



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

REQUEST FOR QUOTATION

Date: September 26, 2024
RFQ No.: 09 – 2024 – 073

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 **STRUCTURED CABLING CEBU SATELLITE OFFICE** 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 **02 OCTOBER 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:

STRUCTURED CABLING CEBU SATELLITE OFFICE

Minimum Technical Specifications	Offered Technical Specification/Service	Statement of Compliance ("Comply" or "Not Comply")
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Note: Non-compliance with the minimum required specifications as stated in the attached purchase request shall be rejected.

STRUCTURED CABLING CEBU SATELLITE OFFICE

Technical Specification

A. General Specifications:

SCOPE OF WORK		
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The supplier/service provider should conduct an actual site visit, they should submit a timeline (Gant Chart) of activities as a part of the technical proposal, and submit an original brochure for items no. 1 to 5 of the deliverables.

1. Perform structured cabling, installation, and connection of ICT equipment such as workstation units, peplink, switches, wireless, routers, printers, biometric devices (Viridic), CCTV NVR/desktop and photocopier and other existing network devices.
2. Conduct testing of cables, data ports, and network traffic, (fluke testing) with reports provided.
3. Ensure that all cabling installations comply with relevant regulations and safety standards.
4. Network Infrastructure shall support the existing IPV4 the new IPV66 structure.
5. All jacks, panels and frames shall be clearly labeled and should be a temper and label marker at the station end.

TECHNICAL SPECIFICATION

1. Switch (48 Port)
2. Uninterrupted Power Supply (UPS)
 - a. Input
 - b. Output
3. Server Rack
4. Structured Cabling System
5. Wireless Router

TERMS AND CONDITIONS

1. This procurement refers to the engagement of one (1) year structured cabling and network rehabilitation services for the Visayas Satellite Office
2. The third-party service provider will provide a project certification and comprehensive documentation indicating the timeline and activities such as the proposed network

infrastructure, including configuration, fluke testing and floor plan.		
3. The procuring entity will review and approve the submitted documentation.		
4. The procuring entity will the project upon completion.		
5. Contract information for support must be provided for unexpected issues including escalation procedures and disaster recovery plans.		
6. Immediate response mechanism on 8x5 schedule or as requested by the Authority on technical support and assistance must be provided during the one (1) year period. An interim solution must be provided in case unnecessary issues are encountered.		
7. Notarized Service Level Agreement.		
TERMS OF PAYMENT		
- 50% - 1 st Payment upon completion of delivery of all documentation		
- 50% 2 nd payment upon completion of the structured cabling, inspection, acceptance, and submission of complete documentary requirements of delivered service		
- Payment shall be made within thirty (30) days.		
B. Inclusion:		
N / A		
C. Delivery Requirement		
<ol style="list-style-type: none"> 1. The supplier/service provider shall submit a Project Management Plan 3 days after receipt of the Notice to Proceed for implementing the proposed solution subject to review and approval of the Visayas satellite Office. The project Management Plan shall include but nit be limited to the following: <ol style="list-style-type: none"> a. Scope of Work b. Project Organization c. Implementation Methodology d. Project Timeline e. Communication and Development Strategy 2. The supplier/service provider shall supply, deliver, Install, Test and Commission within thirty (30) days of the approval of the project management plan. 3. The supplier/service provider shall submit a manufacturer certificate as the distributor or dealer/reseller of the offer product as a requirement for issuance of a Certificate of Acceptance. 		
D. Warranty		

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.

<u>STRUCTURED CABLING CEBU SATELLITE OFFICE</u>	
Approved Budget for the Contract Quantity	Total Offered Quotation (Inclusive of VAT)
Seven Hundred Thousand Pesos (PhP 700,000.00)	In Words: _____ _____ _____ In Figures: _____ _____ _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es