



SMALL
BUSINESS
CORPORATION

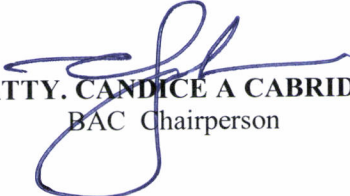
REQUEST FOR QUOTATION
Negotiated Procurement-Lease of Real Property and Venue

Rental of Co-location Site with Internet Access
AMP-NP-LRPV-COLOC-01

1. The **Small Business Corporation (SB Corporation)**, through its **Bids and Awards Committee (BAC)**, intends to lease a co-location site for SB Corporation offsite in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulation of Republic Act 9184. The details of the project are as follows:

Name of Project	Rental of Co-location site with Internet Access
Location	Outside Metro Manila
Description	Please refer to the attached Technical Specifications and Price Schedule
Approved Budget for the Contract	Two Million Two Hundred Thousand Pesos (P2,200,000.00), inclusive of VAT and delivery cost
Delivery period	One (1) year contract to start 15-30 calendar days upon receipt of PO/Contract

2. Bidding procedures will be conducted in accordance with the 2016 Revised Implementing Rules and Regulations of RA 9184.
3. Should you have any question or clarification on the procurement, you may get in touch with our Information Technology Group, Mr. Gerard Espinas gspinas@sbcorp.gov.ph or Mr. Marc Quincy Talagtag mtalagtag@sbcorp.gov.ph from June 6 – 7, 2022.
4. Quotations must be submitted to the **SB Corporation's Procurement Unit** on or before **10:00 a.m. of June 9, 2022**.
5. Opening of sealed quotations shall be on **June 9, 2022, 10:00 a.m. at the 18F Conference Room, 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City**,
6. All quotations must be typed or written in indelible ink and must be placed in sealed envelope using the attached Price Schedule and Technical Specifications. Please include the following eligibility documents in the envelope:
- **Mayor's / Business Permit**
 - **Income / Business Tax Return**
 - **PhilGEPS Registration Number**
7. A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** will also be required to be submitted prior to award.
8. The quotations shall be rated using a Table of Rating Factors. **Passing Rate** shall be at 80%.
9. Quotations shall be valid for **one hundred twenty (120) calendar days** from the opening of the proposals.
10. Delivery Site: **Small Business Corporation, 17F 139 Corporate Center, 139 Valero St., Salcedo Village, Makati City**.
11. The SB Corporation reserves the right to accept or reject any quotation, and to annul, the bidding process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders and to waive any minor defects or infirmities therein and to accept such quotation as may be considered advantageous to the government.
12. Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.


ATTY. CANDICE A CABRIDO
BAC Chairperson

TECHNICAL SPECIFICATIONS
Rental of Co-location Site with Internet Access
 (AMP-NP-LRPV-COLOC-01)

OVERVIEW

The Small Business Corporation (SB Corporation) is looking for a space outside Metro Manila to be utilized as Co-location site for SB Corporation's offsite with the following detailed requirements in compliance with RA 9184 (Government Procurement Reform Act):

I. Location and Site Condition

1. Accessibility:
 - The location must be outside Metro Manila
 - Close proximity to national and public transportations
 - The building should allow for comfortable entrance/exit to and from the building by staff, clients and service providers
2. Topography and Drainage: The property must have an adequate and properly installed drainage system. The building should be located on flood-free areas.
3. Sidewalk and waiting shed: The building should have access for people with special needs/disability, has ample pedestrian sidewalks and waiting sheds.
4. Parking space: The Lessor shall provide at least three (3) parking slots, which shall be included in the rental cost, for the exclusive use of the project service vehicle, employees, clients and visitors. Preferably, the parking spaces are secured and within or adjacent to the building.
5. Economic Potential: The property must be located in a commercial or business district and/or classified as mixed use (office, commercial, business).

