



## REQUEST FOR QUOTATION

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

RFQ No.: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Name of Store/Shop : \_\_\_\_\_

Address : \_\_\_\_\_


TIN : \_\_\_\_\_

PhilGEPS Registration Number(required prior to award): \_\_\_\_\_

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Encryption Software Subscription** in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act of 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this RFQ. Submit your quotation duly signed by you or your authorized representative not later than **May 10, 2023 at 10:00am**. A copy of your **Latest Business/Mayor's Permit and Income/Business Tax Return, Omnibus Sworn Statement (notarized), Philgeps Registration and BIR 2303** is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. (02) 5328-1100 to 10 local 1734/1742 or email address at [jbperez@sbcorp.gov.ph](mailto:jbperez@sbcorp.gov.ph)

  
**Rowena G. Betia**  
BAC Chairperson *eh*

### INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way
3. All technical specifications are mandatory. Failure to comply with any of the mandatory requirements. Will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item #	Item & Description	Qty.	Unit Price

Procurement of (Name of Item/s to be procured)	
TECHNICAL SPECIFICATIONS (detailed)	REMARKS
1 Year Sophos Central Encryption Software License <ul style="list-style-type: none"> <li>• For 300 nodes</li> <li>• The solution must be able to manage Bitlocker for windows and File Vault for Mac on a Full Drive Encryption</li> <li>• Manage encryption alongside Sophos endpoint (existing AV)</li> <li>• The solution must have secure document sharing</li> <li>• The solution must have a Self-service PIN/Password recovery</li> <li>• The solution should be able to Prompt users for regular PIN/password changes</li> <li>• The solution must have a Compliance reporting</li> </ul> (See attached for the detailed Terms of Reference)	
<b>DELIVERY REQUIREMENT</b>	
a) Makati City	
b) 1 lot	
c) 30-45 working days upon receipt of the Purchase Order (PO)	
<b>Terms of Payment: Check payment, 15 days after delivery</b>	

**FINANCIAL OFFER:**

Please quote your **best offer** for the item below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF (name of item/s to be procured)			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
P 980,000.00 Tax inclusive			In words _____ _____ In figures: _____

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. 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.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the SBCorp 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.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 SBCorp 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. \_\_\_\_\_

Signature over Printed Name

Mobile No. \_\_\_\_\_

Position/Designation

Email address: \_\_\_\_\_





## TERMS OF REFERENCE

### RENEWAL OF ONE (1) YEAR SUBSCRIPTION OF SOPHOS CENTRAL ENCRYPTION SOFTWARE LICENSE

#### I. OBJECTIVE

The project aims to continue the protection of SBC's computer systems (i.e., laptop) from information being stolen in cases of a lost/misplaced device. It will secure the whole partition of the hard drive by encrypting both logical drives and collaborate with the existing security protection installed to the computer system.

#### II. SCOPE OF WORK

The project calls for the renewal of Sophos Central Encryption Software License to be used in SBC's IT resources. Upon renewal, this subscription-based license will continue to protect all laptops from unwanted access and information being stolen in cases of a loss or stolen laptops. The license is a 1 year subscription covering the period from June 2023 to June 2024.

#### III. TECHNICAL SPECIFICATIONS

1	Year	Sophos Central Encryption Software License
		<ul style="list-style-type: none"><li>• For 300 nodes</li><li>• The solution must be able to manage BitLocker for windows and File Vault for Mac on a <b>Full Drive Encryption</b></li><li>• Manage encryption alongside Sophos endpoint (existing AV)</li><li>• The solution must have Secure document sharing</li><li>• The solution must have a Self-service PIN/password recovery</li><li>• The solution should be able to Prompt users for regular PIN/password changes</li><li>• The solution must have a Compliance reporting</li></ul>

#### IV. PROJECT COST

The approved budget for the contract (ABC) is Nine Hundred Eighty Thousand Pesos (PHP980,000), inclusive of applicable taxes. The budget will be taken from ITG's approved 2023 budget.

#### V. IMPLEMENTATION

The project must be implemented by the installation/activation of the license to the existing Sophos Central Administration Management System within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP).



VI. CRITERIA OF EVALUATION

The qualified and responsive bidder/s must comply with the technical specifications stated in Item No. III and the bid price must not exceed the approved budget for the contract (ABC).

VII. ELIGIBILITY REQUIREMENTS

Supplier-Bidder must be an authorized Platinum-Level Partner (or equivalent), and authorized Reseller/Value-Added Reseller of the brand it is offering. Supplier-Bidder must submit supporting documents such as, but not limited to, Certification from the original manufacturer/distributor.

Supplier-Bidder must have at least two (2) active and currently employed support engineers duly certified by the original manufacturer/distributor. Supplier-Bidder must submit supporting documents such as, but not limited to, Certificate issued to respective engineers.

Supplier-Bidder must have a physical office or offices in the Philippines. Supplier-Bidder must submit supporting documents such as, but not limited to, valid business permit from the Local Government Unit (LGU) where its office is located.

VIII. LIQUIDATED DAMAGES

Section 8.8.1 of the 2016 Revised Implementing Rules and Regulations – Annex E, when the Contractor refuses or fails to satisfactorily complete the work within the specified contract time, plus any time extension duly granted and is hereby in default under the contract, the contractor shall pay SB Corporation for liquidated damages, and not by way of penalty, an amount, as provided in the conditions of contract, equal to at least one tenth (1/10) of one (1) percent of the cost of the performed portion of the works for every day of delay.

Further, Section 8.8.4 of the same guidelines provides that in case that the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus any time extension duly granted to the contractor, the SB Corp may rescind the contract, forfeit the contractor's performance security and take over the prosecution of the project or award the same to a qualified contractor through negotiated contract.

