



January 13, 2021

REQUEST FOR QUOTATION

No.: 2021-CIMS(002)-NPSVP-002

Renewal of Existing Workload Scheduler Solutions Licenses

(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
2240	PVU	IBM Workload Scheduler Annual Maintenance Renewal	PhP428.57	PhP960,000.00

Contract Duration: One (1) Year
 Delivery Schedule: Thirty (30) calendar days upon receipt of Notice to Proceed
 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;**
- Latest Income Tax Returns;**
- 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. 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

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(002)-NPSVP-002, 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:

ITEM/DESCRIPTION	Qty	UOM	Unit Price	TOTAL BID PRICE
IBM Workload Scheduler Annual Maintenance Renewal	2240	PVU		

Contract Duration: One (1) Year

TOTAL BID PRICE IN WORDS:

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. Overview

The Credit Information Corporation (CIC) is mandated to collect and aggregate borrower's credit data to establish the credit worthiness of borrowers. Workload Scheduler solution plays an important role in collection and data processing activities of the CIC. CIC needs a workload scheduler that plans, executes and tracks jobs on several platforms and environments. The main purpose of workload scheduler is to manage the computing resources on collections of computers to allow different users and CIC services to efficiently share these resources to run parallel programs.

CIC uses the workload scheduler with the following features:

- a) Automatic management of trouble tickets for ended-in-error jobs
- b) Dynamic provisioning of distributed resources to manage temporary or intermittent automation requests
- c) Increased speed in the Dynamic Workload Console when searching for jobs, jobstreams, and workstations
- d) Automatic discovery of Workload Scheduler and the business impact in case of failure
- e) Streamlined Workload Application Template manipulations

2. Purpose

The CIC aims to renew the existing licenses of Workload Scheduler solution to continually provide an easy-to-manage technology that integrates with other processors and CIS services to improve its overall performance while overcoming its limited budget and manpower resources.

3. Scope

The paid license covers access to quarterly preventive maintenance, a quarterly recommendation from certified IBM engineers, and technical support for one year. A knowledge transfer session or walkthrough for at least two (2) participants from the service provider is also covered/included in this project.

4. Definition of Terms

Term	Definition
Workload Scheduler	A software that plans, executes and tracks jobs on several platforms and environments. Its main purpose is to manage the computing resources on collections of computers to allow different users to efficiently share these resources to run parallel programs

Jobstream	A job stream, jobstream, or simply job is the sequence of job control language statements (JCL) and data (called instream data) that comprise a single "unit of work for an operating system". Performing a job consists of executing one or more programs.
Preventive maintenance	Preventive maintenance is maintenance that is regularly performed on an equipment or solution to lessen the likelihood of it failing. It is performed while the equipment or solution is still working so that it does not break down unexpectedly.
Service Level Agreement (SLA)	A commitment between a service provider and a client. Particular aspects of the service – quality, availability, responsibilities – are agreed between the service provider and the service user
	<i>--Definitions are retrieved from Wikipedia</i>

5. Duties and Responsibilities

5.1. Service Provider (SP)

The SP's responsibilities with respect to this project are as follows:

1. The renewal and installation of license must be completed within thirty (30) calendar days from the receipt of the Notice to Proceed (NTP). Otherwise, the SP shall pay a penalty in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.
2. Fine tune, correct and/or enhance as may be needed to address business requirements
3. Correct/fix any system problems identified within the agreed service level
4. Provide Service Delivery Manager (SDM) as a single point of contact for technical support and service delivery concerns. The SDM shall notify the CIC seven (7) days prior to any scheduled maintenance and other service interruption.
5. Provide 8x5 technical support facility and capability, consisting of online helpdesk and/or contact center facility, and competent technical support personnel as described in Section 5.3.

6. Provide quarterly preventive maintenance, and quarterly on-site visit with reports and expert recommendation by certified IBM engineers.

7. Provide a training/knowledge transfer (or walkthrough session) for at least two (2) CIC authorized personnel.

5.2. Credit Information Corporation

CIC's responsibilities with respect to this project are as follows:

1. Grant the SP's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned personnel of the CIC Technical Support Department.