II. Neighborhood Data

1. Prevailing co-location rate with Internet Subscription: The property's rental rate must not be more than P183,333.33 per month, inclusive of parking fee, 12% VAT and all other applicable taxes, fees and charges.
2. Sanitation and health condition: The property must be located in a sanitary and healthy environment. It must have proper garbage disposal facilities and complies with the health standard required under the Sanitation Code of the Philippines.
3. Adverse Influence: The property vicinity must be free from informal settlers and ambulant/sidewalk vendors.
4. Property Utilization: The property is best suited for co-location site.
5. Police and Fire Station: The property must be located nearby to police station and fire stations.
6. Cafeterias: Adequate food establishments/eateries/cafeterias/restaurants must be near the property.
7. Banking/Postal/Telecommunication: The property must have adequate telecommunication lines. Banks and financial institutions that offer ATM services should likewise be within close proximity.

III. Real Estate

1. Structural Condition:
 - 1.1 The building should have a robust structure and can withstand an intensity 8 earthquake.
 - 1.2 The building is designed in compliance with the Building Code of the Philippines and must be in good and tenantable condition.
 - 1.3 The building should be far away from known fault lines.

2. Functionality:
 - 2.1 Light, Power and ventilation: The building must have –
 - Redundant Heating, Ventillation and Air Conditioning (HVAC) system.
 - Redundant Uninterruptible Power Supply and Back up Generators.
3. Facilities: The building must have the following facilities/amenities:
 - 3.1 Raised flooring
 - 3.2 Fire Suppression System.
 - 3.3 Water Supply and Toilet
 - Sufficient supply of water
 - Well-ventilated Comfort Rooms (CRs) with lavatory, hose bib and water closet for both males and females.
4. Other requirments:
 - 4.1 Maintenance:
 - The building must be properly maintained.
 - Lessee should be allowed to make minor repairs and provision of space for the installation of data cables, structured cabling.
 - Provision for agency signage
 - 4.2 Building Aesthetics: Nice elevation, glass windows, natural light and ventilation.

IV. Free Services and Facilities:

1. Janitorial Security: The building has janitorial services for maintenance of common areas and regular garbage disposal system.
2. Air Conditioning:The building owner shall undertake the repair or air-conditioning units, as may be necessary.
3. Repair and Maintenance:The building owner shall undertake the repair of the water pipes and drainage, electrical fixtures and back-up power, as may be necessary.
4. Secured Parking Space: The building must have a CCTV System and adequate security personnel manning the parking space.

V. Qualification

The Lessor must be duly licensed to engage in leasing and operating real property.

VI. Duration of the Contract

The lease term shall be for a period of one (1) year. Lessee is hereby given an option to renew for another year upon written notice thirty (30) days before the expiration of the contract of lease. The renewal of contract shall be based on the same terms and conditions of the prevailing lease subject to the agreement of the parties and in compliance with the requirements of existing laws, rules and regulations.

VII. Payment of Contract

Payment shall be in accordance with the terms and conditions stated in the contract.

Prepared by:


GERARD ESPINAS
Requisitioner/End-user Unit

PRICE SCHEDULE

**Rental of Co-location Site with Internet Access
AMP-NP-LRPV-COLOC-01**

Approved Budget for the Contract (ABC)	Offered Price of Co-Location Space per Month (A)	Quantity (B)	Total Offered Quotation (A x B)
Two Million Two Hundred Thousand Pesos (P2,200,000.00)			In words _____ _____ In figures _____

- All prices offered (unit price and total bid price) must be typed or written in indelible ink.

After having carefully read and accepted your conditions, I/We quote you on the item/s at prices noted above.

Name of Company

Address

Signature Over Printed Name

Telephone/Contact No.
Email:

TECHNICAL SPECIFICATIONS

Rental of Co-location Site with Internet Access
AMP-NP-LRPV-COLOC-01

Item	Purchaser's Specifications	Supplier's Specifications
	PLEASE SEE ATTACHED TERMS OF REFERENCE (TOR) FOR THE COMPLETE AND DETAILED SPECIFICATIONS	

Name of Company

Address

Signature Over Printed Name

Telephone/Contact No.
Email:

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of 120 calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The SB Corporation shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SB Corporation shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, by the contractor.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The SB Corporation shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Office Telephone No.: _____

Mobile No. : _____

Email address : _____

Signature over Printed Name

Position/Designation

APPENDIX B

TABLE OF RATING FACTORS FOR LEASE OF REAL ESTATE

Note to Bidders: The Bid must get a score of at least 80% to be considered as the Lowest Calculated and Responsive Bid.

