

Shopping for IT Equipment

## **REQUEST FOR QUOTATION (RFQ)**

Source of Funding: ADB Loan 3944 - PHI

Contract Ref: OP1/RFQ-005

Local Governance Reform Project

**Contact Address:** 8th Floor EDPG Building, BSP Complex, Roxas Boulevard, 1004 Manila [www.blgf.gov.ph](http://www.blgf.gov.ph)  
| [blgf@blgf.gov.ph](mailto:blgf@blgf.gov.ph); +63 2 5310 3136 | 5310 3135

**SHOPPING FOR IT EQUIPMENT  
REQUEST FOR QUOTATION – (RFQ-IT)**

**Project Title:** LOCAL GOVERNANCE REFORM PROJECT

**Source of Funding:** ADB Loan 3944-PHI

**Contract Ref:** OP1/RFQ-005

**Date of Issue of Request:** 26 April 2023

**To:** \_\_\_\_\_

**Sir/Madam:**

1. You are hereby requested to submit price quotation(s) for the supply of the following Items:

Item No.	Name of Goods	Quantity
1	Server	3 pcs
2	Server Rack	1 pc
3	Managed Switch	1 pc
4	Unmanaged Switch	1 pc
5	Server Uninterrupted Power Supply (UPS)	3 pcs
6	KVM Switch with Console	1 pc
7	Installation and Configuration	1 lot

If you, however, have been associated with the firm that prepared the design and specifications of the contract that is subject of this procurement, you shall be disqualified.

To assist you in the preparation of your price quotation we enclose the necessary technical specifications and required quantities.

2. You may quote for one or several items under this request. Each item shall be evaluated, and contract awarded separately to the firm(s) offering the lowest evaluated price for each item. Bidders wishing to offer discounts in case they are awarded more than one contract/item will be allowed to do so provided those discounts are included in the price quotation sheet. The Purchaser will evaluate and compare Bids on the basis of an item, or a combination of items, or as a total of items to arrive at the least cost combination for the Purchaser by taking into account discounts offered by Bidders in case of award of multiple contracts.
3. You shall submit one original of the Price Quotation with the Form of Quotation, and clearly marked "Original". In addition, you shall also submit one copy marked as "COPY". In case of any discrepancy between the Original and Copy, the original shall prevail. Your quotation in the attached format should be signed, sealed in an envelope and addressed to and delivered to the following address:

Purchaser's Address : 8th Floor EDPC Building, BSP Complex,  
Roxas Boulevard, 1004 Manila  
blgf@blgf.gov.ph | bid@blgf.gov.ph  
Telephone : +63 9172031695 | 9179539679 | 9282707534

4. Your quotation in duplicate and written in English language, should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English) for each Item quoted, including names and addresses of firms providing after-sales service facilities in the Republic of the Philippines.
5. The deadline for receipt of your quotation (s) by the Purchaser at the address indicated in Paragraph 3 is **10 May 2023, 12 noon**.
6. You shall submit only one set of quotations for the above Items. Your quotation must be typed or

written in indelible ink and shall be signed by you or your authorized representative. Without a signature in your Form of Quotation, your quotation will not be considered further.

7. Your quotation(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached Terms and Conditions of Supply is an integral part of the Contract.

(i) **PRICES:** The prices should be quoted for supply and delivery to **8<sup>th</sup> Floor, EDPC Building, BSP Complex, Manila**. Prices shall be quoted in Philippine Pesos.

(ii) **EVALUATION OF QUOTATIONS:** Offers determined to be substantially responsive to the technical specifications will be evaluated by comparison of their prices. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specifications in this Request for Quotation, and it will not be considered further. The Purchaser will evaluate and compare only the quotations determined to be substantially responsive. In evaluating the quotations, the Purchaser will adjust for any arithmetical errors as follows:

- (a) where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) where is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) if a Supplier refuses to accept the correction, his quotation will be rejected.

In addition to the quoted price, the evaluated price shall include Value Added Tax (VAT) in the Philippines.

(iii) **AWARD OF PURCHASE ORDER.** The award will be made to the bidder offering the lowest evaluated price and that meets the required standards of technical and financial capabilities. The successful bidder will sign a Contract as per attached form of contract and terms and conditions of supply.

(iv) **VALIDITY OF THE OFFER:** Your quotation(s) should be valid for a period of one hundred twenty (120) days from the deadline for receipt of quotation(s) indicated in Paragraph 5 of this Request for Quotation.

(v) If you withdraw your quotation during the validity period and/or refuse to accept the award of a contract when and if awarded, then you will be excluded from the list of suppliers for the project for two years.

8. Further information can be obtained from:

Director ARMI M. ADVINCULA  
IRENE CLEMENS R. IBARDOLAZA  
JOVITO V. ALMONTE, JR.


