



Republic of the Philippines
PHILIPPINE RETIREMENT AUTHORITY
29/F BDO Towers Valero, (Formerly Citibank Tower),
Paseo de Roxas, Makati City

REQUEST FOR QUOTATION

Date: October 28, 2024
RFQ No.: 10 – 2024 – 110

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The **Philippine Retirement Authority (PRA)**, through its Bids and Awards Committee (BAC), intends to procure **FIREWALL (LICENSE & MA) – MERAKI MX 100 RENEWAL** through **Section 53.9 SVP** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit/send your duly signed quotation through email addressed to the Bids and Awards Committee (BAC) Chairperson on or before **04:00 PM** of **04 NOVEMBER 2024** subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Atty. Maria Milagros R. Lisaca
Chairperson, Bids and Awards Committee
29/F BDO Towers Valero, (Formerly Citibank Tower) Paseo de Roxas, Makati City
Telephone No.: (02) 8848-1412 to 14

Or through email: ruby.abriol@pra.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a) Mayor's Permit
- b) Certificate of Registration
- c) PHILGEPS Certificate

The Head of the Procuring Entity (HOPE) of the PRA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8848-1412 to 14 local 2017 or email address at ruby.abriol@pra.gov.ph

(Digitally Sgd.)
Atty. MARIA MILAGROS R. LISACA
Chairperson, Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All mandatory technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at ruby.abriol@pra.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the deadline 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 shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PRA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the PRA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. 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 supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **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 account of the supplier, contractor, or consultant.**
11. 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 PRA may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<u>FIREWALL (LICENSE & MA) – MERAKI MX 100 RENEWAL</u>		
Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.		
<u>FIREWALL (LICENSE & MA) – MERAKI MX 100 RENEWAL</u>		
Technical Specification		
A. General Specifications:		
<i>Firewall (License & MA) – Meraki MX 100 - Renewal</i>		
One (1) Year Subscription January 03, 2025 – January 03, 2026		
<u>QUALIFICATION AND REQUIREMENTS</u>		
<p>1. Supplier/Service Provider must be an existing juridical entity for at least 3 years and is engaged in the business of servicing, maintaining, supplying, and repairing servers and related devices;</p> <p>2. Supplier/Service Provider must provide procedures on support and problem escalation;</p> <p>3. Supplier/Service must have an 8x5 helpdesk system accessible via phone during office hours and email support. The helpdesk system must automatically track, monitor, and escalate open cases until the issue is resolved and closed.</p> <p>4. Supplier/Service Provider must submit an implementation and proposed Preventive Maintenance Schedule with a checklist of activities and a proposed date of implementation;</p> <p>5. Supplier/Service Provider must have at least three (3) technical engineers, who are employed in-house and authorized and certified by Cisco Philippines or its appropriate head company. They be able to present a verifiable certificate;</p> <p>6. Supplier/Service Provider must be an authorized reseller of Cisco, and they need present certification as an reseller issued by Cisco Philippines.</p>		
<u>SCOPE OF WORK</u>		
<p>1. The Maintenance service agreement which has one (1) year term shall cover the following;</p> <p style="padding-left: 20px;">a. Scheduled and requested (on-demand) on-site visit. Scheduled on-site visits must not be less than 4 on-site visits;</p> <p style="padding-left: 20px;">b. Conduct Maintenance;</p> <p style="padding-left: 40px;">i. Corrective Maintenance</p> <p style="padding-left: 40px;">ii. Preventive Maintenance</p> <p style="padding-left: 40px;">iii. Risk-based Maintenance</p> <p style="padding-left: 40px;">iv. Condition-based Maintenance;</p>		

<p>c. Conduct cleaning and repair(s); d. Conduct support, support for configuration, changes, moves, add-ons, relocation, reprogramming, and other server-related activities;</p> <p>2. This procurement refers to the engagement of one (1) year maintenance service agreement for the Firewall hardware and software License for Cisco Meraki MX 100 located at the 29th Floor BDO Towers (formerly Citibank Tower) Paseo De Roxas, Makati City;</p> <p>3. The supplier/service provider must be reasonably available on-call during regular working hours. Mondays to Fridays (except holidays). An ideal response time of two (2) hours from the time of request of the complaint is the minimum accepted reaction frame;</p> <p>4. The supplier/service provider can provide unlimited technical phone, online or email consultation and an ideal on-site support time of not more than three (3) hours from the time of the request is requested but not required;</p> <p>5. The maintenance service agreement must include software patches, and driver updates (both minor and major releases), if available;</p> <p>6. When required and relevant, provide a written Root Cause Analysis (RCA) after solving an issue or problem;</p> <p>7. Maintenance Service Agreement must include a provision to provide a service unit in case a server, machine, or related device is required for pull-out;</p> <p>8. Replacement of any defective parts due to normal wear and tear shall be documented accordingly and shall be charged to PRA;</p> <p>9. The winning bidder shall inform the PRA of any product alerts, notices, and latest product versions as well as any updates/upgrades during the warranty period.</p>		
<p>***DOCUMENTATION*** The winning bidder must submit the following;</p> <p>1. Notarized Maintenance Agreement / Service Level Agreement</p> <p>2. Preventive Maintenance together with the checklist of activities, with corresponding schedules;</p> <p>3. Subscription Certification of the project, indicating the duration.</p>		
<p>***TERMS OF PAYMENT*** Payment is inclusive of applicable taxes and fees and shall be paid upon issuance of a billing statement for the following:</p> <ul style="list-style-type: none"> - 60% of the payment is due upon delivery and submission of required documents - 40% is divided into four periods of site visits for preventive maintenance with corresponding PMS reports. 		

The billing statement shall be composed of preventive maintenance, troubleshooting (if any), security monitoring, and other documents requested by the PRA.		
PLEASE SEE ATTACHED TERMS OF REFERENCE		
B. Inclusion:		
- N / A		
C. Delivery Requirement		
- Supply and delivery of the documentation must not be later than 30 days upon receipt of the Notice to Proceed (NTP) and must be delivered at 29 th Floor BDO Tower, Valero Condominium Corporation, 8741 Paseo De Roxas Bel-Air, Makati City.		
D. Warranty		
- N / A		

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. In case of accounts maintained in other Bank, Bank Transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank):

Branch: _____

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

FIREWALL (LICENSE & MA) – MERAKI MX 100 RENEWAL

Approved Budget for the Contract Quantity	Total Offered Quotation (Inclusive of VAT)
Five Hundred Thousand Pesos (Php 500,000.00)	In Words: _____ _____ _____ In Figures: _____ _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es