



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 10021176
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title MAINTENANCE OF EMAIL SYSTEM
Area of Delivery Metro Manila

Solicitation Number:	2023-07-317	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods - General Support Services	Bid Supplements	0
Category:	Information Technology	Document Request List	0
Approved Budget for the Contract:	PHP 200,000.00		
Delivery Period:	12 Month/s		
Client Agency:			
Contact Person:	ATTY. SHARON L. DE CHAVEZ - ALEDO The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph	Date Published	09/08/2023
		Last Updated / Time	08/08/2023 12:01 PM
		Closing Date / Time	14/08/2023 15:00 PM

Description

MAINTENANCE OF EMAIL SYSTEM

Please see attached files or you may visit <https://marina.gov.ph/small-value-procurement/>

All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.

Thank you.

Created by ATTY. SHARON L. DE CHAVEZ - ALEDO
Date Created 08/08/2023



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to procure **Maintenance of Email System** in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Thousand Pesos (P200,000.00)**, inclusive of all applicable government charges. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 14 August 2023** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Valid Business/Mayor's Permit, PhilGEPS Registration, Omnibus Sworn Statement and Proof of Qualification of the Supplier** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at **bacsec@marina.gov.ph**


ATTY. SHARON D. ALEDO
BAC Chairperson

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier's must state here either "**Comply**" or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

Item No.	Description/Technical Specifications	Supplier's Statement of Compliance	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1 LOT	1 Year Maintenance of Email System			
	A. Mobilization: a.1. Perform Monthly Email Server Maintenance a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works.			
	B. Project Management: b.1. The Bidder shall appoint a contact person who will be responsible for the coordination and management of the project throughout its completion. He/She will be the primary interface in coordinating efforts and tasks for the delivery and implementation of the project. b.2. The Bidder shall provide project management, including planning, consultancy services and overall supervision and implementation of the project.			

	C Scope <ul style="list-style-type: none"> c.1. Email Server Maintenance <ul style="list-style-type: none"> • Monitoring of Zimbra Daemon • Installation and configuration of security apps in the email server • Physical server status monitoring using server and network monitoring applications • Re-configuration when necessary • Renewal of SSL certificate for the server when necessary • Configuration of server parameters • Case to case on-site visit for critical issues 			
--	---	--	--	--

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

Item No.	Description	Delivery Schedule	Supplier's Statement of Compliance
	TECHNICAL SPECIFICATIONS A. Mobilization: a.1. Perform Monthly Email Server Maintenance a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works. B. Project Management: b.1. The Bidder shall appoint a contact person who will be responsible for the coordination and management of the project throughout its completion. He/She will be the primary interface in coordinating efforts and tasks for the delivery and implementation of the project. b.2. The Bidder shall provide project management, including planning, consultancy services and overall supervision and implementation of the project. C. Scope c.1. Email Server Maintenance <ul style="list-style-type: none"> • Monitoring of Zimbra Daemon • Installation and configuration of security apps in the email server • Physical server status monitoring using server and network monitoring applications • Re-configuration when necessary • Renewal of SSL certificate for the server when necessary • Configuration of server parameters • Case to case on-site visit for critical issues 	Twenty (20) Working Days upon Receipt of Purchase Order/ Notice to Proceed.	
	WARRANTY The warranty shall be for a period of One (1) year.	Twenty (20) Working Days upon Receipt of Purchase Order/ Notice to Proceed.	
	SUPPORT - The Bidder is required to provide	Twenty (20) Working	

	<p>assistance through telephone, electronic mail and onsite visits to resolve technical and other related issues on weekdays, commencing from 8:00 am till 5:00 pm.</p> <ul style="list-style-type: none"> - The Bidder must provide a monthly health check during the maintenance period to ensure that the email system is working properly. 	<p>Days upon Receipt of Purchase Order/ Notice to Proceed.</p>	
	<p>QUALIFICATION OF THE SUPPLIER</p> <ul style="list-style-type: none"> - The Bidder must have at least one (1) experience in IT Related Maintenance within the last two (2) years. - The bidder should submit at least two (2) Client Satisfactory Certificates related to Information Technology Projects. 	<p>Required to be submitted along with your signed quotation/ proposal</p>	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
<p>Two Hundred Thousand Pesos (P200,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p>

