



**January 13, 2021**

**REQUEST FOR QUOTATION**

**No.: 2021-CIMS(001)-NPSVP-001**

**Maintenance Agreement on the Existing Red Hat Enterprise Linux Servers**

**(Negotiated Procurement – Small Value Procurement)**

Sir/Madam:

The Credit Information Corporation invites you to submit your quotation / offer for the item/s described below using the **Price Proposal Form (see Annex "A")** subject to the terms and conditions stated in the RFQ and Terms of Reference **(see Annex "B")**.

Qty	UOM	PARTICULARS	Unit Cost	Approved Budget for the Contract
5	Lic.	Maintenance Agreement on the Existing Red Hat Enterprise Linux Servers	<b>PhP84,000.00</b>	<b>PhP420,000.00</b>

Contract Duration: One (1) Year  
 Delivery Schedule: February 5, 2021  
 Delivery Site: 6F, Exchange Corner Bldg., 107 VA Rufino St. cor. Esteban St., Legaspi Village, Makati City

Submit your proposal, together with the following documents, duly signed by you or your duly authorized representative, not later than **January 18, 2021, 12:00 p.m.**

- PhilGEPS Certificate/Number;**
- Mayor's/Business Permit for the current year;**
- Notarized Omnibus Sworn Statement (Annex C); and**
- For Authorized Representatives: **SPA (Sole Proprietorship/Partnership), Secretary's Certificate or Board Resolution (Corporation).**

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required shall be sent electronically to [phoebe.wagan@creditinfo.gov.ph](mailto:phoebe.wagan@creditinfo.gov.ph). Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Upon determination of your technical, legal and financial eligibility, the Administration Unit of the CIC shall undertake negotiation with your company based on the Technical Specifications for this project.

**Signed**  
**RODNEY ROY A. VALENCIA**  
 HRMO IV and Admin Head

N.B.: The duly accomplished Proposal (Annex A), together with the other required documents, shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents may be submitted anytime during submission of offers, evaluation of offers, after issuance of Notice of Award but before payment:

1. PhilGEPS Registration Number; and
2. Mayor's/Business Permit for the Year 2021;

PhilGEPS Platinum Registration Certificate may be submitted **in lieu** of the foregoing documents.

If unable to have the Omnibus Sworn Statement notarized, an unnotarized Omnibus Sworn Statement may be submitted, subject to compliance therewith after award of contract but before payment.

## **PRICE PROPOSAL FORM**

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Date: \_\_\_\_\_

Administrative Office  
Credit Information Corporation  
6F, Exchange Corner Bldg., 107 VA Rufino St.  
cor. Esteban St., Legaspi Village, Makati City

Madam:

Having examined the Request for Quotation No. 2021-CIMS(001)-NPSVP-001, which includes the technical specifications, the receipt of which is hereby duly acknowledged, the undersigned, offer to, in conformity with the said Request for Quotation for the sums stated hereunder:

<b>ITEM/DESCRIPTION</b>	<b>Qty</b>	<b>UOM</b>	<b>Unit Price</b>	<b>TOTAL BID PRICE</b>
Maintenance Agreement on the Existing Red Hat Enterprise Linux Servers	5	Lic.		

**Contract Duration:** One (1) Year

**TOTAL BID PRICE IN WORDS:**

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We undertake, if our Proposal is accepted, to deliver the goods/services as identified in the Technical Specifications/Terms of Reference and in accordance with the delivery schedule.

Our quotation includes all taxes, duties and/or levies payable and is valid for a period of THIRTY (30) calendar days upon issuance of this document.

We understand that the CIC Technical Working Group may require from us the submission of documents that will prove our legal, financial and technical capability to undertake this project.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and the Notice of Award, shall be binding upon us.

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

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Capacity

Duly authorized to sign Proposal for and on behalf of: \_\_\_\_\_

**COMPLIANCE FORM  
Technical Specifications**

1. The project calls for the **MAINTENANCE AGREEMENT ON THE EXISTING RED HAT ENTERPRISE LINUX SERVERS.**

**2. The scope of the project is not limited to the MAINTENANCE AGREEMENT ON THE EXISTING RED HAT ENTERPRISE LINUX SERVERS alone, since it involves other services for the integration with the Credit Information System.**

3. The following components and/or specifications are mandatory requirements and should be delivered as part of the project. Other components not specified, but are necessary to the overall output of the project should be supplied by the bidder provided prior approval of the Procuring Entity is granted.

4. The following Technical Specifications applies to the **MAINTENANCE AGREEMENT ON THE EXISTING RED HAT ENTERPRISE LINUX SERVERS** except where otherwise stated.

