOPE OF SERVICES
EQUIPMENT
Bidder will provide PEZA with 1-year comprehensive technical support, 24/7, 4 Hour response time for the equipment described below:

<table>
<tr><th>Description</th><th>Quantity</th><th>Serial Number</th></tr>
<tr><td>HP DL380 Gen10 24SFF CTO Server</td><td>3</td><td>SGH821VTK1
SGH821VTK3
SGH821VTK5</td></tr>
</table>
</td><td></td></tr>
<tr><td>DESCRIPTION OF SERVICES

<table>
<tr><th>Maintenance Service</th><th>Description</th></tr>
<tr><td>HPE Hardware Tech Support</td><td>Onsite Support
Replacement Parts
Essential, 24/7
Defective Media Retention(DMR)</td></tr>
<tr><td>Software Updates Service</td><td>License to Use and SW Updates
Electronic SW Information
HPE Recommended SW Upd Method
HPE Recommended Doc Upd Method
Essential, 24/7</td></tr>
<tr><td>HPE Remote Tech Support</td><td>Technical Support
General Technical Guidance
Essential, 24/7</td></tr>
</table>
</td><td></td></tr>
</table>

WARRANTY 1 Year on Parts, Labor, and On-site (PEZA Head Office), 24 x 7, 4 hours response time. Helpdesk support shall be provided to PEZA Head Office, as well as its remote offices namely: Cavite, Baguio, and Cebu. Spare Parts Replacement to be provided must come from the original manufacturer.	
HEALTH CHECK The Bidder will conduct health checks/preventive maintenance of the equipment on a semi-annual(twice-a-year) basis.	
POINT OF CONTACTS All parties shall provide each other with authorized contact persons and their contact numbers. The contact persons shall be available during the agreed service time. Should there be any new authorized person the party concerned shall notify the other party in writing about the change/s.	
SUPPORT DELIVERABLES: **PEZA must provide the following information when requesting for service support/parts replacement:** • Serial Numbers (Example: SGH3373L82) • Part Number (Example: 681840-B21) • Spare part number of the defective part (Example: 682125-001) • Complete description of the problem	
REMOTE PROBLEM AND DIAGNOSIS SUPPORT Once the Customer has placed a service request or logged a call via the helpdesk, the helpdesk then will provide a reference case number and work with the Customer to isolate the hardware problem remotely.	
ONSITE HARDWARE SUPPORT For technical hardware issues that cannot be resolved through telephone-based troubleshooting/remotely, an authorized engineer will provide technical support on covered hardware products to return them to operating condition. Customer authorized engineer shall be present each time an on-site service will be rendered.	

HARDWARE AND PARTS MATERIALS Replacement of defective part/s shall only take place if part/s is/are found to be defective base on On-Call Service Engineer's findings and recommendations. All defective parts shall be replaced within 24 hours provided that it is available and no material constraints for such parts.	
COVERAGE WINDOW The coverage window specifies the time during which the described services are delivered onsite or remotely. The following coverage windows are available for eligible products: **24x7** Service is available 24 hours per day, Monday through Sunday including Holidays. Regardless of the coverage window, problems with covered hardware can be reported to Bidder's Helpdesk (During Office Hour) or to HP Philippines. Bidder's Helpdesk Coordinator will acknowledge the receipt of the service request and will issue a case number that Customer can use to track a specific problem incident.	
LOCATION Helpdesk or Phone support service will be provided to the following locations: 1. PEZA Head Office 2. Mactan Economic Zone (MEZ) 3. Cavite Economic Zone (CEZ) 4. Baguio City Economic Zone (BCEZ)	
On-site support service will be provided to the following location only: **Philippine Economic Zone Authority-Head Office** MISD, 10th Floor, Double Dragon Center West, DD Meridian Park, Macapagal Avenue, Pasay City, Metro Manila	
RESPONSE TIME Response time starts the period of time that begins when the initial service request is received and logged with the Helpdesk.	
WORK TO COMPLETION Once bidder's authorized engineer arrives at Customer's site, the representative will continue to deliver the service (either onsite or remotely), until the products are operational. Work may be temporarily suspended if additional parts or resources are required, but work will resume when they become available.	
BIDDER QUALIFICATIONS 1. Must have a technical support Toll-Free number for technical assistance within working hours and should be operational and functional for at least within the warranty period.	

2. Bidder must be a Premiere partner of the manufacturer of the products to be supported. 3. Bidder must be an authorized reseller and support provider for the products.	
COVERAGE DATE Start date will commence upon issuance of Notice to Proceed and will be valid for 1 year	

AUTHORIZED SIGNATORY: _____

Signature Over Printed Name

DATE : _____

Annex "C"

Terms and Conditions

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the Price Quotation Form:
  - Name of Store
  - Address
  - PhilGEPS Registration No. / Organization No.
  - TIN
  - Authorized Signatory
  - Date
  - Contact Nos.
  - Email Address

- Submit the filled-up Forms (Annexes A and B) manually or at the following address;

  Manually : 8th Floor Double Dragon Center, West Building, DD Meridian Park , Macapagal Avenue, Pasay City

- Delivery Period: **On the specified schedule at Annex B or on the rescheduled date** upon receipt of NTP

- Terms of Payment: Through Cheque / 15 working days upon receipt of Original Sales Invoice / Billing Statement.