



Republic of the Philippines
OFFICE OF THE PRESIDENT

NATIONAL COMMISSION ON MUSLIM FILIPINOS

www.ncmf.gov.ph

REQUEST FOR QUOTATION

Date: **NOV 09 2024**
RFQ No. 2024-084

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number **(required)**: _____

The **NATIONAL COMMISSION ON MUSLIM FILIPINOS**, through its Bids and Awards Committee (BAC), intends to procure the **CLOUD INFRASTRUCTURE FOR THE GOVERNMENT HUMAN RESOURCE AND PAYROLL INFORMATION SYSTEM (GHRPIS)** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 15 November 2024** addressed to:

Bids and Awards Committee

79 Jocfer Annex Building., Commonwealth Avenue, Diliman, Quezon City, Philippines
Telephone No.: (02) 5322-3400/Tel. No. (02) 8952-4540
Email: bacsecretariat@ncmf.gov.ph

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H" of 2016 revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** and before the issuance of the Notice of Award (for documentary requirements with stamp certified true copies from the bidder)

| Document | Remarks |
|---|--|
| Copy of 2024 Mayor's or Business Permit | In case not yet available, you may submit your expired 2023 Mayor's or Business Permit with the Official Receipt of renewal application. However, a copy of your 2023 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment . |
| Notarized Omnibus Sworn Statement (for ABC's above PHP50,000) (GPPB-Prescribed Form) | If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (in the prescribed template), subject to compliance therewith after award of contract . |

| | |
|-----------------------------------|---|
| PhilGEPS | Submit PhilGEPS Registration Certificate/Number |
| Income/Business Tax Return | Submit for ABC's above PHP500,000.00 |

For any clarification, you may email us at our email address at bacsecretariat@ncmf.gov.ph


TAHIR S. LIDASAN JR., CESO II
Chairperson, Bids and Awards Committee Secretariat

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.
- (3) **All technical specifications must be complied with.** Failure to comply with the requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at bacsecretariat@ncmf.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 sixty (60) 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. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
7. The item/s shall be delivered according to the accepted offer of the bidder.
8. 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.
9. 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.

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

Project Objective

The National Commission on Muslim Filipinos (NCMF) intends to procure a cloud service from a competent and reputable Cloud Service Provider which shall be utilized for the deployment of back-end systems of the Government Human Resource and Payroll Information System (GHRPIS).

Scope of Work

To achieve these objectives, the following scope of work has been outlined for the specifications of the cloud server for the back-end systems of the GHRPIS:

| 1. System Capabilities | COMPLIED? Y/N | REMARKS |
|--|------------------|---------|
| a. The contractor must provide a managed cloud service / hosting located in the Philippines. These must include the following: | | |
| b. 24/7 Uptime | | |
| c. 24/7 Data Center Services | | |
| d. High Availability Setup | | |
| e. Secured setup | | |
| f. Regular Maintenance services | | |
| g. Automated Backups | | |
| h. Accessible anytime and anywhere using modern browsers | | |
| i. Worry-free setup, configuration and management of the Cloud Hosting | | |
| j. Included managed service / cloud hosting must ensure performance of the HRIS. | | |
| k. Included managed service / cloud hosting platform must have support for overall or specified tenant metering. | | |
| l. Included managed service / cloud hosting platform must have resource application submission and approval with customizable workflow | | |
| m. Included managed service / cloud hosting platform must have a monitoring dashboard that displays current healthiness with statistics and Alert Threshold settings | | |
| n. Included managed cloud service / hosting platform must support tenant approved 3rd party auditing or inspection on-site | | |
| o. Included managed cloud hosting service / platform must support cage and rack with access control and CCTV surveillance | | |

| 2. Functional Specifications | COMPLIED? Y/N | REMARKS |
|---|------------------|---------|
| 2.1. Server Specifications | | |
| a. The cloud provider shall provide an interactive Graphical User Interface (GUI) with 2-Factor Authentication that allows user to manage all hosting service instantly and securely. | | |
| b. Cloud computing specifications for NCMF's usage of GHRPIS must have at least: | | |
| i. Processor: 8 Cores | | |
| ii. RAM: 16 GB RAM | | |
| iii. Storage: 500 GB HDD | | |
| iv. OS: Latest Windows Server | | |
| c. The cloud provider is capable of offering data replication across data centers within a domain or zone with automatic failover. | | |

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| d. The cloud provider must have the ability to provide a managed database service which can be integrated with any chosen software solutions. | | |
| e. The cloud service provider shall possess the capabilities to facilitate the deployment of the GHRPIS irrespective of the underlying technology stack utilized by the system. | | |
| f. The cloud provider must provide a self-service portal which acts as a graphical user interface accessible over the web that will allow cloud administrators and users to conveniently access, provision, modify, and automate subscribed cloud -based resources. | | |
| g. The cloud provider must provide a dashboard for cloud administrators which shall provide an overall view of the size and status of the subscribed Cloud Environment. | | |
| h. The cloud provider shall provide performance monitoring capabilities for processor, memory, disk usage, and network utilization. | | |
| i. Provide and actively capture performance-related information of Cloud Environment services or resources. | | |
| j. Have the ability to send customizable email notifications to admin instructions based on threshold alarms. | | |
| k. Have the ability to capture initial performance baseline which can be used to analyze the variation in performance of the services. | | |
| l. The collected performance metrics or logs shall be made available to the end-user administrator through the self-service portal. The performance metrics shall be presented in a unified manner with appropriate visualization. | | |

| 2.2. Infrastructure Security Requirements | COMPLIED? Y/N | REMARKS |
|--|------------------|---------|
| 2.2.1. Web Application Firewall | | |
| a. Requires web application protection from attacks by enabling configure rules that will allow, block, or monitor and quantify web requests based on defined conditions. These conditions include IP addresses, HTTP headers, HTTP body, URI strings, SQL injection and cross-site scripting. | | |
| b. Must protect websites from common attack techniques like SQL injection and Cross-Site Scripting (XSS). | | |
| 2.2.2. File System Storage | | |
| a. A fully managed service that provides cost-effective, high-performance, scalable storage for compute workloads. | | |
| b. Offers sub-millisecond latencies, up to hundreds of gigabytes per second of throughput, and millions of IOPS. | | |
| c. Capable of accessing and processing data concurrently from both a high-performance file system and from the API. | | |
| 2.2.3. Cloud Distributed Denial of Service (DDoS) Protection | | |
| a. Must provide fast, reliable and efficient Content Delivery Network (CDN) service that securely delivers data, applications, and APIs | | |