2. Secure the necessary access pass and building permit required by the building administrator and assumes responsibility for the safe custody and use of the equipment installed by the SP.

3. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the SP.

4. Issuance of a Certificate of Satisfactory Project Completion from the end-user, and a Certificate of Inspection and Acceptance from the Inspection and Acceptance Committee to the SP upon successful completion of the testing certifying that the SP conforms to all requirements stipulated in this document.

5. Pursuant to General Procurement Policy Board (GPPB) Resolution No. 019-2006 dated 06 December 2006, at the end of each year, the CIC will conduct an assessment of the quality of service provided particularly the cost charged by the SP and the range of services it offers against other service providers in the area.

6. Conducts assessment/evaluation of the SP sixty (60) days before the end of the contract.

6. Requirements

6.1 General

Items	Requirements	Statement of Compliance "Comply or Not Comply"
1. Service Provider	a) Duly notarized statement that the SP has been in business of providing endpoint	

	<p>protection solution for at least three (3) years prior to the deadline for the submission of bids.</p> <p>b) The SP must establish a single point of contact (SPOC) call center operations/helpdesk with hotline numbers to provide timely and responsive trouble reporting, incident handling, problem escalation and field support for all problem related issues.</p> <p>c) The SP must provide escalation or incident management procedures, including the complete names of contact persons, positions, email address, mobile and landline numbers. The SP shall inform CIC of any changes on the escalation or incident management procedure immediately.</p> <p>d) The SP should provide unlimited 8x5 phone support for one year.</p> <p>e) The SP should provide unlimited 8x5 email support for one year.</p> <p>f) The SP should provide quarterly onsite visit/support with next business day response time for one year. Four (4) visits of onsite support during the contract period.</p> <p>g) The SP should provide quarterly preventive maintenance, with reports and recommendation by certified IBM engineers.</p>	
2. Service Delivery Manager	<p>a) The SP should assign a Service Delivery Manager (SDM) to CIC for the project to ensure all requirements of this contract are successfully delivered to CIC.</p> <p>b) The SDM should have at least three (3) year service delivery or project management experience in handling similar project implementation. (Provide curriculum vitae and related certifications)</p>	
3. Technical Support Staff	<p>a) The SP should assign two (2) Technical Support/Engineers to the CIC project. They must be permanent employees of the Service Provider for at least one and half (1 1/2) years. (Provide Certificate of Employment, updated curriculum vitae & related certifications).</p>	

6.2 Technical Requirements

Items	Requirements	Statement of Compliance "Comply or Not Comply"
System Overview	a) IBM Workload Scheduler Processor Value Unit (PVU) Annual SW Maintenance Renewal x 2240 b) Other details will be provided upon request	

6.3 Service Level

Items	Requirements	Statement of Compliance "Comply or Not Comply"
Change Requests (CR)	CR must be acknowledged by the SP within four (4) hours upon receipt, Mondays to Fridays, 8:00-5:00 PM.	
Incident Response	a) Help-desk facility available twenty-four by seven (24x7) to receive report on any issues b) Incident Response/support tickets relayed through helpdesk, email, phone, or instant messaging must be acknowledged by the Service Provider within two (2) hours upon receipt, and c) Resolve issues within four (4) hours upon acknowledgement.	
Service Report	a) The SP must provide service reports for each onsite support service performed and shall be verified and acknowledged by CIC authorized personnel. b) The SP shall submit a 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.	

7. Schedule of Delivery

The Service Provider shall commence delivery and implementation of the services within 30 calendar days upon receipt of the Notice to Proceed.

8. Terms of Payment

Payment shall be made on the following:

1. Payment shall be made on a one-time basis (100%) subject to submission of billing statement and other supporting documents by the SP, subject to the issuance of Certificate of Satisfactory Project Completion by CIC end-user.
2. The start of billing shall be based on the date of issuance of "Certificate of Inspection and Acceptance" by the CIC Inspection Committee.

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

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.