

REQUEST FOR PROPOSAL

Supply, Delivery, Installation and Configuration of Server Hard Drives for the Philippine Competition Commission

P.R. No. / Date Received: 2020-02-0051 / 11 February 2020 RFP No./Date: 2020-02-0048 / 12 February 2020

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the item/s described herein subject to the Terms and Conditions and within the Approved Budget for the Contract.

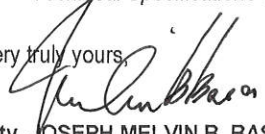
Required Documents/Information to be submitted as Attachments to the Quotation/Proposal:

- Mayor's/Business Permit / BIR Certificate of Registration in case of individual.
- PhilGEPS Registration Number
- Signed Terms of Reference / Technical Specifications Sheet
- Latest Income/Business Tax Return (for ABC above PhP500,000.00 only)
- Omnibus Sworn Statement (for ABC above PhP50,000.00 only)
- PCAB License & NFCC (for Infrastructure projects only)
- Professional License/Curriculum Vitae (for Consulting Services only)

This pro-forma quotation maybe submitted through **registered** or **electronic mail** to the PCC Bids and Awards Committee (PBAC) Secretariat at above address or email to procurement@phcc.gov.ph or ijsakuma@phcc.gov.ph on or before 17 February 2020, 12:00PM subject to the following *Terms and Conditions*:

1. All entries shall be typed or written in a clear legible manner.
2. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
3. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document. Alternative bids shall be rejected.
4. Price quotations to be denominated in Philippine Peso shall include all applicable government taxes subject to (BIR 2306) 5% R-VAT and (BIR 2307) 1% (PO) or 2% (JO) deductions.
5. PCC may require you to submit additional documents that will prove your legal, financial and technical capability to undertake this contract.
6. Salient provisions of the Revised IRR (RIRR) of Republic Act (RA) 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
7. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Section 41 of the same RIRR.
8. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
9. In case supplier's pro forma quotation is submitted, conditions will be governed by the submitted signed *Request for Quotation/Proposal* and/or *Technical Specifications Sheet / Terms of Reference* (if any).

Very truly yours,


Atty. JOSEPH MELVIN B. BASAS
PBAC Chairperson and Director IV, FPMO

Memo

Item No.	QTY	UOM	ABC	Technical Specifications / Description	Brand/Model	Unit Price	Total Amount
					(To be filled-up by the supplier)		
1	1	lot	P 400,000.00	Supply, Delivery, Installation and Configuration of Server Hard Drives for the Philippine Competition Commission			
				- see Terms of Reference			
				*** Nothing follows ***			
Delivery Instructions:				see attached Terms of Reference			



*(Please provide **complete** information below)*

We undertake, if our quotation/proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We agree to abide by this Quotation/Proposal for the price validity period specified in the terms and conditions and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Purchase/Job Order or a Contract is prepared and executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Quotation/Proposal that you may receive.

Signature over Printed Name : _____

Designation/Position : _____

Name of Company : _____

Address : _____

Telephone / Fax : _____

E-mail Address: _____

Company Tax Identification Number : _____

Supply, Delivery, Installation and Configuration of Server Hard Drives for the Philippine Competition Commission

Terms of Reference

I. RATIONALE:

The Philippine Competition Commission (PCC) maintains a virtualized environment on its Data Center that house its Active Directory Domain Services (ADDS), Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), Distributed File System (DFS), Windows Server Update Services (WSUS), Human Resources Information System (HRIS), Integrated Library System (ILS), Lex Libris, PCC Website, Security Information and Event Management (SIEM), and other databases. With the growing server services and information systems, there is a need to upgrade the current PCC Hyperconverged Server Infrastructure (HCI) to address requirements in storage and hardware high availability.

This information technology equipment shall be used to further improve the effectiveness and efficiency of PCC operations and support systems in the performance of its mandate.

II. OBJECTIVE:

The procurement of server hard drives aims to increase the:

1. functional reliability of PCC server infrastructure;
2. absorptive capacity of the servers to accommodate new applications and systems; and
3. Virtual Machine High Availability to ensure that systems and application can be migrated and restarted on another node in case of failure.