Telephone: 0917-2031695 | 0917-9539679 | 09154278892  
E-mail: bid@blgf.gov.ph

9. The bidder whose quotation has been accepted will be notified of the award of contract through the Letter of Acceptance issued by the Purchaser within 30 days from the date of submission of quotation.
10. The Purchaser intends to apply funds from the Asian Development Bank (ADB) for eligible payments under the Purchase Order resulting from this RFQ.
11. Under ADB's Anticorruption Policy bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. ADB will reject a proposal for award, and will impose sanctions on parties involved, if it determines that the bidder recommended for award or

any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract. At the time of submission of your quotation, you should not be in ADB's sanctions list.

12. Please Confirm by fax/e-mail the receipt of this request and whether or not you will submit the price quotation(s).

Sincerely,



**RICARDO L. BOBIS, JR., CESE**  
LGRP Deputy Project Director



## FORM OF QUOTATION

\_\_\_\_\_  
(Date)

To : Bureau of Local Government Finance  
8<sup>th</sup> Floor, EDPG Building, BSP Complex

We offer to execute the **Local Governance Reform Project (OP1/RFG-005)** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of \_\_\_\_\_ (amount in words and numbers) (\_\_\_\_\_) (name of currency). We propose to complete the delivery of Goods described in the Contract within the following Delivery Time from the Date of Signing of the Contract.

Item Number	Description	Unit	Quantity	Unit Price	Total Price	Delivery Schedule
1	Server	pcs	3			Within 90 days
2	Server Rack	pc	1			Within 90 days
3	Managed Switch	pc	1			Within 90 days
4	Unmanaged Switch	pc	1			Within 90 days
5	Server Uninterrupted Power Supply (UPS)	pcs	3			Within 90 days
6	KVM Switch with Console	pc	1			Within 90 days
7	Installation and Configuration	lot	1			Within 90 days

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Offer and Warranty conditions imposed by the Request for Quotation document and the Terms and Conditions of Supply, respectively.

We have not been associated with the firm that prepared the design and specifications of the contract that is subject of this request for quotation.

We are not in the ADB sanctions list.

Authorized Signature: \_\_\_\_\_  
Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number, if any \_\_\_\_\_  
Email address (optional) \_\_\_\_\_

## FORM OF CONTRACT

THIS AGREEMENT number \_\_\_\_\_ made on \_\_\_\_\_, \_\_\_\_\_2023, between the Bureau of Local Government Finance (hereinafter called "the Purchaser") on the one part and \_\_\_\_\_ (hereinafter called "the Supplier") on the other part.

WHEREAS the Purchaser has requested for quotation for \_\_\_\_\_ (description of goods) to be supplied by Supplier, viz. Contract \_\_\_\_\_ (hereinafter called "Contract") and has accepted the Quotation by the Supplier for the supply of goods under Contract at the sum of (amount in words) \_\_\_\_\_ (amount in figures) hereinafter called "the Contract Price".

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a) Form of Quotation; Terms and Conditions of Supply, Technical Specifications;
  - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes an Agreement with the Purchaser to execute and complete the supply of goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of Contract, supply and delivery of the goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of the Philippines on the date indicated above.

**Signature and seal of the Purchaser:**  
For and on behalf of the Bureau of Local  
Government Finance

**Signature and seal of the Supplier:**  
For and on behalf of

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Name of Authorized Representative

## TERMS AND CONDITIONS OF SUPPLY

Project Name: Local Governance Reform Project  
Package No. OP1/RFQ-005

Purchaser: Bureau of Local Government Finance

### 1. Schedule for Supply

Item Number	Description	Unit	Quantity	Unit Price	Total Price	Delivery Schedule
1	Server	pcs	3			
2	Server Rack	pc	1			
3	Managed Switch	pc	1			
4	Unmanaged Switch	pc	1			
5	Server Uninterrupted Power Supply (UPS)	pcs	3			
6	KVM Switch with Console	pc	1			
7	Installation and Configuration	lot	1			

2. Fixed Price: The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance.
3. Delivery Schedule: The delivery should be completed as per above schedule but not exceeding ninety (90) days from the date of signing of contract.
4. Insurance: The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery. The insurance shall be in an amount equal to 110 percent of the value of the Goods on "All risks" basis.
5. Applicable Law: The Contract shall be interpreted in accordance with the laws of the Philippines.
6. Resolution of Disputes: The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the \_\_\_\_\_ Arbitration Law or rules of the Philippines.
7. Delivery and Documents: Upon delivery, the Supplier shall provide the following documents to the Purchaser:
  - (i) copies of the Supplier's invoice showing goods' description, quantity, unit price, and total amount;
  - (ii) manufacturer's or supplier's warranty certificate; and
  - (iii) certificate of origin.

If goods are coming by courier, supplier shall also provide prior to delivery, copies of documents that will enable Purchaser to receive the goods. The above documents shall be received by the Purchaser at least one week before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.
8. Payment: Payment of the contract price shall be made in the following manner:
  - a. (Optional advance payment) 10% within 14 days of signing the contract. Payment shall be made upon presentation by Supplier of verifiable proof of availability of goods ready for shipment/delivery.



