

## 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 Cloud-Based SMTP Email Sending** 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 **June 08, 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 ONE (1) YEAR SUBSCRIPTION OF CLOUD-BASED SMTP EMAIL SENDING</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 provide reliable email sending facility to SBCorp's clients with multiple SMTP redundant servers in the cloud. This subscription will help our online web applications to send notifications to our clients seamlessly.</p> <p><b>II. SCOPE OF WORK</b></p> <p>The project calls for the subscription of Cloud-based SMTP email sending facility to be used in SBC's online web applications. This subscription-based license will be for one year period from June 2026 to 2027.</p> <p><b>III. TECHNICAL SPECIFICATIONS</b></p> <p><b>1 year CLOUD-BASED SMTP EMAIL SENDING</b></p> <ul style="list-style-type: none"> <li>⇒ 1 year subscription</li> <li>⇒ SMTP2GO app</li> <li>⇒ With 250,000 emails per month</li> <li>⇒ Compatible with different SMTP ports (25, 80, 587, 2525, 8025)</li> <li>⇒ Supports all methods of authentication and security (TLS/SSL)</li> <li>⇒ With dedicated one IP address for whitelisting</li> <li>⇒ With DKIM, SPF, DMARC features</li> <li>⇒ With monthly reporting and real-time monitoring</li> </ul> <p><b>IV. PROJECT COST</b></p> <p>The approved budget for the contract (ABC) is Two Hundred Fifty Thousand Pesos (PHP250,000), inclusive of applicable taxes. The budget will be taken from ITG's approved 2026 budget.</p>	

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**V. IMPLEMENTATION**

The project must be implemented by the installation/activation of the license to all online web applications systems 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. 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	Infrastructure Projects – Ten percent (10%)

authenticated by a local bank.		
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 Php250,000.00 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

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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: \_\_\_\_\_