



September 23, 2021

REQUEST FOR QUOTATION
No.: 2021-CIMS(023)-NPSVP-040

License Renewal 2021 for Existing Network Monitoring Tool
(Negotiated Procurement – Small Value Procurement)

Sir/Madam:

The Credit Information Corporation through **Credit Information Management System** 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 (in PhP)	Approved Budget for the Contract (ABC) in PhP
1	LOT	License Renewal 2021 for Existing Network Monitoring Tool - Meraki MR33 Cloud Managed AP - Meraki MR Enterprise License, 1 YR - Meraki MR 802.3at PoE Injector (US Plug) - Meraki Professional Services (8x5 Support for 1 Year)	224,500.00	224,500.00
Total Approved Budget for the Contract (in PhP)				251,440.00

Contract Duration: 14 November 2021 to 13 November 2022
 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 **September 30, 2021, 5:00 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 procurementunit@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
PHOEBE ANN R. WAGAN
Administrative Services Officer V

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(023)-NPSVP-040, 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:

QTY	UOM	PARTICULARS	Unit Price (in PhP)	TOTAL BID PRICE in PhP (Inclusive of VAT)
1	LOT	License Renewal 2021 for Existing Network Monitoring Tool - Meraki MR33 Cloud Managed AP - Meraki MR Enterprise License, 1YR - Meraki MR 802.3at PoE Injector (US Plug) - Meraki Professional Services (8x5 Support for 1 Year)		

Contract Duration: 14 November 2021 to 13 November 2022

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
Renewal of SSL Certificates**

1. Overview

The Credit Information Corporation (CIC) is a Government-Owned and Controlled Corporation (GOCC) created in 2008 by virtue of Republic Act No. 9510 otherwise known as the Credit Information System Act (CISA). The CIC is mandated to establish a comprehensive and centralized credit information system for the collection and dissemination of fair and accurate information relevant to, or arising from credit and credit-related activities of all entities participating in the financial system, such as but not limited to retail, trade, utilities, and other service and product providers that may yield data on creditworthiness and payment behavior.

2. Purpose

The CIC aims to renew the existing license for network monitoring tool to manage and secure the CIC devices and network from cyber threats and unauthorized accesses while overcoming its limited budget and man-power resources. CIC needs a network monitoring tool/solution with the following features:

a) SIMPLIFIED MANAGEMENT.

- control and monitor routers, switches, and security devices from a single pane or dashboard
- oversee network permissions, users, network analytics, and more
- automatic firmware updates, patches, and the like, on a regular basis
- allows administrators to view the entire WiFi network and restrict sites and applications as needed

b) SCALABILITY.

- scale up in order to respond to changing needs -- add, remove, and move according to situation. Speedily add capacity and comply with demands.

c) WORKFORCE SUPPORT.

- helps employees have a secure and consistent work experience, whether they're in the office or at home. Employees can collaborate and access business applications no matter where they are.

3. Scope

The paid license covers to receive support services thru helpdesk, call, email or other electronic communication channels, product updates and major releases, security patches, and access to Technical Support for one year.

4. Definition of Terms

Term	Definition
Cisco Meraki	Cisco Meraki is a cloud-managed IT company headquartered in San Francisco, California. Their products include wireless, switching, security, enterprise mobility management and security cameras, all centrally managed from the web.
Cloud Computing	is the on-demand availability of computer system resources, especially data storage (cloud storage) and computing power, without direct active management by the user. The term is generally used to describe data centers available to many users over the internet.
Cyber Security	is the practice of defending computers, servers, mobile devices, electronic systems, networks, and data from malicious attacks.
Cyber Threat	Any circumstance or event with the potential to harm an information system through unauthorized access, destruction, disclosure, modification of data, and/or denial of service. Threats arise from human actions and natural events.
Network Monitoring	Network monitoring is the practice of consistently overseeing a computer network for any failures or deficiencies to ensure continued network performance. For example, network monitoring will monitor the conditions of network components such as routers, servers and firewalls.
Scalability	is the measure of a system's ability to increase or decrease in performance and cost in response to changes in application and system processing demands. ... Enterprises that are growing rapidly should pay special attention to scalability when evaluating hardware and software.
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
System Uptime	Uptime is a measure of system reliability, expressed as the percentage of time a machine, typically a computer, has been

	working and available. Uptime is the opposite of downtime
	--Definitions are retrieved from Wikipedia.com, meraki.cisco.com, Kaspersky.com, csrc.nist.gov, techtarget.com

