PHILIPPINE ECONOMIC ZONE AUTHORITY

RFQ No.	MISD-22-03-02
Date	04 April 2022

REQUEST FOR QUOTATION
Alternative-Small Value Procurement

Name of Company: _____

Address: _____

The Philippine Economic Zone Authority (PEZA), through its Bids and Awards Committee (BAC) will undertake **Alternative/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 Project	**Procurement of Maintenance Agreement for UPS of the Head Office**
Description/Specifications	**Attached Annex "A"**
Approved Budget for the Contract (ABC)	**PhP 190,000.00**
Deadline of Submission of Bid	**11 April 2022**

Interested bidders may submit their duly accomplished Price Quotation Form (Annex A) on or before the deadline of submission of bids to the BAC Secretariat at the PEZA Head Office, 8th Floor Double Dragon Center, West Building, Macapagal Blvd., Pasay City.

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

1.) Mayor's/Business Permit **or** PhilGEPS Platinum Membership Certificate
2.) Omnibus Sworn Statement (Notarized)
3.) PhilGEPS Registration Number (*not required if PhilGEPS Platinum Membership Certificate is submitted)*

Award of contract shall be given to the lowest calculated and responsive bidder which complies with the Price Quotation (Annex A), technical specifications (Annex B) and terms and conditions (Annex C).

For any clarification, you may contact/email BAC Secretariat at telephone nos. (02) 85513451 local 200 or 85513429 or bacsec@peza.gov.ph.

Digitally signed by
Panga Tereso Ordas

TERESO O. PANGA
BAC, Chair

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Annex "A"

PRICE QUOTATION FORM

(Financial Bid)

TERESO O. PANGA
Chairperson, Bids and Awards Committee
8th Floor Double Dragon Center
West Building, Macapagal Blvd.
Pasay City

Thru: BAC Secretariat

Dear Sir:

After having carefully read and accepted the Terms and Conditions of this RFQ and followed Instructions to Bidders, hereunder is our quotation/s for the items as follows:

Quantity	Description	Bid Price (PHP)
2 units	Maintenance Agreement of UPS (Please refer to the attached Technical Specifications attached as "Annex B")	**P**
		(Inclusive of VAT)

_____
Signature over Printed Name

_____
Office Telephone No. / Mobile Telephone No.

_____
Email address/es

INSTRUCTIONS:

(1) Accomplish this RFQ 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"
Terms of Reference

Terms of Reference for Network Equipment Maintenance Agreement

LOT 1: Maintenance Agreement for Datacenter UPS

Summary

DESCRIPTION OF SUPPORT SERVICES		ENTITLEMENT
Coverage Period		One (1) Year
Service Requests		Service Desk available 7 x 24
Phone Support Response Time		Within 30 minutes upon receipt of call
Engineering Services	Service Availability	24 x 7, Mondays Thru Sundays excluding Holidays
	Response Time	Within 4 hours
Hardware Parts Replacement	Return Material Authorization (RMA) Charges	Included
	Availability	Fourteen to Sixteen Weeks
Maintenance Services	Corrective	Included
	Preventive Maintenance	Annual
Manufacturer's Support Services	Hardware	Parts Replacement if with factory defect
	Software	Fix Releases and updates

1. General Obligations of the Service Provider Relating to the Services

- Corrective Maintenance shall include the following services:

  a) The Service Provider shall immediately attend to service calls of the Company by providing telephone support to diagnose and remedy the report incident. For this purpose, the Service Provider shall at all times maintain a 24-hour telephone service to receive calls of the Company.

b) If the problem cannot be resolved through telephone support, a Technical Engineer shall be deployed to the Site.

c) The Service Provider shall supply the necessary spare parts for the purpose of maintaining the Hardware Components listed below hereof to its proper working condition. Spare units may be brand new units or refurbished units that are in good working condition.

- Preventive Maintenance shall include the following:

  The Service Provider shall perform a routine preventive maintenance program on the Hardware Components at Philippine Economic Zone Authority, MISD, 10th Floor, Double Dragon Center West Building, DD Meridian Park, Macapagal Avenue, Pasay City, Metro Manila. The parties shall mutually agree upon the specific date and time for each preventive maintenance activity hereon.