- b. 90% (or 80% if advance payment made) upon receipt by the Purchaser of the delivered goods on site in accordance with the contract; and
  - c. 10% upon acceptance of the delivered goods by the Purchaser.
- 9. Warranty: Goods offered should be covered by manufacturer's warranty for at least 24 months from the date of delivery to the Purchaser.
- 10. Defects: All defects will be corrected by the Supplier without any cost to the Purchaser within 30 days from the date of notice by Purchaser. The name and address of service facility where the defects are to be corrected by the supplier within the warranty period are:

Facility \_\_\_\_\_

Address \_\_\_\_\_

- 11. Force Majeure: The supplier shall not be liable for penalties or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

- 12. Required Technical Specifications: (with attachments as necessary)

- (i) General Description
- (ii) Specific details and technical standards
- (iii) Performance Parameters

Supplier confirms compliance with above specifications.

- 13. Failure to Perform: The Purchaser may cancel the Agreement if the Supplier fails to deliver the Goods, in accordance with the above terms and conditions, in spite of a 14-day notice given by the Purchaser, without incurring any liability to the Supplier.

NAME OF SUPPLIER: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



## Attachment

### TECHNICAL SPECIFICATIONS

Item	Items	Specifications	
1	Server	Processors	Intel® Xeon® Gold 6208U 2.9G, 16C/32T, 10.4GT/s, 22 M Cache, Turbo, HT (150W) DDR4-2933 or higher
		Chassis	Chassis with up to 8 x 2.5" SAS/SATA Hard Drives Configuration or higher
		Form Factor	1U or 2U
		Motherboard	PowerEdge R740/R740XD Motherboard
		Fans	4 Standard Fans or more
		Memory:	64GB ( 4 X 16GB )RDIMM, 3200MT/s, Dual Rank or higher
		Hard Drive	5 x 960GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug AG Drive, 3 DWPD or higher
		Raid	C4, RAID 5 for 3 or more HDDs or SSDs (Matching Type/Speed/Capacity)
		RAID/Internal Storage Controllers	PERC
		Network Controller	Broadcom 5720 Quad Port 1GbE BASE-T, rNDC
		Embedded Systems Management	iDRAC9 or higher
		Power	Dual, Hot-plug, Redundant Power Supply (1+1), 495W, with power cords
		Regulatory	PowerEdge CCC
		OS	Windows Server 2022 Standard, 16CORE, FI, No Med, No CAL, Multi Language
			Windows Server 2022 Standard, 16CORE, DF Recovery Image, Multi Lang
			5-pack of Windows Server 2022/2019 User CALs
		Warranty	3 years ProSupport: Next Business Day Onsite Service
		Compatible with	Microsoft Windows Server, SUSE, Red Hat, Debian, and VMware vSphere
2	Server Rack	Form Factor:	42U server cabinet, front and rear door, side panels, frame
			Fan Module for cabinet - 2 or more
			Cable management: 12 ports or more metal with cover 4 units or more
			Horizontal PDU 8 port (x2)
			Patch panel 24 port (x6)
		Warranty	2years includes assembly
3	Managed Switch	Type:	Layer 3 PoE switch.
		Port	(48) 10/100/1000 RJ45 Ports (4) 1/10G SFP+ Ethernet Ports
		Management	Ethernet In-Band
		Network Technology	10/100/1000Base-T 10GBase-X
		Switching Capacity	176 Gbps
		Forwarding Rate	130.944 Mbps
		Form Factor	Rack-mountable with power supply

Item	Items	Specifications	
		Warranty	2years
4	Unmanaged Switch	Type:	Ethernet switch
		Port	(48) 10/100/1000 Mbps Ethernet RJ45 Ports (4) 1 Gbps SFP Ports
		Network Technology	10/100/1000Base-T 10GBase-X
		Form Factor	Rack-mountable with power supply
		Warranty	2years
5	Server Uninterrupted Power Supply (UPS)	Output power capacity	3.0kVA / 2.7kWatts
		Input Voltages	220 V, 240 V
		Type	lead acid Battery type- hot swappable battery module design
		Form factor	1u/2u Rack mountable
		Warranty	2years
6	KVM Switch with Console	Display	18-19" LCD display
		Ports	8 ports hybrid junction
		Form Factor	1u rack mountable
		includes	touching mouse panels, keyboard (x3) KVM cable
		Warranty	2years
7	Installation and Configuration (1 Lot)	Deliverables:	Installation, configuration, and integration of procured and existing hardware and software of the Data Center.
		Materials:	<ul style="list-style-type: none"> <li>• Various supplies required for the installation and configuration of the Data Center equipment.</li> <li>• Installation software not requiring subscription other than provided by the office.</li> </ul>