



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS
www.ncmf.gov.ph

REQUEST FOR QUOTATION

Date: 24 Dec 2024
RFQ No. 2024-090

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 **ONE (1) YEAR CLOUD NETWORK INFRASTRUCTURE SERVICE FOR E-HAJJ** through **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

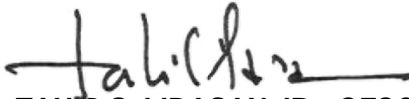
Please submit your best offer for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before 5:00 PM of 02 January 2025** addressed 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
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 2024 Mayor's or Business Permit shall be required to be submitted after award of contract but before payment . Except for government agencies as lessors.
Notarized Omnibus Sworn Statement (for ABCs above Php 50,000.00) (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 Reg. Number	Submit PhilGEPS Registration Certificate/Number. Except for government agencies as lessors.
Income/Business Tax Return	Submit for ABCs above Php 500,000.00

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

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:

BACKGROUND / RATIONALE

The National Commission on Muslim Filipinos (NCMF) has acknowledged the benefits of using the latest technologies in meeting the needs of the agency in its programs, projects, and activities (PAPs). As such, the agency develops and maintains information systems for the collection, processing, storing, and distribution of data regarding the PAPs being implemented. And a good service must be procured, provided, and maintained for the attainment of its goals.

PROJECT OBJECTIVE

This aims to provide a consistent and reliable Cloud Network Infrastructure Service for the Pilgrimage Management Information System or the Electronic Hajj Application (e-Hajj) of the Bureau of Pilgrimage and Endowment (BPE)

Item	TECHNICAL SPECIFICATIONS	COMPLY/NOT COMPLY	REMARKS
	TECHNICAL REQUIREMENTS		

1	Web Server:			
	Operating System	Linux		
	Processor/vCPUs	At least Two (2) Cores, 2.5Ghz		
	Memory	At least 4GB		
	Storage	AT least 200GB SSD		
	Data Transfer	In/Out 100GB per month		
	Database Server:			
	Processor/vCPUs	At least Four (4) Cores, 2.5Ghz		
	Memory	At least 16GB		
	Storage	At least 60GB SSD		
	Database	MySQL		
	Internet Protocol	At least One (1) dedicated		
	Web Application Firewall	Yes		
	Elastic Load Balancer	Yes		
	Business Support	Yes		
	cPanel Subscription	Yes		
	Domain	Yes		
	SSL	Yes		
2	SCOPE OF WORK			
	The winning Bidder shall provide the necessary hardware, software and other services required to setup the Cloud Network Infrastructure Service of the Commission. Details of the technical requirements are indicated in item number 1.			
	Provision of diagnostic reports and updates following the day of connection failures; and			
	Provision of support services.			
3	COMPANY CRITERIA The Cloud Infrastructure Partner and its associated Cloud Service Provider must meet the following criteria.			
	A. Cloud Infrastructure Provider Partner <ul style="list-style-type: none"> i. Must have at least seven (7) years’ experience as a cloud service reseller and must have a certificate from the Cloud Service Provider stating the date of membership. ii. Must provide a certification from Cloud Service Provider stating that the Partner is at least a “Select Partner or its equivalent.” iii. Must have completed at least five (5) similar projects within the last three (3) years from the date of submission of Bidding Documents (attached Form B Template). iv. Must have a certificate of completion and acceptance or sign-off document or certificate of inspection signed by the procuring entity. v. Must have the following: At least two (2) Certified Solutions Architect and At least five (5) Certified Cloud Practitioner, and should be on the payroll of the bidders. 			
	B. Cloud Infrastructure Provider <ul style="list-style-type: none"> i. Must have a local zone in the Philippines. Must have an announcement or certification from the Cloud Service Provider. ii. Should be a “Leader” in the Magic Quadrant for Cloud Infrastructure and Platform Services. 			
4	OUTPUTS and ACTIVITIES			
	I. Preparation			

	<ul style="list-style-type: none">a. Set up the required hardware and software based on the specifications;b. Configure the hardware and software requirements for the cloud network infrastructure service;c. Complete the preparation activities at least Seven (7) calendar days from the receipt of the Notice to Proceed.		
	<p>II. Migration and Testing</p> <ul style="list-style-type: none">a. Migration will start after the setup and configuration of the cloud-based virtual machines and other necessary cloud services.b. The selected Service Provider shall provide Procuring Entity with (7) calendar days testing of the service.c. The acceptance test procedure shall be in accordance with the following:<ul style="list-style-type: none">• The acceptance testing will be undertaken for a period of one (7) calendar days.• No service interruption during the agreed test period.d. Procuring Entity shall issue Certificate of Acceptance to the Provider upon completion of the testing period.e. Start of the Service Provider’s billing shall be based on the date of issuance of “Certificate of Acceptance”.		
	<p>III. Maintenance and Support</p> <ul style="list-style-type: none">a. Provide a single point of contact for sales and customer support.b. Shall respond to request for maintenance at no additional cost; andc. Service Provider Partner must immediately advise any downtime occurrence.d. The selected Service Provider should be able to render the following services:<ul style="list-style-type: none">• Availability<ul style="list-style-type: none">○ Provide 99% link uptime for the whole duration of the contract.• Render customer service support<ul style="list-style-type: none">○ Support response time<ul style="list-style-type: none">➤ 1 hour for emergency tickets		

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.

Date of Delivery : Twenty-One (21) Calendar Days from issuance of Notice to Proceed (NTP)

Payment shall be made only upon a certification by the End-User to the effect that the subject goods have been delivered in accordance with the terms of this Agreement and have been inspected and accepted. No payment shall be made for the goods not yet delivered under this agreement.

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.

ONE (1) YEAR CLOUD NETWORK INFRASTRUCTURE SERVICE FOR E-HAJJ

APPROVED BUDGET FOR THE CONTRACT	TOTAL OFFERED QUOTATION (INCLUSIVE OF VAT)
<div>SEVEN HUNDRED THOUSAND PESOS (PHP 700,000.00)</div>	<div>In Words: _____ _____ _____ _____ In Figures: _____ _____ _____ _____</div>

Signature over printed name

Position Title/Designation

Office Telephone No./Mobile No.

Email Address

FORM B

Statement of Completed Contracts

This is to certify that [name of company] has the following ongoing and awarded but not yet started contract for the period _____:

Name and Location of the Contract	Client	Date of Award of the Contract	Type and Brief Description of the Project	Amount of Contract	Contract Duration

Name and Signature of Authorized Representative

Date

Instructions:

- a. Cut-off date: The day before the deadline of submission of eligibility documents.
- b. State completed contracts for the last three (3) years. Contracts that are similar to the project being procured/bid in terms of nature and amount shall be prioritized in inclusion in the list.