



Republic of the Philippines
Office of the Solicitor General

Request for Quotation

To: _____
Tel. No.: _____
Fax No. _____
Attention: _____

Date: October 13, 2023
Quotation #: PS 023-10-151
ABC: _____

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

RODRIGO L. OJENAL
SAO, Administrative Division

To be filled-out by Supplier:

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	BRAND	UNIT PRICE	TOTAL PRICE
1	<p>Procurement of:</p> <p>ANNUAL PRODUCTION (24/7) MAINTENANCE RENEWAL (INCLUDES 24/7 UPLIFT) (22 SOCKETS) - VEEAM AVAILABILITY SUITE STANDARD</p> <p>Duration: December 19, 2023 to December 18, 2024 Includes Software Maintenance and Technical Support as indicated in the Terms of Reference.</p> <p>Software Maintenance and Technical Support</p> <p>1. SUPPLIER will provide 24 hours x 7 days helpdesk phone and email technical support with two (2) hours response time for incidents related to the Veeam Software Licenses.</p> <p>2. SUPPLIER will provide 24 hours x 7 days of onsite technical support with two (2) hours of response time for critical incidents. Critical incidents are defined as incidents that prevent OSG from successfully providing IT services due to the failure of systems running on Veeam software.</p> <p>3. SUPPLIER will address an unlimited number of support requests escalated by OSG.</p> <p>4. SUPPLIER will provide onsite support for installing and deploying software patches and version upgrades.</p> <p>5. Includes access to the VEEAM portal for downloading the latest product contents, patches, updates/upgrades, and extensive online self-help resources and knowledge base. Advisory to patches and fixes shall also be provided.</p> <p>6. SUPPLIER will provide a procedure for support and problem escalation.</p> <p>7. SUPPLIER will perform system health checks twice a year.</p> <p>8. SUPPLIER will provide complete documentation for Activity Plan on installing patches and upgrades and Root Cause Analysis for incidents encountered.</p> <p>9. A rebate of one-tenth (1/10th) of one (1%) of the pro-rated contract price for any infraction on the above response time will be deducted from the withheld five percent (5%).</p>	1	LOT			

Note: Kindly provide statement of Compliance as part of the technical requirements. The supplier will be allowed to deviate from the requirements of this RFQ provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision. This contract is considered as regular and recurring services. Supplier must conform to the procedure, including performance evaluation for renewal or contract extension as provided by Appendix 37 of the Revised IRR of RA 9184.

(Price Vat-Included)

Delivery Period: _____
Warranty: _____
Price Validity: _____

SIGNATURE OF AUTHORIZED
REPRESENTATIVE

Note:

1. Please quote within _____ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
 - a. Mayor's / Business Permit;
 - b. PhilGEPS Registration Number: _____ Membership: Platinum R
 - c. Income / Business Tax Return (for above P500K);
 - d. Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above. Notarized OSS is required).
 - e. Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.


ANNA LORRAINE C. ALVIAR / SONNY S. BERMUDEZ
SIGNATURE OF CANVASSER

For more information, you may contact us:

Tel: (02) 8836-3314, (02) 8988-1674 loc 777
Telefax: (02) 8813-1174

Please send your quotation to:

rfq.os?procurement@gmail.com

OSG-HA-QF-039

Rev.00 (05 July 2018)