III. SCOPE OF WORKS:

- Conduct initial assessment of the server for hardware condition and software version;
- Backup necessary virtual machine snapshots (included in the protection domain) and configuration files;
- After upgrade, check firmware and other software for compatibility issues, upgrade if necessary;
- Shut down the server and install the server hard drive;
- Configure the hard drives as hot spare;
- Boot the server and verify if the hard drives are readable and already integrated in the server infrastructure;
- Provide all materials, equipment and peripherals, scope of works not mention in this Terms of Reference but needed in the completion of the project.
- Service Level Agreement
 - a. Provide a single point of contact for technical and customer support, either phone or electronic mail;
 - b. Provide 8X7 call and onsite technical support with three (3) hours response time for technical problem that requires on-site services, including weekend and holidays.



IV. INFORMATION SECURITY AND NON – DISCLOSURE AGREEMENT

To ensure the protection of PCC assets, bidders are expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) and shall agree to sign a non-disclosure agreement.

All data, documents, records, configuration files and metadata (collectively “Information”) to be provided to the bidders for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Maintenance Providers shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. Bidders shall not use the Information for any purpose other than in connection with the Services. Bidders shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Services, any and all Information shall be deleted by PCC. The Bidders shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

V. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC for the project is **Four Hundred Thousand Pesos Only (Php. 400,000.00)**, inclusive of all applicable government taxes and service. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

VI. QUALIFICATION OF THE SUPPLIER

The Bidder/s should be legally registered in PhilGEPS and has secured a BIR Tax Certificate and/or Clearance, and duly registered with DTI/SEC/CDA to be eligible to submit bids. Similarly, the bidder/s should have the following minimum qualifications:

- a. Should be an established IT company with three (3) years’ experience in delivery, installation and configuration of server peripherals and equipment. Must submit certification of authorized distributorship / Dealership / Resellership from the distributor / manufacturer of the product/s offered.
- b. Submit the list of identified engineers and/or technicians with **signed curriculum vitae having at least three (3) years of experience working in similar field of engagement** involving the supply, delivery and installation of the serve hard drives.
- c. Should submit copies of client’s satisfactory certificates and/or certificate of completion and acceptance from at least three (3) clients for the last five (5) years with similar contracts. Similar contracts refer to delivery, installation and configuration of server and other related peripherals.

VII. TECHNICAL SPECIFICATIONS:

Minimum and/or equivalent functional requirements, technical specifications, features, characteristics and numbers.

- Two (2) units Hot Spare Server Hard Drive (HDD) for Current Nutanix Cluster
 - a. Must be compatible with the current installed HDD and backplane peripherals
 - b. Storage Capacity : 4TB
 - c. Speed / Rotation Rate : 7200RPM
 - d. Form Factor : 3.5"
 - e. Provide all materials, equipment and peripherals, scope of works not mention in this Terms of Reference but needed in the completion of the project.

- Two (2) units Hot Spare Server Hard Drive (HDD) for Network Attached Storage (DELL Storage NX3230 – DZXZKQ2)
 - f. Must be compatible with the current installed HDD and backplane peripherals
 - g. Storage Capacity : 8TB
 - h. Speed / Rotation Rate : 7200RPM
 - i. Form Factor : 3.5"
 - j. Provide all materials, equipment and peripherals, scope of works not mention in this Terms of Reference but needed in the completion of the project.

VIII. SCHEDULE OF REQUIREMENTS:

Must complete the supply, delivery and installation within forty-five (45) calendar days from receipt of Notice of Award.

IX. MODE OF PROCUREMENT:

The mode of procurement shall be alternative mode of procurement – small value, provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184

X. PAYMENT SCHEME:

Payment shall be made on a **ONE TIME PAYMENT**. The PCC shall pay the winning bidder within fifteen (15) working days upon receipt of the original signed Statement of Account, or billing statement, supported by Inspection and Acceptance Report, Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user.

XI. LIQUIDATED DAMAGES:

If the supplier fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once, the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XII. DISPUTE AGREEMENT / RESOLUTION:

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.


Prepared by:


ALVIN U. BOSQUE
Information Technology Officer I

Approved by:


ALLAN ROY D. MORDENO, CISM, COBIT(F), ITIL(F)
Chief, ICT Division

Noted by:


ANTONIA LYNNELY L. BAUTISTA
Officer-in-Charge
Administrative Office

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date