

## 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 **Website Support, Maintenance and Hosting of the SBC Website** 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 **April 24, 2023 at 10:00am.** A copy of your **Latest Business/Mayor's Permit, Philgeps Registration, Omnibus Sworn Statement (notarized) 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

### 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:

<b>Procurement of (Name of Item/s to be procured)</b>	
<b>TECHNICAL SPECIFICATIONS (detailed)</b>	<b>REMARKS</b>
<p style="text-align: center;"><b>TERMS OF REFERENCE</b></p> <p><b>A. DESCRIPTION</b> Support, Maintenance and Hosting for the Small Business Corporation Website</p> <p><b>B. CONTRACT PERIOD</b> The 12 month period shall commence from the date stipulated in the Purchase Order to be issued by the Small Business Corporation</p> <p><b>C. BACKGROUND / OBJECTIVES</b> To accommodate requests for system services, service desk tickets, and / or email inquiries pertaining to maintenance of the SB Corp Website. Including the following:</p> <ul style="list-style-type: none"> <li>• Web Hosting-VPS               <ul style="list-style-type: none"> <li>• 4vCPPU cores</li> <li>• 8GB RAM</li> <li>• 200 GB SSD Storage</li> <li>• Cpanel</li> <li>• 1 year Subscription</li> </ul> </li> <li>• Dedicated Website Developer for Article Posting and Regular Updates</li> <li>• 10 Modifications Requests on website design</li> <li>• Website functioning properly and up to date</li> <li>• Page modification</li> <li>• Email troubleshooting</li> <li>• Security hardening</li> <li>• back up / restoration</li> <li>• Cloudflare installation</li> <li>• Graphic and designs for banners posters, and other marketing Materials.</li> <li>• Monthly website analytics report</li> </ul> <p><b>D. SERVICE PROVIDER REQUIREMENTS</b> The SERVICE PROVIDER shall be a firm/company with the following experience and qualifications:</p> <p>1. The SERVICE PROVIDER must be a VAS-Licensed company under the</p>	

National Telecommunication Commission (NTC)

2. The SERVICE PROVIDER must be an Accredited Cybersecurity Provider by the Department of Information and Communications Technology (DICT)
3. The SERVICE PROVIDER must be Data Privacy registered company under National Privacy Commission (NPC)
4. The SERVICE PROVIDER must should have 5 years minimum experience dealing government projects

#### **E. SCOPE OF WORK**

The SERVICE PROVIDER shall provide support and maintenance including aesthetic enhancements for the SB Corp Website including, but not limited to the following services and deliverables:

1. Provide a regular eight (8) available man-hours, five (5) days per week for any support tickets to Small Business Corporation.
2. Provide available application after-hours support and maintenance services in the form of electronic mail, with the response time of no longer than four (4) hours during weekdays or eight (8) hours during weekends.
3. Provide application support and maintenance related but not limited to troubleshooting problems, application updates, fixes to program / report codes / errors, and minor tasks as requested by SB Corp
4. Provide off-site / remote support services including but not limited to preparation of incident reports, and user support / assistance via phone, email, live chat or other available collaboration tools (video conferencing tools) at no additional cost to SB Corp
5. Provide remote support via virtual private network / secure private connection as requested
6. Service/Support available working hours is eight (8) hours per day and five (5) days per week, or equivalent to forty (40) working hours per week whichever is applicable. One (1) man-day is equivalent to eight (8) man-hours.

7. Provide manpower resources to support SB Corp for the application maintenance and aesthetic enhancements of the SB Corp Website applications including but not limited to activation of related modules and/or plugins (if necessary), installation of patches, fixes, version, enhancement packs.
8. Provide resolution to incidents. This covers incidents of critical / high / medium / low priority. SERVICE PROVIDER shall provide reasonable effort to resolve an incident reported under the conditions specified in the SLA. Support on Critical and High priority tickets shall be supported on non-working days and / or off-normal support hours if deemed necessary, as requested by SB Corp
9. Provide status report monthly and updated documentation on the activities performed.
10. Provide necessary training / skill transfer to the assigned staff of SB Corp and provide technical guidelines and escalation procedures.
11. Submit monthly website analytics report

**F. PROJECT TECHNICAL TEAM**

The SERVICE PROVIDER must provide their list / pool of technical / functional personnel that may be assigned to this project with the following qualifications:

- 1 Front End Developer
- 1 Back End Developer
- 1 Graphic Designer
- 1 QA Analyst
- 1 Server Admin
- 1 Tech Support

**G. NON-DISCLOSURE AGREEMENT**

All project staff of the SERVICE PROVIDER shall be required to sign a Non-Disclosure Agreement.

**H. TERMS OF PAYMENT**

1. The SERVICE PROVIDER shall submit Billing Statements/Sales

<p>Invoice/Statement of Account within fifteen (15) calendar days after the end of each billing period.</p> <p>2. The SERVICE PROVIDER shall be paid on a monthly basis Payment shall be processed upon submission of documentary requirements and all other documents based on existing accounting and auditing laws, rules and regulations such as, but not limited to the following:</p> <ul style="list-style-type: none"> <li>◦ Billing Statement/Sales Invoice/Statement of Account</li> <li>• Monthly Accomplishment Report</li> </ul> <p><b>H. BUDGET</b></p> <p>Monthly service fee shall be P19,000.00 inclusive of vat.</p> <p>Period Covered: April 2024 to March 2025</p>	
<b>DELIVERY REQUIREMENT</b>	
a) Makati City	
b) 1 lot	
c)	
<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.