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. Provides account support via phone, Instant Messaging (IM) platforms, or email, including requests for additional licenses, storage, billing management, and information about the use of the system, along with other product details.
3. Provides 24x7 online technical support facility and capability, consisting of online helpdesk facility and competent technical support personnel

5.2. Credit Information Corporation

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

1. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the SP.
2. Issuance of a Certificate of Inspection and Acceptance to the SP upon successful completion of the testing certifying that the SP conforms to all requirements stipulated in this document.
3. 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. Requirements

6.1. General

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
1. Service Provider	<p>a) Duly notarized statement that the SP is an authorized partner, reseller, or distributor of the CIC's Existing network monitoring tool/solution, and has been in business of providing the network monitoring tool/solution for at least five (5) years prior to the deadline for the submission of bids.</p> <p>b) The SP must establish a single point of contact 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 should provide unlimited phone, email, chat and any form of electronic communications and messaging support for one year.</p> <p>d) Must provide quarterly onsite support for performance monitoring and solution efficiency.</p> <p>e) Must provide monthly health checks either through onsite or online support.</p>		

	f) Fine tune, correct and/or enhance as may be needed to address business requirements		
2. Service Delivery Manager	g) The Service Provider should assign a Service Delivery Manager (SDM) to CIC for the project to ensure all requirements of this contract are successfully delivered to CIC. h) The SDM should have at least three (3) year service delivery or project management experience in handling similar project implementation. <i>(Provide curriculum vitae and related certifications)</i>		
3. Technical Support or Solution Engineers	i) The Service Provider should assign at least two (2) Technical Support Staff/Engineers to the project. They must be permanent employees of the Service Provider for at least eighteen (18) months. <i>(Provide Certificate of Employment, updated curriculum vitae & related certifications).</i>		

6.2. Technical Requirements

Items	Requirements	Statement of Compliance "Comply" or "Not Comply"	Proof/Evidence of Compliance
1. System Overview	a) 2 x Meraki MR33 Cloud Managed AP b) 2 x Meraki MR Enterprise License, 1YR c) 2 x Meraki MR 802.3at PoE Injector (US Plug) d) Meraki Professional Services (Support for 1 year)		

	e) Renewal: 14 November 2021 – 13 November 2022		
2. Change Requests (CR)	f) CR must be acknowledged by the SP within four (4) hours upon receipt, Mondays to Fridays, 8:00-5:00 PM.		
3. Incident Response	g) Helpdesk facility available twenty four by seven (24x7) to receive report on any issues h) Incident Response/support tickets relayed through helpdesk, email, phone, or instant messaging must be acknowledged by the Service Provider within one (1) hour upon receipt, and i) Resolve issues within four (4) hours upon acknowledgement.		
4. Service Report	j) The SP must provide service reports for each onsite support service performed and shall be verified and acknowledged by CIC authorized personnel. k) 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.		
5. Maintenance & Support	l) 24x5 international phone support; 8x5 local phone support m) 24x7 email and helpdesk support n) Response time within two (2) hours from receipt of notice o) Assistance in fine-tuning and enhancing the configuration, features, rules, SLA, or automation in the		

	existing network monitoring tool/solution p) Correct/fix any system problems identified within the agreed service level		
6. Knowledge Transfer	q) At least one (1) technical training from a certified existing network monitoring tool solution engineer or expert – basic agent training, and/or advanced solution administration r) At least five (5) participants s) At least one (1) day of training		

7. Schedule of Delivery

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

8. Terms of Payment

Payment shall be made on the following:

1. The total contract cost which shall be paid in FULL after completion of the Project subject to the acceptance of the deliverables by the Inspection and Acceptance Committee.
2. Payment shall be made on a one 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.
3. 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

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.