



**REQUEST FOR QUOTATION**

**PROCUREMENT OF ORACLE DATABASE ADMINISTRATION SERVICES**

**NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-121**

24 August 2018

The Credit Information Corporation invites all eligible suppliers/consultants to quote the best offer for the hereunder described item/s subject to the Terms and Conditions and within the Approved Budget of the Contract.

LOT	DESCRIPTION	Approved Budget of the Contract
1	Oracle Database Administration Services	PHP 720,000.00
<b>Contract Duration</b>		One (1) Year

Required Documents/Information to be submitted as Attachment to the Proposal:

- PhilGEPS Registration Certificate/Number
- Mayor's/Business Permit
- Income/Business Tax Return
- Professional License/ Curriculum Vitae
- Proposed Personnel based on the Terms of Reference

Kindly submit/send your quotation/proposals to the below indicated office address or email addresses, duly signed by you or your authorized representative, not later than September 2, 2018 / 1:00 PM.

Administrative Office  
Credit Information Corporation (CIC)  
6<sup>th</sup> Floor, Exchange Corner Building, 107 V.A. Rufino Street  
Corner Esteban Street, Legaspi Village, Makati City 1229

[tonirose.unciano@creditinfo.gov.ph](mailto:tonirose.unciano@creditinfo.gov.ph) and [christian.mojica@creditinfo.gov.ph](mailto:christian.mojica@creditinfo.gov.ph)

Thank you.

Very truly yours,

SGD.  
**TONI ROSE E. UNCIANO**  
Administrative Services Officer V



**PRICE PROPOSAL FORM  
PROCUREMENT OF ORACLE DATABASE ADMINISTRATION SERVICES**

**NEGOTIATED PROCUREMENT (SVP) NO.: RFQ18-121**

<b>LOT</b>	<b>Item Description</b>
<b>1</b>	<b>Oracle Database Administration Services</b>
<b>Contract Duration:</b>	One (1) Year
<b>Proposal Amount</b>	<b>Amount in Words:</b> _____
	<b>Amount in Figures:</b> PHP _____

**TERMS AND CONDITIONS:**

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
5. The CIC Technical Working Group may require you to submit documents that will prove your legal, financial and technical capability to undertake this project

**UNDERTAKING:**

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[Signature over Printed Name of  
Authorized Representative]

\_\_\_\_\_  
[designation / position]

\_\_\_\_\_  
[Email Address]

\_\_\_\_\_  
[Telephone / Fax Numbers]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
[Company Name]

# SCOPE OF WORKS

## *ORACLE DATA BASE ADMINISTRATION SERVICES*

### **I. Background/Rationale**

Credit Information Corporation is a government -owned and controlled corporation that was established in 2008 following the creation of Republic Act No. 9510 entitled: Credit Information System Act, or CISA. CIC is mandated to collect basic credit information covering a select period of time (three to five years' worth of historical data) from financial institutions such as banks and credit companies, so it can build a centralized, comprehensive, fair, objective and reliable credit information system.

The services stated in Section III is to be procured to obtain highly qualified technical resources relating to Oracle Database Administration. These resources are critical in supporting CIC's mandate as well as achieving CIC's Business Plan goals to improve efficiencies in our business processes and to provide services and products to our customers that meet or exceed their expectations.

### **II. Objectives**

To ensure that the CIC has the appropriate resources, skills and expertise to manage and enhance CIC's Oracle Database and to provide on-going guidance concerning best practices in implementing newer technologies. The Service Provider will also support other client/server and web-based systems as currently needed or in the future. They must be qualified and experienced in Oracle Database Administration (or in systems providing similar business functions).

### **III. Scope of Work of the Service Provider**

#### **A. General Works**

1. Render and Deliver in a professional manner the Highly Technical Expert Services Agreement for the maintenance of the Oracle Database.
2. Ensure availability of the Oracle Database 24x7.

3. Collaborate and coordinate, together with the CIC personnel as regards with the implementation of the Oracle Database.
4. Conduct meetings and/or consultations, if necessary, with the concerned offices as regards the implementation of the Oracle Database.
5. Prepare and submit incident reports to the CIC ICT as maybe needed.
6. Recommend the appropriate computing environment for the implementation as may be required.

**B. Specific Works**

1. Monitor the performance of the Oracle Database.
2. If errors are found, perform problem isolation and perform the necessary fix.
3. Prepare incident reports as required.

**IV. Timeline/Deliverables**

1. Implementation Period

The project shall be implemented for one (1) year, commencing from the date of receipt by the winning bidder of the Notice to Proceed (NTP).

2. Deliverables and Timelines.

For the mentioned work and services rendered the following outputs shall be delivered:

<b>Deliverables</b>	<b>Timeline</b>
Monitoring Reports	Monthly
Incident Reports	As needed
Training of the designated ICT Staff in the administration of Oracle Database	As determined on the project implementation

A hard copy of each of the reports shall be submitted to the CIC Finance and Administrative Group for payment purposes.

**V. Approved Budget of the Contract**

The Total Approved Budget of the Contract is **Seven Hundred Twenty Thousand Pesos (Php 720,000.00)**.



## **VI. Terms of Payment**

The Total Contract Price (based on the Highest Rated and Responsive Bid/Proposal) shall be allocated service provider conducting the project, shall be divided equally by the number of months of the engagement. This shall be in accordance with the following delivery schedule and subject to the usual government accounting and auditing requirements.

## **VII. Qualification Criteria**

The services shall be undertaken by a reputable Firm. The Firm shall mobilize key personnel. The Firm, as well as the principal/lead experts, should have the following qualifications:

<b>Criteria/Particulars</b>	<b>Points</b>
<b>I. Applicable Experience of the Firm</b>	<b>40</b>
<b>Prior involvement in Database Administration</b>	
<b>II. Qualification of Officers, Key/Organic Personnel who are assigned to the project</b>	<b>40</b>
<b>Education, training and years of professional experience</b>	
<b>III. Overall Work Commitments</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

### **Selection/Evaluation Criteria**

The Firm shall be selected using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure as prescribed under Section 33.2.1(a) of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, or the Government Procurement Reform Act (GPRA), and based on the following criteria:

**a. Technical Proposal: 60%**

**b. Financial Proposal: 40%**

## **VIII. Mode of Procurement**

The procurement of the consulting services shall be undertaken through a **Negotiated Procurement - Small Value Procurement** pursuant to Section 53.9 of RA 9184 and its Revised IRR.