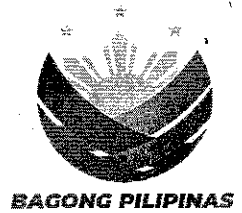




Republika ng Pilipinas
Lungsod Quezon

BIDS AND AWARDS COMMITTEE – GOODS & SERVICES
Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
8988-4242 local 8712 / 8710 / 8709
bacgoods.procurement@quezoncity.gov.ph



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : SEPTEMBER 18, 2024
Project : QCU-24-SERVICES-
No. : 0752E

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 **SEPTEMBER 24, 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

99698

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>SUBSCRIPTION TO CLOUD HOSTING FOR THE INTEGRATED LIBRARY SYSTEM (ILS) OF QUEZON CITY UNIVERSITY</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">• Can be accessed via the domain name for all campuses.• Access can be unlimited to search, browse, and download files, and can be accessed simultaneously. <p>3. Technical Support:</p> <ul style="list-style-type: none">• 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. <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: _____

Handwritten signature/initials

Additional Requirement/s:	
<ul style="list-style-type: none">Notarized Affidavit of Undertaking (with project number and project title) stating compliance to the following:<ol style="list-style-type: none">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.The bidder must have prior government or private contracts involving the implementation of cloud hosting.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.The bidder shall be able to implement, maintain and troubleshoot the system within one (1) year for technical support.Statement of Warranty with project number and project title – Minimum of one (1) year after-sales support (technical support) of ILS' cloud server.	

Delivery Period : Thirty (30) Calendar Days
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

Handwritten signature

TERMS OF REFERENCE

SUBSCRIPTION TO CLOUD HOSTING FOR THE INTEGRATED LIBRARY SYSTEM (ILS) OF QUEZON CITY UNIVERSITY

I. Rationale and Brief Background

The University Library plays a critical role in supporting the academic and research needs of students, faculty, and staff. To efficiently manage the integrated library system (ILS) and provide seamless services, Quezon City University intends to acquire cloud hosting to avoid the cost of server maintenance, efficiently utilize the library system, and meet user demands effectively.

II. Project Description

This project involves the implementation of cloud hosting for the Integrated Library System (ILS). The University Library recognizes the need to outsource cloud hosting services to maximize the use of the Integrated Library System (ILS). It is cost-effective and does not require maintenance as far as the end-user is concerned. This cloud hosting has been selected as the preferred solution due to its performance, cost efficiency, flexibility, and reliability.

III. Project Scope of Work

The Project shall be comprised of a cloud hosting, which shall cover the following:

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.
2. Access:
 - Accessed via the domain name for all campuses.
 - Accessed can be unlimited to search, browse, and download files, and can be accessed simultaneously.
3. Technical Support:
 - 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.

IV. Project Standards and Requirements

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.
2. The provider should be a member of PhilGEPS
3. The bidder must have prior government or private contracts involving the implementation of cloud hosting.
4. The project entails a one (1) year after-sales support (technical support) of ILS' cloud server.
5. 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.
6. The bidder shall be able to implement, maintain and troubleshoot the system within one (1) year for technical support.

V. Approved Budget for the Contract

The approved budget for the contract is **ONE HUNDRED THOUSAND PESOS ONLY (PHP 100,000.00).**

VI. Project Duration & Delivery

Project duration shall be for twelve-month period and can be accessed within 30 days upon issuance of the Notice to Proceed (NTP).

VII. Terms of Payment

Procuring entity shall pay the provider 100% of the total amount upon activation of the access.

VIII. Penalties for Breach of Contract

Failure to deliver the services according to the standards and requirements set by the Quezon City Local Government shall constitute an offense and shall be subject to penalties and or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

IX. Cancellation or Termination of Contract

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City Government terminates the contract due to default, insolvency, or for any cause, it may enter negotiated procurements pursuant to Section 53 (d) of RA 9184 and its IRR.

Prepared by:



Ms. EDLYN O. AQUINO, RL
OIC Director, Library Resources and Services

Noted by:



Dr. BRADFORD ANTONIO C. MARTINEZ
VP for Academic Affairs

Approved by:



Dr. THERESITA V. ATIENZA
University President