

## 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 Endpoint Protection Cloud-Based Enterprise Edition** 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 RFO. Submit your quotation duly signed by you or your authorized representative not later than **May 21, 2026 at 10:00 AM**. A copy of your **valid Business/Mayor's Permit, Philgeps Registration, Notarized Omnibus Sworn Statement\***, **ITR Updated 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.*

**Small Business Corporation is an Attached Agency of the Department of Trade and Industry**

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 ENDPOINT PROTECTION CLOUD-BASED ENTERPRISE EDITION</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 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.</p> <p><b>II. SCOPE OF WORK</b></p> <p>The project calls for the subscription of cloud-based endpoint protection enterprise edition license to be used in SBC's IT resources. This subscription-based license will continue to protect all computers deployed in the head office and branches with one year subscription period from July 2026 to July 2027.</p> <p><b>III. MINIMUM TECHNICAL SPECIFICATIONS</b></p> <p><b>1 Year Endpoint Protection Cloud-Based Enterprise Edition</b></p> <ul style="list-style-type: none"> <li>• 400 nodes</li> <li>• <b>MUST BE FULLY INTEGRATABLE WITH EXISTING SOPHOS CENTRAL</b></li> <li>• Innovative protection including anti-virus, anti-malware HIPS malicious traffic detection</li> <li>• WEB filtering enforced on the endpoint whether users are on or off the corporate network</li> </ul>	

- 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

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**IV. PROJECT COST**

The Approved Budget for the Contract (ABC) is Nine Hundred Fifty Thousand Pesos (PhP950,000.00), 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 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.

**VIII. Performance Security**

The winning bidder shall submit a performance security prior to the issuance of Contract, Purchase Order or Notice to Proceed to guarantee faithful performance of its obligations under the contract.

Performance security shall be in the amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract)
a) Cash or cashier's or manager's check issued by a bank. For biddings conducted by LGUs, the cashier's or manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.	Goods and Consulting Services - Five percent (5%)
b) Bank draft or guarantee or irrevocable Letter of Credit issued by a bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	Infrastructure Projects – Ten percent (10%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
<p>The performance security shall be denominated in Philippine Peso and posted in favor of SB Corp, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.</p>	
<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.

PROCUREMENT OF (name of item/s to be procured)			
Quantity (A)	Description/Brand/Model (B)	Unit Price (C)	Total Offered Quotation (A x C)
ABC Php950,000.00 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.
- The SBCorp shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 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: \_\_\_\_\_