Terms of Payment:	<p>Payment shall be made on monthly basis for Twelve (12) Months, thirty (30) days upon the receipt of the Billing Statement and Accomplishment Report on a Bank-to-Bank basis.</p> <p>In case of Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, or other Commercial Banks, the applicable bank charges shall be for the account of the supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.</p>
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation, denominated in Philippine peso, shall include all taxes, duties and/or other charges payable relative to the items described in the RFQ.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submission in response to the RFQ shall be in hard copy with fresh signature only. Submission in electronic copies shall not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

TERMS OF REFERENCE

MAINTENANCE OF EMAIL SYSTEM

I. Approved Budget Contract

The supplier shall bid for all items described in this Terms of reference, which shall not exceed the Approved Budget Contract (ABC) in the amount of Two Hundred Thousand Pesos (200,000.00), inclusive of all applicable government charges.

II. Technical Specifications

A. Mobilization:

- a.1. Perform Monthly Email Server Maintenance
- a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works.

B. Project Management:

- b.1. The Bidder shall appoint a contact person who will be responsible for the coordination and management of the project throughout its completion. He/She will be the primary interface in coordinating efforts and tasks for the delivery and implementation of the project.
- b.2. The Bidder shall provide project management, including planning, consultancy services and overall supervision and implementation of the project.

C. Scope

- c.1 Email Server Maintenance
 - Monitoring of Zimbra Daemon
 - Installation and configuration of security apps in the email server
 - Physical server status monitoring using server and network monitoring applications
 - Re-configuration when necessary
 - Renewal of SSL certificate for the server when necessary
 - Configuration of server parameters
 - Case to case on-site visit for critical issues

III. Warranty

The warranty shall be for a period of One (1) year.

IV. Support

- The Bidder is required to provide assistance through telephone, electronic mail and onsite visits to resolve technical and other related issues during weekdays, commencing from 8:00 am until 5:00 pm.
- The Bidder must provide a monthly health check during the maintenance period to ensure that the email system is working properly.

V. Delivery

- Twenty (20) Working Days upon Receipt of Purchase Order/Notice to Proceed.

VI. Qualification of the Supplier

- The Bidder must have at least one (1) experience in IT Related Maintenance within the last two (2) years.
- The bidder should submit at least two (2) Client Satisfactory Certificates related to Information Technology Projects.

VII. Confidentiality

- Information or rights acquired and obtained from MARINA, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality rights, will remain in effect after termination of the services rendered to the MARINA. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination its obligation to MARINA nor can the bidder, at any time, disclose that the bidder was engaged by MARINA for the Maintenance of Email System.
- Records, documents, reports, relevant data and other supporting records of materials complied and prepared in the courses of the performance of the services shall be absolute properties of MARINA and shall not be used by the bidder for purposes not related to this agreement without prior written approval of MARINA.

VIII. Payment


- The payment shall be made on monthly basis for Twelve (12) Months upon issuance of the Billing Statement and Accomplishment Report on a Bank-to-Bank basis. Automatic Debit Arrangement (ADA) through Land Bank of the Philippines (LBP) facilities, for other Commercial Bank, applicable bank charges shall be for the account of supplier. The supplier shall submit bank details together with billing statement/ invoice for ready reference.

Prepared by:



DALMACIO L. GONZALES JR.
Chief, ICTMD

Recommending Approval:


SAMUEL L. BATALLA
Executive Director
STCW Office


JOHN E. GUARDAYA
Head, TWG for IT

Reviewed by:


Atty. SHARON D. ALEDO
Chairperson, MARINA BAC

APPROVED / DISAPPROVED:


Atty. HERNANI N. RABIA
Administrator

MARITIME INDUSTRY AUTHORITY



Note:

ma 2/2/23

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]