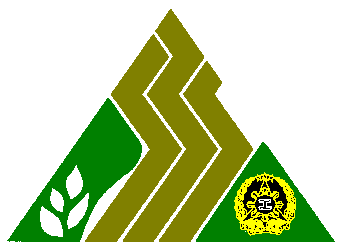
**AFP Retirement and Separation Benefits System**

**Camp General Emilio Aguinaldo, Quezon City**



Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST FOR QUOTATION**

Please quote your lowest price on the items listed below, subject to the conditions also listed below, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than 4:00 pm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to this address:

**Management Information System Office (MISO)**

**AFP Retirement and Separation Benefits System (AFPRSBS)**

**424 Capinpin Avenue, Camp General Emilio Aguinaldo, Quezon City**

|  |  |
| --- | --- |
| **Name of Project** | **Procurement of Maintenance and Support Service Agreement for the AFPRSBS’ Existing Firewall/VPN Appliance (Fortigate 300D)** |
| **Approved Budget for the Contract (ABC)** | **Three Hundred Fifty Thousand Pesos Only (PhP350,000.00)** |

**NOTES**:

1. Please submit your quotation and accreditation requirements in separate sealed envelopes.
2. As a Government-Owned and Controlled Corporation (GOCC), the AFPRSBS shall deal only with legitimate bidders which issue official receipts registered with the Bureau of Internal Revenue (BIR).
3. All entries in the Quotation Form shall be typewritten.
4. Quoted prices shall be inclusive of value-added taxes and other applicable taxes and shall be firm and valid for a period of at least thirty (30) days from the date of receipt of quotation and shall be binding upon the bidders within the period.
5. Only quotations from bidders that are duly authorized by the manufacturer to provide, sell, configure and support the Firewall/VPN appliance shall be accepted. The certification from the manufacturer authorizing the winning bidder to provide such service support should be submitted to the AFPRSBS during the post-qualification of the winning bidder with the lowest complying bid.
6. Accreditation requirements shall be submitted in a **separate sealed envelope**, which shall include the following:
   1. Certified True Copy of the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC) Registration Certificate;
   2. Certified True Copy of Valid and Current Mayor’s Permit and/or Business Permit;
   3. Certified True Copy of the BIR Registration Certificate with Taxpayer’s Identification Number (TIN) and Tax Clearance for bidding purposes;
   4. Certified True Copy of the Philippine Government Electronic Procurement System (PhilGEPS) Registration Certificate;
   5. Certified True Copy of the Income/Business Tax Return for the immediately preceding calendar year; and
   6. Original Copy of the Corporate Secretary’s Certificate designating the company’s authorized representative to submit and sign the bid and to sign any and all contracts and documents pertaining to the placement and acceptance of orders.

**ELECTRONIC SUBMISSION OF BIDS:**

In addition to the submission of sealed bids as discussed in the foregoing, bidders can submit bids thru electronic means under the following procedures:

1. All procurement related documents to include the eligibility requirements and bid proposals may be submitted electronically to this e-mail address [**rsbsafpbac@gmail.com**](mailto:rsbsafpbac@gmail.com) on or before the closing date and time specified in the Bidding Documents as published in the Philippine Government Electronic Procurement System (PhilGEPS). The electronic documents must be sent through the bidder’s valid company e-mail account or through the e-mail address of the bidder’s duly authorized representative.
2. The receipt of electronic submission shall be acknowledged by the AFPRSBS Bids and Awards Committee (BAC) Secretariat through an e-mailed reply from the official AFPRSBS e-mail account [**rsbsafpbac@gmail.com**](mailto:rsbsafpbac@gmail.com). A Bid receipt page for the official time of submission as well as the e-mail acknowledgment of the submission shall be printed by the AFPRSBS BAC representative for reference and audit trail.
3. Bid documents to be submitted through electronic means must be saved in two (2) separate compressed archive folders in “**WinRAR**” or “**ZIP**” archive format. These should be sent simultaneously to the [**rsbsafpbac@gmail.com**](mailto:rsbsafpbac@gmail.com). The first compressed archived folder which shall contain the technical component of the bid, including the eligibility requirements under Section 8.6 of the Terms of Reference shall be labelled as **“Technical Bid”**, while the second compressed archived folder which shall contain the financial component of the bid shall be labelled as **“Financial Bid”**.
4. The electronic Bidding Documents contained in each of the compressed archive folders must be password-protected. The passwords for accessing the files will be disclosed by the bidders’ duly authorized representatives to the AFPRSBS BAC Secretariat only during the actual bid opening which will be done face-to-face and/or through videoconferencing using Google Meet. The invite for the videoconferencing shall be sent to the bidder’s valid company e-mail account and/or e-mail address of the bidder’s duly authorized representative.
5. Electronic Bidding Documents not in compressed archive folders and are not password-protected, shall be rejected. However, submitted bids that are not properly compressed and not password-protected may be accepted provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or not password-protected folder, or for its premature opening.
6. The Bidding Documents to be submitted through electronic means should be scanned copies of the original documents in PDF/JPEG file format. Each scanned document must bear the markings “**Certified True Copy from Original**” duly signed by the bidder’s authorized signatory. Each document must be saved in PDF/JPEG file format using this file name format: “**Name of Bidder - Title of the Original Document**”. Examples are shown below:



**File Name:**

**ABC Company – Mayor’s Business Permit**

**File Name:**

**ABC Company – BIR Certificate of Registration**

**File Name:**

**ABC Company – DTI Certificate of Registration**

1. As with manual submission, Bidders may modify or withdraw their electronic bid submission at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its Bid, it shall not be allowed to retrieve its original Bid and shall only be allowed to send another Bid equally secured, properly identified, and labelled as “**Technical Bid Modification**” and “**Financial Bid Modification**”. The time indicated in the latest Bid receipt page generated shall be the official time of submission. Electronic bids submitted after the deadline shall not be accepted.
2. Electronic Bidding Documents, including the eligibility requirements under Section 23.1 of the IRR, submitted after the deadline shall not be accepted by the BAC Secretariat. The BAC Secretariat shall generate a Bid receipt page for the official time of late submission which should be saved and printed for reference and audit trail. The BAC Secretariat shall likewise record in the minutes of bid submission and opening, the bidder’s name, its representative and the time the late bid was submitted.

For further information, please call at telephone number (02) 8911-2155 and look for Ms. Alma P. Aban or Mr. Rendell P. Sopeña of the Management Information Systems Office, AFPRSBS. You may also send queries or matters for clarification to [afprsbs\_miso@yahoo.com.ph](mailto:afprsbs_miso@yahoo.com.ph) or [alma6461@yahoo.com.ph](mailto:alma6461@yahoo.com.ph).

**Prepared By: Noted by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RENDELL P. SOPEÑA ALMA P. ABAN**

**Head, SDAB - MISO Head, MISO**

**QUOTATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM**  **NO.** | **ITEM & DESCRIPTION** | **QTY.** | **PRICE** |
|  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Signature of the Bidder’s Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted

After having carefully read and accepted your conditions above, I/We quote you on the item at the price noted above.

**Name of Bidder:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Delivery Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Price Validity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name & Signature of the Bidder’s Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tax Identification Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address