

## REQUEST FOR PROPOSAL

### Procurement of Subscription of Offsite Cloud-based Back-up Solution for the Philippine Competition Commission

P.R. No./Date Received: 2022-08-0152 / 09 August 2022

RFQ/P No. / Date: 2022-09-0158 / 15 September 2022

The Philippine Competition Commission invites all eligible and PhilGEPS-registered suppliers, contractors and consultants to quote the best offer for the described item in the attached Terms of Reference 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
- Notarized Omnibus Sworn Statement (*to be submitted prior to the issuance of JO/PO*)
- Conformed Terms of Reference

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](mailto:procurement@phcc.gov.ph) or [mrfajutnao@phcc.gov.ph](mailto:mrfajutnao@phcc.gov.ph) on or before **23 September 2022, 1:00PM** 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. Salient provisions of the RIRR of RA 9184: Section 68 - Liquidated Damages and Section 69 - Imposition of Administrative Penalties shall be observed.
6. PCC reserves the right to reject any and all quotations, declare a failure, or not award the contract pursuant to Sec 41 of the same RIRR.
7. In case of tie quotations, suppliers' presence are required during tie breaking through draw lots or toss coin.
8. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference.

Very truly yours,

  
**ATTY. JOSEPH MELVIN B. BASAS**  
PBAC Chairperson

Item	QTY	ABC	Technical Specifications	Total Amount	
				(To be filled-up by the supplier)	
1	1	₱ 300,000.00	<b>Procurement of Subscription of Offsite Cloud-based Back-up Solution for the Philippine Competition Commission</b>		
<b>Total ABC</b>			Note: Please see attached Terms of Reference		
			<b>Total Amount of Item/s quoted</b>		
<b>Delivery Instructions:</b>			<i>Please see attached Terms of Reference</i>		

(Please provide **complete** information below)

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

We agree to abide by this 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 Proposal you may receive.

Signature over Printed Name : \_\_\_\_\_

Designation/Position : \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Telephone / Fax : \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Company Tax Identification Number : \_\_\_\_\_



## **Procurement of Subscription of Offsite Cloud-based Back-up Solution for the Philippine Competition Commission**

### **Terms of Reference**

#### **I. RATIONALE:**

The Philippine Competition Commission (PCC) has implemented a highly virtualized data center using a Hyperconverged Server Infrastructure (HCI), a software-defined IT infrastructure that virtualizes all the elements of conventional hardware-defined components. PCC HCI currently hosts the Active Directory Domain Services, Dynamic Host Configuration Protocol, Domain Name System, Distributed File System, Windows Server Update Services, Human Resources Information System, Procurement Management System, Asset Management System, Motor Pool Reservation System, Integrated Information Management Application, Integrated Library System, Lex Libris, PCC Website, Security Information and Event Management and different system databases. With the accumulation of information assets, the procurement of a reliable backup platform which will cater to the growing needs of PCC has become a necessity. It shall be used to host virtual machines, file management and related data protection services, to mitigate machine and hardware failures, human errors and natural disasters.

As a rule of thumb, a 3-2-1 approach is ideal to keep data safe in failure scenarios, to have three (3) copies of data, and store two (2) backup copies on different storage media, with one (1) located offsite. ICTD has recently implemented an onsite solution that stores the first backup data on a network attached storage. The procurement of this offsite cloud-based backup will host the third backup copy on an offsite cloud storage solution that will complete the 3-2-1 approach.

#### **II. OBJECTIVE**

1. Provides efficient, reliable and cost-effective offsite back-up solution for PCC's data and information assets;
2. Maintains the integrity of data following an error with minimal loss of data;
3. Improves availability strategies of the Information and Communication Technology Division in recovering virtual machines, files, data and related information; and
4. Restores services as quickly as possible.

#### **III. SCOPE OF WORKS:**

- Submit manufacturer's catalog and product data;
- Configure cloud-based console control panel;



- Configure network, administrator account and other access levels;
- Install and configure storage;  
Configure and integrate offsite cloud-based backup solution to current PCC on premise backup solution;
- Training – Must provide training and exam certification for three (3) ICTD Personnel by providing training voucher with one (1) year validity. The training must be provided offsite or virtual, instructor-led by official training center of product offered;
  - Two (2) personnel for Administration Training
  - One (1) personnel for Security Training
- 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
  - Provide a single point of contact for technical and customer support, either phone or electronic mail;
  - 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 protection of PCC assets, supplier/s 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 Supplier/s for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Supplier/s 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. Supplier/s shall not use the Information for any purpose other than in connection with the Services. Supplier/s 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 supply, delivery, configuration and testing, any and all Information shall be deleted by PCC. The Supplier/s 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 **Three Hundred Thousand Pesos Only (Php 300,000.00)** inclusive of all applicable government taxes and service charges. 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 more than the ABC shall be automatically rejected at bid opening.