

**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 **ACCESS SWITCH FOR SBCORP REGIONAL OFFICES** in accordance with 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 **June 28, 2024 at 10:00am.** A copy of your **Latest Business/Mayor's Permit, ITR, 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); [bac@sbcorp.gov.ph](mailto:bac@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>
<b>TERMS OF REFERENCE</b>	
Access Switch for Regional Offices	
<b>OBJECTIVE</b>	
The project aims to improve the existing Local Area Network (LAN) of SB Corporation's regional offices by implementing an access switch per site that will function as core switch.	
<b>SCOPE OF WORK</b>	
The project calls for the supply, delivery, configuration, and implementation of three (3) network switches that will individually serve as core switch for three (3) separate regional offices, as indicated under III. <b>MINIMUM TECHNICAL SPECIFICATIONS.</b>	
<b>MINIMUM TECHNICAL SPECIFICATIONS</b>	
<b>CORE SWITCH FOR REGIONS</b>  (3 units)	48x 10/100/1000 Ethernet RJ45 ports
	4x 1/10G Ethernet RJ45 Uplink ports
	2x 1/10G SFP+ RJ45 Copper Transceivers
	48x Power over Ethernet (POE) Ports
	Switching capacity: 170Gbps
	Forwarding rate: 130Mpps
	Dual power supply
	Redundant cooling fans
	Stackable
	DRAM 2GB
	Flash Memory 4GB
	VLANs: 4000
	Switched Virtual Interfaces: 500
	Additional Supported Protocols:
	MPLS, CoS/QoS, Spanning Tree, SNMP v1/v2/v3, CLI- and GUI-based Management
	Rack-Mountable, 1RU
Must come with rack mounting accessories	
MTBF: at least 500,000 hours	
Operating Temperature: 0-40 deg Celsius	

	<i>Relative Humidity Operation: 5% to 80%</i>
	<i>Input Voltage: 110Vac to 250Vac</i>
	<i>Equipment warranty: 5 years</i>
<b>OTHER REQUIREMENTS</b>	<i>Product being offered must be certified or recognized as environment-friendly or as a "Green" product by at least one (1) global organization or certifying body. Supplier must present proof such as product certification or sticker/markings on the equipment.</i>
	<i>Supplier must be a certified partner or distributor or reseller of the brand being offered. Supplier must present a valid certification issued and duly signed by the Original Equipment Manufacturer (OEM).</i>

**PROJECT COST**

The Approved Budget for the Contract (ABC) of the project is Five Hundred Eighty-Five Thousand Pesos (PhP585,000.00), inclusive of all applicable taxes, including the Value-Added Tax (VAT).

**DELIVERY ADDRESS**

Delivery address is Small Business Corporation Head Office, 17<sup>th</sup> Floor 139 Corporate Center, 139 Valero Street, Makati City, Metro Manila.

**IMPLEMENTATION**

The project must be delivered, supplied, configured, implemented, and turned over to SBC IT Group within ninety (90) calendar days upon release of the Notice to Proceed (NTP).

**VII. 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. 9184 (Updated as of 31 March 2021):

**(See attached for the detailed Terms of Reference)**

**DELIVERY REQUIREMENT**

- a) Makati City
  - b) 1 lot
  - c) Ninety (90) calendar days upon receipt of the Notice to Proceed (NTP)
- Terms of Payment: Check payment, 20 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.

<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>Php585,000.00 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: \_\_\_\_\_