	RATING FACTORS	WEIGHT (%)	RATING
I	Location and Site Condition		
	1. Accessibility	45	
	2. Topography and Drainage	30	
	3. Sidewalk and Waiting Shed	10	
	4. Parking Space	10	
	5. Economic Potential	5	
	6. Land classification, utilization, and assessment	-	
	7. Other added amenities	-	
		100	
II	Neighborhood Data		
	1. Prevailing Co-Location rate	45	
	2. Sanitation and health condition	15	
	3. Adverse Influence	10	
	4. Property Utilization	10	
	5. Police and Fire Station	10	
	6. Cafeterias	5	
	7. Banking/Postal/Telecommunication	5	
		100	
III	Real Estate		
	1. Structural Condition	35	
	2. Functionality		
	2.1 Light and Ventilation	10	
	2.2 Space Requirements	10	
	2.3 Circulation	10	
	3. Facilities		
	3.1 Water Supplies and toilet	5	
	3.3 Lighting System	10	
	3.4 Fire Escapes	10	
	4. Other Requirements		
	4.1 Maintenance	5	
	4.2 Building Aesthetics	5	
		100	
IV	Free Services and Facilities		
	1. Janitorial and Security	20	
	2. Air Conditioning	30	
	3. Repair and maintenance	30	
	4. Secured parking space	20	
		100	

I	Location and Site Condition	x (0.30) =	
II	Neighborhood Data	x (0.20) =	
III	Real Estate	x (0.40) =	
IV	Free Services and Facilities	x (0.10) =	
	FACTOR VALUE		

TERMS OF REFERENCE
For Colocation & Internet access

A. OBJECTIVE

- Upgrade SBCorp current off site recovery and backup plan
- Move Colocation site to a secure location outside Metro Manila
- To provide Internet access to SBCorp COLO site

B. SERVICE REQUIREMENT

B.1 For Colocation

1. *One full rack*
 - Standard 42U rack
 - 2x separate power source
2. *Support*
 - 24 x 7 remote hand and remote eye service
 - 24 x 7 helpdesk service (via phone and email)
 - 24 x 7 site access to customer

B.2 For Internet access

1. *One Internet access*
 - 50Mbps
 - Fiber cross connect
 - Public IP with /29 subnet
2. *Support*
 - 24 x 7 helpdesk service (via phone and email)

C. FACILITY REQUIREMENT

C.1 For Colocation

1. *Robust building structure*
 - should be far away from known fault lines
 - should be able to withstand an intensity 8 earthquake
 - 2x separate power source
2. *Redundant Heating, Ventilation and Air conditioning (HVAC) System*

3. *Redundant Uninterruptible Power Supply and Backup Generators*
4. *Fire Suppression System*
5. *Raised Flooring*
6. *24 x 7 building monitoring and security*

D. COST

Items	QTY	Total Annual Recurring Charges (PhP)	Total Cost (PhP)
1 unit 42U Rack with 50Mbps Internet access	1 LOT	2,200,000	2,200,000

Cost is inclusive of 12% VAT and delivery costs.
 Lead time: 15-30 calendar days upon receipt of PO/Contract

E. OTHER REQUIREMENT

E.1 For Colocation

1. The datacenter must be TIA-942 Certified. Must provide copy of certificate.
2. The service provider must have at least two (2) ITIL or related service management certified personnel. Must provide copy of certification
3. The service provider must have at least two (2) CISSP or related information security certified personnel. Must provide copy of certification
4. The service provider must be ISO 27001:2013 (ISMS) Certified. Must provide copy of certificate.
5. The service provider must be ISO 9001:2015 (QMS) Certified. Must provide copy of certificate.