<b>PROCUREMENT OF (name of item/s to be procured)</b>			
Approved Budget for the Contract (ABC)	Offered Price per Piece (A) Unit Cost	Quantity in Piece (B)	Total Offered Quotation (A x B)
<b>Php228,000.00 Tax inclusive</b>			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: \_\_\_\_\_

**Website Support, Maintenance and Hosting  
of the Small Business Corporation Website**

**TERMS OF REFERENCE**

**A. DESCRIPTION**

Support, Maintenance and Hosting for the Small Business Corporation Website

**B. CONTRACT PERIOD**

The 12-month period shall commence from the date stipulated in the Purchase Order to be issued by the Small Business Corporation

**C. BACKGROUND / OBJECTIVES**

To accommodate requests for system services, service desk tickets, and / or email inquiries pertaining to maintenance of the SB Corp Website. Including the following:

- Web hosting -VPS
  - 4vCPU cores
  - 8GB RAM
  - 200 GB SSD Storage
  - Cpanel
  - 1 year Subscription
- Dedicated Website Developer for Article Posting and Regular Updates
- 10 Modifications Requests on website design
- Website functioning properly and up to date
- Page modification
- Email troubleshooting
- Security hardening
- back up / restoration
- Cloudflare installation
- Graphic and designs for banners posters, and other marketing Materials.
- Monthly website analytics report

**D. SERVICE PROVIDER REQUIREMENTS**

The SERVICE PROVIDER shall be a firm/company with the following experience and qualifications:

1. The SERVICE PROVIDER must be a VAS-Licensed company under the National Telecommunication Commission (NTC)
2. The SERVICE PROVIDER must be an Accredited Cybersecurity Provider by the Department of Information and Communications Technology (DICT)
3. The SERVICE PROVIDER must be Data Privacy registered

*Handwritten:* Hui 04/01/2024

company under National Privacy Commission (NPC)

4. The SERVICE PROVIDER must should have 5 years minimum experience dealing government projects

#### **E. SCOPE OF WORK**

The SERVICE PROVIDER shall provide support and maintenance including aesthetic enhancements for the SB Corp Website including, but not limited to the following services and deliverables:

1. Provide a regular eight (8) available man-hours, five (5) days per week for any support tickets to Small Business Corporation.
2. Provide available application after-hours support and maintenance services in the form of electronic mail, with the response time of no longer than four (4) hours during weekdays or eight (8) hours during weekends.
3. Provide application support and maintenance related but not limited to troubleshooting problems, application updates, fixes to program / report codes / errors, and minor tasks as requested by SB Corp
4. Provide off-site / remote support services including but not limited to preparation of incident reports, and user support / assistance via phone, email, live chat or other available collaboration tools (video conferencing tools) at no additional cost to SB Corp
5. Provide remote support via virtual private network / secure private connection as requested
6. Service/Support available working hours is eight (8) hours per day and five (5) days per week, or equivalent to forty (40) working hours per week whichever is applicable. One (1) man-day is equivalent to eight (8) man-hours.
7. Provide manpower resources to support SB Corp for the application maintenance and aesthetic enhancements of the SB Corp Website applications including but not limited to activation of related modules and/or plugins (if necessary), installation of patches, fixes, version, enhancement packs.
8. Provide resolution to incidents. This covers incidents of critical / high / medium / low priority. SERVICE PROVIDER shall provide reasonable effort to resolve an incident reported under the conditions specified in the SLA. Support on Critical and High priority tickets shall be supported on non-working days and / or off-normal support hours if deemed necessary, as requested by SB Corp
9. Provide status report monthly and updated documentation on the activities performed.
10. Provide necessary training / skill transfer to the assigned staff of SB Corp and provide technical guidelines and escalation procedures.
11. Submit monthly website analytics report

#### **F. PROJECT TECHNICAL TEAM**

The SERVICE PROVIDER must provide their list / pool of technical / functional personnel that may be assigned to this project with the following qualifications:



- 1 Front End Developer
- 1 Back End Developer
- 1 Graphic Designer
- 1 QA Analyst
- 1 Server Admin
- 1 Tech Support
- 2

#### **G. NON-DISCLOSURE AGREEMENT**

All project staff of the SERVICE PROVIDER shall be required to sign a Non-Disclosure Agreement.

#### **H. TERMS OF PAYMENT**

1. The SERVICE PROVIDER shall submit Billing Statements/Sales Invoice/Statement of Account within fifteen (15) calendar days after the end of each billing period.
2. The SERVICE PROVIDER shall be paid on a monthly basis. Payment shall be processed upon submission of documentary requirements and all other documents based on existing accounting and auditing laws, rules and regulations such as, but not limited to the following:
  - Billing Statement/Sales Invoice/Statement of Account
  - Monthly Accomplishment Report

#### **H. BUDGET**

The monthly service fee shall be P19,000.00 inclusive of vat.

Prepared by:

  
**ELOISA P. ISIP**  
CEO III, InAG

Noted:

  
**MARC QUINCY S. TALAGTAG**  
Group Head, ITG

  
**WALLY DON CALDERON**  
Group Head, InAG