



REQUEST FOR QUOTATION

Date : _____

RFQ No.: _____

Name of Company : _____

Address : _____

Name of Store/Shop : _____

Address : _____

TIN : _____

PhilGEPS Registration Number(requiredpriorito award): _____

The **Small Business Corporation (SBCorp)**, through its Bids and Awards Committee (BAC), intends to procure **Endpoint Anti-Virus 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 RFO. Submit your quotation duly signed by you or your authorized representative not later than **July 05, 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


Rowena G. Betia
BAC Chairperson 

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
<p style="text-align: center;">MINIMUM TECHNICAL SPECIFICATIONS</p> <p>1 Year Sophos Endpoint Protection Cloud-Based Ent Edition</p> <ul style="list-style-type: none"> • 400 nodes • Innovative protection including anti-virus, anti-malware HIPS malicious traffic detection • WEB filtering enforced on the endpoint whether users are on or off the corporate network • Centralized Management – for Windows, Linux and Mac OS • Role Base Administration • OS – Windows, Mac Linux • Anti-Malware for Network storage • Active Directory Sync • WEB Control – Category based web filtering enforced on and off the corporate network • Application Control – Point and click blocking of applications by category or name • Device Control – Manages access to removable media and mobile devices • Lightweight Agent keeps users secure without slowing down • Protection updates small – typically under 30KB in size • AV Test – Approved Corporate Endpoint Protection • Access Help 24/7 via phone web and email - Global Support • Unlimited Support Knowledgebase Access • Software downloads, updates and maintenance • Can deploy, update, configure and monitor your clients with centralized administration of all Endpoint Protection components on simple and complex networks. • Tamper Protection - Policy is configured within web-based management console • Solution must be compatible with existing SBCorp environment 	

<ul style="list-style-type: none"> • Bidders Must have at least 1 Certified Engineer of the solutions being offered (provide resume & ID) • Manufactures Certificate and Warranty Certificate - issued by the Principal Representative • Must be a minimum Platinum Partner of the Solutions being offered • 1 days Comprehensive Training • Quarterly Health Check / Visit • 4 hours on site repose time <p>(See attached for the detailed Terms of Reference)</p>	
DELIVERY REQUIREMENT	
a) Makati City	
b) 1 lot	
c) 30-45 working days upon receipt of the Purchase Order (PO)	
Terms of Payment: Check payment, 15 days after delivery	

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 900,000.00 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
SOPHOS ENDPOINT PROTECTION CLOUD-BASED ENTERPRISE EDITION

I. OBJECTIVE

The project aims to continue the protection of SBC's IT resources like servers, laptop and desktop from various mutating viruses in multiple variants which disable or destroy files in the computers if left unprotected. This software protection (Endpoint) is a server/desktop/laptop level of protection which complements our unified threat management appliance that takes care of our network protection.

II. SCOPE OF WORK

The project calls for the renewal of antivirus license of Sophos Endpoint to be used in SBC's IT resources. This subscription-based license upon renewal will continue to protect all computers deployed in the head office and branches with one year subscription period from July 2023 to July 2024.

III. MINIMUM TECHNICAL SPECIFICATIONS

1	Year	Sophos Endpoint Protection Cloud-Based Enterprise Edition
		<ul style="list-style-type: none">• 400 nodes• Innovative protection including anti-virus, anti-malware HIPS malicious traffic detection• WEB filtering enforced on the endpoint whether users are on or off the corporate network• Centralized Management – for Windows, Linux and Mac OS• Role Base Administration• OS – Windows, Mac Linux• Anti-Malware for Network storage• Active Directory Sync• WEB Control – Category based web filtering enforced on and off the corporate network• Application Control – Point and click blocking of applications by category or name• Device Control – Manages access to removable media and mobile devices• Lightweight Agent keeps users secure without slowing down• Protection updates small – typically under 30KB in size• AV Test – Approved Corporate Endpoint Protection• Access Help 24/7 via phone web and email - Global Support• Unlimited Support Knowledgebase Access• Software downloads, updates and maintenance



- Can deploy, update, configure and monitor your clients with centralized administration of all Endpoint Protection components on simple and complex networks.
- Tamper Protection - Policy is configured within web-based management console
- Solution must be compatible with existing SBCorp environment
- Bidders Must have at least 1 Certified Engineer of the solutions being offered (provide resume & ID)
- Manufactures Certificate and Warranty Certificate - issued by the Principal Representative
- Must be a minimum Platinum Partner of the Solutions being offered
- 1 days Comprehensive Training
- Quarterly Health Check / Visit
- 4 hours on site repose time

IV. PROJECT COST

The Approved Budget for the Contract (ABC) is Nine Hundred Thousand Pesos (PhP900,000.00), inclusive of all applicable taxes, including the Valued-Added Tax.

V. IMPLEMENTATION

The project must be implemented by the installation/activation of the license to the Sophos Central of SB Corporation 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 CRITERIA

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

SBCorp, as the Procuring Entity, adopts the following provisions for Liquidated Damages from the 2016 Revised Implementing Rules and Regulations or Republic Act No. 8184 (Updated as of 31 March 2021):

1. Annex D, Item 3.1

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

2. Annex E, Items 9.1 to 9.4.2

9.1. Once the contract duration expires, including any time extension duly granted, and the contractor refuses or fails to satisfactorily complete the work, the Procuring Entity shall impose upon the contractor in default liquidated damages. Liquidated damage is an amount equal to at least one tenth (1/10) of one (1) percent of the cost of the unperformed portion of the works for every day of delay.

9.2. In computing for liquidated damages, the Procuring Entity determines the usability of the project. A project or a portion thereof may be deemed usable when it starts to provide the desired benefits as certified by the targeted end-users and the concerned Procuring Entity.

9.3. To be entitled to such liquidated damages, the Procuring Entity does not have to prove that it has incurred actual damages. Such amount shall be deducted from any money due or which may become due the contractor under the contract or collect such liquidated damages from the retention money or other securities posted by the contractor, or a combination thereof, whichever is convenient to the Procuring Entity.

9.4. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity has the following options:

9.4.1. Terminate the contract pursuant to the Guidelines on Termination of Contract and forfeit the erring contractor's performance security. After termination, the Procuring Entity may either (i) take over the contract; or (ii) resort to any of other alternative methods of procurement provided under R.A. No. 9184 and its 2016 revised rules and regulations; or

9.4.2. Allow the contractor to continue the works without prejudice to the continued imposition of liquidated damages until the works have been completed. This does not, however, preclude the Procuring Entity in resorting to Termination of Contract under Annex I of the 2016 Revised IRR of RA No. 9184.