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| with low latency and high transfer speeds, providing an additional layer of protection from DDoS attacks. | | |
| b. Must provide an always-on detection and automatic inline DDoS mitigations that will mitigate or minimize application downtime and latency. | | |
| c. Provides 24x7 access to the cloud providers and protection against DDoS related spikes in cloud instances/VMs, load balancers, content delivery network (CDN), and DNS changes. | | |
| 2.2.4. Secured Monitoring | | |
| a. Must support metric alarm, data collection, resource monitors and tracking on cloud resources. | | |
| b. Must support access through APIs, Command Line Interface (CLI), programming software development kits (SDKs), and the Cloud Provider management console. | | |
| c. Provides 24x7 access to the cloud providers and protection against DDoS related spikes in cloud instances/VMs, load balancers, content delivery network (CDN), and DNS changes. | | |
| d. Able to provide metric alarms and interactive analytics capability for metric logs. | | |
| e. Must be able to create metric dashboards. | | |

| 3. Non-Functional Specifications | COMPLIED? Y/N | REMARKS |
|---|--------------------------|----------------|
| 3.1. Cloud Administration Services | | |
| a. Implementation services for all cloud components proposed by the bidder. | | |
| b. Vendor will monitor system and resource alerts, resource utilization and resource contention to support the environment. | | |
| c. Vendor will utilize existing cloud tools to collect and track metrics, collect and monitor log files, set alarms, and automatically react to changes in NCMF's cloud resources. | | |
| d. Ensure that all software licenses needed for successful deployment and implementation will be provided. | | |
| e. Vendor will administer the deployed security controls to manage the user access using Identity and Access Management tools | | |
| 3.2. Data Sovereignty, Data Residency and Data Privacy | | |
| a. NCMF subject to conditions prescribed by the Law of the Republic of the Philippines with regards to data residency and sovereignty laws, retains control and ownership of all data stored or processed during the subscription period. | | |
| b. All NCMF Data stored in the Cloud shall be the sole property of NCMF, this data can be retrieved anytime upon request of NCMF and has the sole right and authority to copy, move, delete, or transfer it to other locations. | | |

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|--|--|--|
| c. The cloud provider must agree and ensure that the data stored in an agreed location will remain within it and will not be transferred without the knowledge of NCMF | | |
| d. The cloud provider is required to comply with Data Sovereignty Guidelines and Policies as prescribed in the Philippine Government's Cloud First Policy. | | |

| 4. Cloud Service Provider Qualifications | COMPLIED? Y/N | REMARKS |
|--|------------------|---------|
| a. Must be a Cloud Service Provider (CSP). | | |
| b. Must be the main Cloud System Administrator of the Philippine Cloud Hosting Services that are being provided and not administered by other and/or foreign cloud service providers' system administrators. | | |
| c. Must have minimum 3 years of experience with government projects. | | |
| d. Must have at least one (1) client in the public sector for the subscription of cloud computing services. | | |
| e. Must have an active National Privacy Commission registration. | | |
| f. Must have certified administrators to architect the technical deployment and configuration activities of the NCMF's Human Resource Information System. | | |
| g. Must have certified trainers. | | |
| h. Must have at least one (1) Certified Professional Cloud Security Engineer; one (1) Certified Cloud Engineer, and one (1) Certified Professional Cloud Architects. | | |

| 5. Warranty | COMPLIED? Y/N | REMARKS |
|--|------------------|---------|
| a. Cloud subscription period must be one (1) year from official deployment. Cloud Server support, backup and restoration, within this period must be free of charge. | | |
| b. Warranty coverage must consist of the following: | | |
| i. Provide site visits, telephone, teleconferencing and e-mail support | | |
| ii. Provides consultation for standard configuration and performance tuning within the warranty period. | | |
| iii. Vendor is required to provide highly technical personnel to support the project. | | |

| 6. Project Duration and Delivery | PAYMENT SCHEDULE | COMPLIED? Y/N | REMARKS |
|--|---------------------|------------------|---------|
| a. The project should be completed within the period of seven (7) calendar days commencing from the receipt of Notice to Proceed (NTP) | | | |
| b. 7 days for | | | |

| | | | | |
|------|--|------|--|--|
| i. | Full deployment of the GHRPIS Software to the Cloud Server | | | |
| ii. | Testing and Training | | | |
| iii. | User Acceptance | 100% | | |

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged 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** below. Please do not leave any blank items.

PROCUREMENT OF CLOUD INFRASTRUCTURE FOR THE GOVERNMENT HUMAN RESOURCE AND PAYROLL INFORMATION SYSTEM (GHRPIS)

| Approved Budget for the Contract | Total Offered Quotation (Inclusive of VAT) |
|--|--|
| Seven Hundred Thousand Pesos (PhP700,000.00) | In Words: _____ _____ _____ _____ _____ In Figures: _____ _____ _____ _____ _____ |

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address