

## 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 **One (1) Year Subscription of Anti-Spam Software License** in accordance with **Section 34** of the Implementing Rules and Regulations of Republic Act of 12009.

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 11, 2026 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\* 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 1711 or email address at [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.

*\*Submit the following documents:*

1. *Certified-true-copy of Secretary's Certificate for corporation, partnership or cooperative; or*
2. *Special Power of Attorney:*
  - a. *Joint venture - executed by all members thereof giving full powers and authority to its officers to sign the OSS/Sworn Statements and do acts to represent the bidder; or*
  - b. *Single Proprietorship – if the person representing the company or acting on behalf of the company is not the registered owner.*

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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) TERMS OF REFERENCE RENEWAL OF ONE (1) YEAR SUBSCRIPTION OF ANTI-SPAM SOFTWARE LICENSE</b>	<b>REMARKS</b> <i>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specifications</i>
<p><b>I. OBJECTIVE</b></p> <p>The objectives of this project are to keep SBC's on-premise Mail Server (mail.sbcorp.ph) safe from spam emails and stop malicious information from hiding in emails. This is the point at which end-to-end message forensics and content security must work well. Additionally, it enhances our current network security protection with unified threat management (UTM).</p> <p><b>II. SCOPE OF WORK</b></p> <p>The project calls for the renewal of Antispam Software License to be used in SBC's IT resources. This subscription-based license upon renewal will continue to protect all emails from unwanted spam before it gets into the email server with one year subscription period from June 2026 to June 2027.</p> <p><b>III. TECHNICAL SPECIFICATIONS</b></p> <p><b>1 Year ANTI-SPAM SUBSCRIPTION</b></p> <ul style="list-style-type: none"> <li>• Mail Protection Module - appliance base</li> <li>• Powerful AV protection/Customized email policy enforcement</li> <li>• Delegated administration</li> <li>• Reputation filtering - IP Block List effectively eliminates up to 90% of spam at the connection level, reducing scanning requirements and accelerating delivery of clean mail.</li> <li>• Content Security, End-to-end message forensics</li> <li>• Multi-language filtering</li> <li>• Automatic updates - The latest virus and spam identities and Genotypes, known spammer IP ranges, and software updates are downloaded automatically via the internet.</li> </ul>	

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- Easy configuration and management - A web-based interface allows straight forward configuration and management.
- Allow list/block list capabilities - Enterprise and end-user preferences are established through global and end-user allow lists and block lists.
- End-user quarantine - End-user interfaces provide customizable quarantine features for the quick retrieval of legitimate messages
- **MUST BE FULLY COMPATIBLE WITH EXISTING SOPHOS XGS3300**

#### IV. PROJECT COST

The approved budget for the contract (ABC) is Four Hundred Fifty Thousand Pesos (PHP450,000), inclusive of applicable taxes. The budget will be taken from ITG's approved 2026 budget.

#### V. IMPLEMENTATION

The project must be implemented by the installation/activation of the license to the existing Sophos XGS3300 UTM appliance 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 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 valid business permits from the Local Government Unit (LGU) where its office is located.	
<b>DELIVERY REQUIREMENT</b>	
a) 1 lot	
b) 30 Calendar days upon receipt of NTP	

**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>			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php450,000.00 Tax Inclusive			In words _____  In figures: _____

**TERMS AND CONDITIONS**

- Bidders shall provide correct and accurate information required in this form.
- Bidders may quote for any or all the items.
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.

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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: \_\_\_\_\_