5. Bidders must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. **Statements of "Comply" or "Not Comply" must be supported by evidence, proof of compliance and/or clearly explained by way of example in a Bidders Bid and cross-referenced to that evidence.** Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier legally liable.

***NOTE: It is important and absolutely required that absence of any component, software, hardware, peripherals, accessories or services that may be needed to deliver the final output shall be the sole responsibility of the bidder, and therefore, should NOT compel the Procuring Entity to buy them to complete the project.***

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b> ("Comply" or "Not Comply" against each Specification.)	<b>Proof of Compliance</b>
<b>A.</b>	Maintenance Agreement on the Existing Red Hat Enterprise Linux Servers (x5 lics) <b>Item Code: RH00004RN</b>		
<b>B.</b>	<b>One (1) Year RHEL Professional Services</b> (Support/Maintenance)		

Item	Specification	Statement of Compliance ("Comply" or "Not Comply" against each Specification.)	Proof of Compliance
	1. 24x7 on-site and on-line technical support (unlimited call/voice, email, and chat support)		
	2. Response time within two (2) hours from receipt of notice		
	3. Quarterly onsite visit for health check at Cebu Data Center (Disaster Recovery site).		
	4. Monthly onsite visit for health check at Makati Data Center, and Makati Business Office		
	5. Provide system and security updates, and upgrades of the system as determined by vulnerability assessment activities (Quarterly) or as needed.		
	6. Implement recommended remedial action from health checks for Data Center, Business Office, and Disaster Recovery site.		
	7. Fine tune, correct, and/or enhance as may be needed to address business requirements		
	8. Correct/fix any system problems identified within the agreed service level		
	9. Monitor performance for efficiency		
<b>C.</b>	<b>Service Reports</b>		
	1. The Service Provider must provide service reports for each onsite support service performed and shall be verified and acknowledged by authorized CIC personnel		
	2. The Service Provider must submit detailed problem resolution report for every service requested within 24 hours. It shall include details of actions taken in resolving the problem duly acknowledged by the authorized CIC personnel		
<b>D.</b>	<b>Knowledge Transfer</b> <i>(Basic/Advanced to cover configuration, and administration)</i>		
	3. At least one (1) day of training/walk-through for the participants		
	4. At least two (2) participants		
<b>E.</b>	<b>Project Team Requirements</b> <i>(Provide curriculum vitae and related certifications)</i>		
	1. One (1) Account/Project Manager - With at least two (2) years project management experience in handling similar project implementation		

Item	Specification	Statement of Compliance ("Comply" or "Not Comply" against each Specification.)	Proof of Compliance
	2. At least two (2) Technical Support/Engineers:		
	a) Permanent employees of the Bidder for at least two (2) years		
	b) At least two (2) years of experience in the installation, configuration, troubleshooting, and maintenance of Red Hat Enterprise Linux Server		
	c) Technical Certifications related to the solution/project should be provided.		
<b>F.</b>	<b>Other Requirements</b>		
	1. Duly notarized statement that the bidder has been in business of providing ICT equipment, in particular to items being procured, for at least five (5) years prior to the deadline for the submission of bids		
	2. Certification issued by the Original Equipment Manufacturer (OEM) of the solution that the bidder is an authorized re-seller, distributor, and/or partner of the solution/project.		
<b>G.</b>	<b>Documentation:</b> One (1) set of the following:		
	1. System setup and hardening guide/manual		
	2. Management and troubleshooting guides <i>(Softcopies in USB flash drive and hard copies)</i>		

### Schedule of Delivery

The Service Provider shall commence delivery of the goods/services within 30 calendar days (lead time for delivery for non-stock items) upon receipt of the Notice to Proceed.

### Terms of Payment

Payment shall be made on the following:

1. Payment shall be made on a One (1) time basis subject to submission of billing statement and other supporting documents by the SP, subject to the issuance of certificate of satisfactory service by CIC.
2. The start of billing shall be based on the date of issuance of "Certificate of Acceptance".

**STATEMENT OF COMPLIANCE**

Dated this \_\_\_\_\_.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Capacity

Duly authorized to sign Compliance for and on behalf of: \_\_\_\_\_



## **Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### **AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. *Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. *Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

- 3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;**
- 4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;**

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the rest:*

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards;

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through

misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CIC BAC and CIC notices may be transmitted.

Telephone No/s.: \_\_\_\_\_  
Fax No/s.: \_\_\_\_\_  
E-mail Add/s.: \_\_\_\_\_

It is understood that notices/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized  
Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

Note:

*"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:*

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CIC.