



Republic of the Philippines  
 Department of Finance  
**INSURANCE COMMISSION**  
 1071 United Nations Avenue  
 Manila



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

The Insurance Commission (IC), through its Bids and Awards Committee (BAC), invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit their quotations duly signed by their representatives not later than **12 May 2020, 12:00 Noon**:

<b>NAME OF PROJECT</b>	<b>Procurement and Renewal of Subscription to Warranty and Comprehensive Maintenance Service Agreement Support for the Existing Firewall Security Appliances</b>
<b>PURCHASE REQUEST/REF. NO.</b>	<b>2020 – 04 – 125</b>
<b>LOCATION</b>	IC Building, 1071 United Nations Avenue, Ermita, Manila
<b>APPROVED BUDGET</b>	<b>Six Hundred Thousand Pesos (Php600,000.00)</b>

**I. TERMS OF REFERENCE:**

1. The following renewal of subscription for **ONE (1) YEAR** shall be covered by the comprehensive maintenance service agreement installed in the Insurance Commission at 1071 United Nations Avenue, Ermita Manila:

<b>DESCRIPTION</b>	<b>QUANTITY</b>
1. Fortinet Fortigate 300D Serial Number : FGT3HD3915806018	1
2. Fortinet Fortigate 300D Serial Number : FGT3HD3915806098	1

2. Prospective bidders shall bid for all the aforesaid items.
3. The prospective supplier/service provider shall supply and deliver the licenses and subscription certificates.

4. The prospective supplier/service provider shall install and configure the corresponding licenses files, as applicable.

5. Other Requirements:

A. Maintenance Service Agreement Period/Technical Support/Availability
i. The comprehensive maintenance service agreement shall cover labor and on-site visit, for <b>ONE (1) year</b> .
ii. On call support shall be available 24 hours a day, 7 days a week. A two (2) hours response through telephone call or email shall be provided from the time of the first call or email by IC Personnel.
iii. Must provide unlimited technical phone consultation.
iv. Onsite support must have a response time of not more than four (4) hours from the time of the call in cases where in the phone or email support could not solve the problem.
v. Maintenance must include firmware updates, software patches, and driver updates, minor and major release, if available.
vi. Provide a total of 12x on-site visit or local support for reconfiguration, changes, moves, adds, relocation, reprogramming and other activities to be non-maintenance.
vii. Provide RCA (Root Cause Analysis) after solving the problem.
viii. Provide Pro-active maintenance support that automatically generates reports and sends notification to the manufacturer's 24x7 call support center in cases of system abnormality, so that components will be replaced and errors fixed before failure occurs.
ix. Prospective supplier/service provider must provide procedures on support and problem escalation.
x. Prospective supplier/service provider must have a 24 x 7 helpdesk system via phone and email support. Helpdesk system must automatically track, monitor and escalate open case until the issue is declared resolved and closed. Prospective supplier/service provider should be ready for a site visit and show how their current helpdesk system works.
xi. Prospective supplier/service provider shall replace all defective equipment, connectors, and other accessories with equivalent items of the same quality and specifications within the warranty period. The replacement shall be new or shall at least be functionally equivalent to the item replaced, never inferior or an older model thereof.
xii. Helpdesk service facility shall include: <ul style="list-style-type: none"> <li>a. Technical engineer dispatch facility</li> <li>b. Case logging and monitoring</li> <li>c. Support history and reporting</li> </ul>
xiii. The winning supplier/service provider shall submit an Implementation and/or Preventive Maintenance Schedule indicating the required activities and the date of implementation.
xiv. The maintenance service agreement period for software shall commence upon issuance of certificate of acceptance by the Procuring Entity.

B. Certification
i. Prospective supplier/service provider must have two (2) local certified technical support engineers on network and server, who are regular and locally employed under bidder's organization.
C. Documentation
i. The winning supplier/service provider shall submit an Implementation and/or Preventive Maintenance Schedule indicating the required activities and the date of implementation.
ii. Maintenance Service Agreement Contract Period.

## II. SCHEDULE OF DELIVERY:

Supply and delivery of the Comprehensive Maintenance Service Agreement Contract must be not more than **ten (10) days** upon receipt of the **Notice To Proceed (NTP)** and must delivered at 1071 United Nations Avenue, Ermita, Manila.

## III. CONTRACT COST AND PAYMENT:

1. All bid prices shall be considered as fixed price, and therefore not subject to price escalation during contract implementation.
2. Payments shall be made based on delivery.
3. Late delivery shall be subject to penalty equivalent to 1/10 of 1% of the total cost of undelivered item/s.

## IV. GENERAL CONDITIONS:

1. All quotations must be typewritten in the company's letterhead.
2. ***PhilGEPS Registration Certificate, Signed Omnibus Sworn Statement, Mayor's Permit, SEC Registration and Income/Business Tax Return*** shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

For further inquiries, please coordinate with **Mr. JUAN CARLO R. FLORENCIO** at contact numbers (02) 8523-8461 to 70 loc. 107 or +63 0956-5313531. **DUE TO THE ENHANCED COMMUNITY QUARANTINE (ECQ)**, **QUOTATIONS** must be submitted through e-mail at [bacsec@insurance.gov.ph](mailto:bacsec@insurance.gov.ph).

Should the **email size exceeds the allowable limit for the IC's mail system** due to large file attachments, bidders may use any operational and secure cloud system. Kindly upload the files in the cloud system and send the shareable link in your submission.

The IC reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The IC assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid

  
**EDWIN CORNELIUS A. LAUZ**  
Chairperson  
Bids and Awards Committee

07 May 2020

# Omnibus Sworn Statement

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## 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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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:* I am 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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_, 2020  
at \_\_\_\_\_, Philippines.

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Bidder's Representative/Authorized Signatory