



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

Date: _____

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

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 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Thousand Pesos (Php 200,000.00)**.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 12NN of 06 September 2024, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

Atty. MARIA ROWENA B. HUBILLA

BAC Chairperson

MARINA BAC Office, 10th Floor MARINA Building,
Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

Telephone No.: **+632) 8524-6518**

Email: bacsec@marina.gov.ph

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Valid PhilGEPS Registration

The Supplier/ Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (GPPB – Prescribed forms), Income/Business Tax Return (for ABC's above Php500k)** within a non-extendible period of five (5) calendar days from the receipt of the notice of Single/Lowest Calculated Quotation.

The Head of the Procuring Entity (HoPE) of the MARINA reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at **+632) 8524-6518** or email address at bacsec@marina.gov.ph.

By the Authority of the Bids and Awards Committee:



ATTY. MARIVIC S. RAMOS

Head, 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. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacsec@marina.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 e-mail 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 **FORTY-FIVE (45) calendar days** from the date 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. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the MARINA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or Billing Statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant 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.**
11. 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 may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its updated 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

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

DESCRIPTION	Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<p>ONE (1) Lot:</p> <p>Technical Specifications</p> <p>A. Mobilization:</p> <p> a.1. Perform Monthly Email Server Maintenance</p> <p> a.2. Provide the necessary expert advice, project management and manpower to perform the proposed scope of works.</p> <p>B. Project Management:</p> <p> 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.</p> <p> b.2. The Bidder shall provide project management, including planning, consultancy services and overall supervision and implementation of the project.</p> <p>C. Support</p> <p> c.1. Local Support Services - 1 Year Support coverage 24x7</p> <ul style="list-style-type: none"> • Covers Zimbra Collaboration Server (Email System) and Operating systems • Email, phone, Remote and on-site (for Severity 1) <p> c.2. Technical Support</p> <ul style="list-style-type: none"> • Support Ticket status updates • Level 1 and Level 2 Support • Status reporting 			

<p>D.Scope</p> <p>d.1. Email Server Maintenance</p> <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 			
<p>1. <u>WARRANTY</u></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>The warranty shall be for a period of One (1) year.</p>			
<p>2. <u>SUPPORT</u></p>	<p>Statement of Compliance ("Comply" or "Not Comply")</p>		
<p>The Bidder shall provide daily 8 by 5 phone, email, and remote support with critical level onsite assistance</p>			
<p>The Bidder must provide a One (1) hour response time upon receipt of call and four (4) hours for onsite support.</p>			
<p>If the problem was not resolved by service desk support, the bidder must provide an onsite technical support. A service report must be provided every after onsite technical support.</p>			
<p>The bidder must provide the procedure on support and issue escalation.</p>			
<p>The Bidder must provide a monthly health check during the maintenance period to ensure that the email system is working properly.</p>			

3. <u>DELIVERY</u>	Statement of Compliance ("Comply" or "Not Comply")
Twenty (20) Working Days upon Receipt of Purchase Order/Notice to Proceed.	
4. <u>QUALIFICATION OF THE SUPPLIER</u>	Statement of Compliance ("Comply" or "Not Comply")
The Bidder must have atleast one (1) experience in IT Related Maintenance within the last two (2) years	
The bidder should submit atleast two (2) Client Satisfactory Certificates related to Information Technology Projects.	
5. <u>CONFIDENTIALITY</u>	Statement of Compliance ("Comply" or "Not Comply")
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 and proprietary 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.	
6. <u>PAYMENT</u>	Statement of Compliance ("Comply" or "Not Comply")
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.	

FINANCIAL OFFER

<p><u>Terms of Payment:</u> <i>Within fifteen to thirty (15-30) calendar days upon receipt of billing invoice/Statement of Account and issuance of Inspection and Acceptance report by the MARINA;</i></p>
<p><u>Payment Details:</u></p> <p>Banking Institution : _____</p> <p>Account Number : _____</p> <p>Account Name <i>(should be the exact account name as registered in the bank):</i> _____</p> <p>Bank Branch : _____</p>

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.

PROCUREMENT OF MAINTENANCE OF SMARTROW CABINET	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p>Two Hundred Thousand Pesos only (Php 200,000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p>

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

TERMS OF REFERENCE MAINTENANCE OF EMAIL SYSTEM

I. Background

The Maritime Industry Authority (MARINA) was created on 01 June 1974 as an attached Agency to the Office of the President (OP) with the issuance of Presidential Decree No. 474, otherwise known as the Maritime Industry Decree of 1974, to integrate the development, promotion and regulation of the maritime industry in the country and the creation of the Ministry (now Department) of Transportation (DOTr) by virtue of Executive Order No. 546, the MARINA was attached to the DOTr for policy and program coordination on 23 July 1979. By virtue of Republic Act No. 10635, the Maritime Industry Authority (MARINA) is established as the "Single Maritime Administration" responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto.

The day-to-day operation of the Maritime Industry Authority's Standards Training, Certification and Seafarer Watchkeeping (STCW) depends on the reliability of IT equipment. Consider the accessibility of the online system for MARINA-STCW offices and stakeholders with little or no downtime.

II. Objective

Maintenance of the email system ensures smooth and reliable operation, as well as to preserve the integrity, security, and efficiency of email communication within the organization.

III. 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.

IV. 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.Support

- c.1. Local Support Services - 1 Year Support coverage 24x7
 - Covers Zimbra Collaboration Server (Email System) and Operating systems
 - Email, phone, Remote and on-site (for Severity 1)
- c.2. Technical Support
 - Support Ticket status updates
 - Level 1 and Level 2 Support
 - Status reporting

D.Scope

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

V. Warranty

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

VI. Support

- The Bidder shall provide daily 8 by 5 phone, email, and remote support with critical level onsite assistance
- The Bidder must provide a One (1) hour response time upon receipt of call and four (4) hours for onsite support.
- If the problem was not resolved by service desk support, the bidder must provide an onsite technical support. A service report must be provided every after onsite technical support.
- The bidder must provide the procedure on support and issue escalation.
- The Bidder must provide a monthly health check during the maintenance period to ensure that the email system is working properly.

VII. Delivery

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

VIII. 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.

IX. 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 and proprietary 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 compiled 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.


X. 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

~~APPROVED / DISAPPROVED:~~


SAMUEL L. BATALLA
Executive Director
STCW Office