  The scope of Preventive Maintenance activity is as follows:

  a) General check-up of the equipment or hardware covered under this Agreement;

  b) General check-up on any program or software used in the operation of any equipment or hardware provided by the Service Provider;

  c) Conduct a complete diagnostic routine within the system;

- Hardware Support shall include the following:

  a) In case the equipment is found faulty, the same needs to be pulled out by the Service Provider for Return Material Authorization (RMA) request to the manufacturer.
  b) The Service Provider shall shoulder all the costs related and shipment of the equipment subject to RMA.
  c) Pull-out of faulty unit and delivery of RMA unit shall be at the Company's Head Office.
  d) Upon confirmation of RMA ticket by manufacturer, the Service Provider guarantees that it shall be returned and re-installed fit-for-use to the Company within Eighteen (18) weeks, starting from the date the said equipment was pulled-out. If the service provider fails to return or re-install the equipment within the said period, the service unit provided by the service provider shall become the property of the Company and the pulled-out defective equipment

the property of the service provider, provided that the service unit shall have all the warranties of a brand new unit.

e) In the event that the service provider is unjustifiably unable to comply with the respective Response Times and Parts Replacement Warranty, and as indicated in the relevant Service Report, the service provider and the Company acknowledge and agree that the Term of the Agreement and the performance of the Services shall be extended for a period of five (5) days per incident from the Termination Date, and shall immediately provide a fully functioning replacement or service unit of the affected component(s).

- Software Support shall include the following:

a) For any fault call regarding Software concerns, the service provider shall send a Technical Staff on-site to do trouble-shooting and fault-fixing. If required, available software patching for bug-fixes provided by the Principal shall be done.

b) The service provider shall interface and coordinate with the Company's representative until the issue has been resolved. Regular updates of fault rectification will be provided.

2. Responsibilities of the Company

To permit the Service Provider to fulfill its obligations pursuant to this Agreement, the Company shall:

a) Nominate at least one appropriate person to be the Company's representative with the Service Provider regarding Maintenance Services (such person to be regularly available during normal business hours).

b) Ensure that Service Provider's maintenance personnel have reasonable access to the Hardware Components during the Term of this Agreement, as will enable them to perform the Services hereunder, but subject at all times to the Company's health, safety and security policies and guidelines;

c) Make available, upon written request, the services of the relevant person employed by the Company who operates the Hardware Components at the relevant Site. In such case, the Service Provider shall give prompt and reasonable notice to the Company as to the necessity of the presence of such person or employee during the provision of Maintenance Services.

d) Notify the Service Provider immediately in writing if the Company ceases to be in possession of the Hardware Components at the relevant Site.

e) In the event that an equipment that is covered in this agreement is declared defective by the Service Provider, the Company has to return the said unit upon delivery of the replacement. If the Company fails to do so, the Service Provider shall bill the Company the list price of the unit.

f) The Company shall not carry out, or cause to be carried out by other persons, modifications or adjustments to the equipment without the prior written consent of the Service Provider.

3. List of Hardware Components

The Services shall cover equipment in the Hardware Components List.

4. Bidder's Qualification

a) Must be a Premier Partner of Schneider Electric. This must be supported by a Certification from the manufacturer to be submitted to the Chairperson, Bids and Awards Committee of PEZA.

5. Coverage Period

Contract will start upon issuance of Notice to Proceed and valid until for one (1) Year

6. Hardware Components List

No.	Part Number	Description	Serial Number	Qty
1	SRT6KXLI	Smart-UPS 5K-7K	QS1531171005	1
2	SRT6KXLI	Smart-UPS 5K-7K	QS1541170339	1

(Annex C)

TERMS AND CONDITIONS

- Bidder shall type or write in "Ink" the following on the **sealed envelope**:
  - his/her name or business name;
  - address; and
  - identification of the item/s being quoted.
- Delivery Period: 90 days upon receipt of NTP/Contract.
- Terms of payment: Through Cheque/15 working days upon receipt of SOA/Service Invoice and Accomplishment Report for the covered period.
- Winning bidder must deliver the items/services to the following address:

  10th Floor Double Dragon Center, West Building, DD Meridian ParkMacapagal Avenue, Pasay City