



REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT  
SECTION 53.1

DATE : JUNE 13, 2024  
Project : QCU-24-SERVICES-  
No. : 0752

Name of Company :  
Address :  
Contact No. :  
Project Title : SUBSCRIPTION TO CLOUD HOSTING FOR THE INTEGRATED LIBRARY SYSTEM  
(ILS) OF QUEZON CITY UNIVERSITY  
Approved Budget of  
the Contract : P 100,000.00  
End-User /  
Implementing Office : QUEZON CITY UNIVERSITY

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **JUNE 18, 2024, 10:00 A.M.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2024);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2023) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by **QC BAC- Goods and Services**.

**NOTE: Submission of a Document Request List (DRL) is required prior to the issuance of the Long Brown Envelope.**

  
MA. MARGARITA S. MEJIA, DPA  
Chairperson, BAC- Goods and Services



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/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation exceeding the Approved Budget for the Contract (ABC) shall be rejected.
- 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. 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.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD 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.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1 ✓	<p><b>SUBSCRIPTION TO CLOUD HOSTING FOR THE INTEGRATED LIBRARY SYSTEM (ILS) OF QUEZON CITY UNIVERSITY</b> ✓</p> <p>Project Scope of Work:</p> <p>The Project shall be comprised of a cloud hosting, which shall cover the following: ✓</p> <p>1. Cloud hosting of ILS: The primary objective of this project is to successfully implement the ILS in the University Library through cloud hosting. The implementation process will be carried out by the ILS provider. ✓</p> <p>2. Access:</p> <ul style="list-style-type: none"><li>• Can be accessed via the domain name for all campuses.</li><li>• Access can be unlimited to search, browse, and download files, and can be accessed simultaneously. ✓</li></ul> <p>3. Technical Support:</p> <ul style="list-style-type: none"><li>• If there's any interruption of access, QCU can email, call or text the provider 24/7, and/or will be attended within the day. ✓</li></ul> <p>Project Duration and Delivery:</p> <p>Project Duration shall be for twelve-month period and can be accessed within thirty (30) calendar days upon issuance of Notice to Proceed (NTP) ✓</p> <p>***with attached Terms of Reference which will form an integral part of this Request for Quotation*** ✓</p>	lot ✓	1 ✓		
Total Quoted Amount					

Amount in Words: \_\_\_\_\_

\_\_\_\_\_



<b>Additional Requirements:</b>	
<ul style="list-style-type: none"><li>• Notarized Affidavit of Undertaking stating compliance to the following:<ol style="list-style-type: none"><li>1. The Quezon City University shall provide a domain name, which will be authenticated by the bidder. This domain name can access and use the database 24/7.</li><li>2. The bidder must have prior government or private contracts involving the implementation of cloud hosting.</li><li>3. The cloud server should have the following specifications: 4 CPU cores, 4GB Ram, 80GB storage for bibliographic records, 3TB transfer, 40Gbps network in, and 250Mbps network out.</li><li>4. The bidder shall be able to implement, maintain and troubleshoot the system within one (1) year for technical support.</li></ol></li></ul>	
	<ul style="list-style-type: none"><li>• Statement of Warranty – Minimum of one (1) year after-sales support (technical support) of ILS' cloud server.</li></ul>

Delivery Period : Thirty (30) Calendar Days ✓  
Warranty : \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone No./Fax/Mobile No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address

