



## REQUEST FOR QUOTATION

Date: January 28, 2021

RFQ No. 2021-111

---

---

---

---

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **THREE (3)-YEAR CONTRACT FOR THE SUPPORT/MAINTENANCE AND HOSTING SERVICE OF PICC WEBSITE**, with an **Approved Budget for Contract (ABC) of Two Hundred Fifty Thousand Pesos (₱ 250,000.00), per year, VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of February 3, 2021**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2021 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number; and**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier)**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at [cdesteban@picc.gov.ph](mailto:cdesteban@picc.gov.ph).

  
**ROBERTO A. GARCIA**  
OIC, Administrative Department

## TECHNICAL SPECIFICATIONS

**I. PROJECT TITLE:**

Three (3)-Year Contact for the Support/Maintenance and Hosting Service of PICC Website

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

Two Hundred Fifty Thousand Pesos (₱ 250,000.00), per year, VAT Inclusive

*Note: The ABC is for the first (1<sup>st</sup>) year only. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract. Based on the assessment, the PICC may pre-terminate the contract for failure of the Contractor to perform its obligations based on the latest Guidelines on Termination of Contracts issued by the Government Procurement Policy Board.*

**III. SCOPE OF WORKS:**

Website Maintenance:

1. Website Development and Enhancement
  - Insertion of additional menu tabs, columns, AVP, Meeting Planners/Event Organizer and others (as needed)
2. Penetration Testing
  - Capable to test all Content Management Systems (CMS) for security weaknesses
  - Website zero downtime
3. Data Management
  - Content Management Systems (CMS) that allow designated PICC staff to easily maintain PICC website from a user-friendly interface.
4. Standard 8x5 Technical Support

**IV. SCHEDULE OF REQUIREMENT:**

The contract shall be within **Three (3)-Years** and shall complete the installation, configuration and propagation of website hosting service for thirty (30) calendar days after the receipt of Notice to Proceed.



**V. TERMS OF PAYMENT:**

The first (1<sup>st</sup>) payment shall be fifty percent (50%) of the total contract price after the delivery, installation and propagation of website. The succeeding payments shall be on a quarterly basis until the remaining fifty percent (50%) of the contract amount is completed on hosting services.

**VI. WARRANTY:**

- a. The supplier shall provide maintenance service level agreement which includes a dedicated website programmer for the duration of the contract.
- b. Warranty include minor software upgrade.
- c. The obligation for the warranty shall be covered by retention money in an amount equivalent to ten percent (10%) of the total contract price. Said warranty obligation shall be released only after the expiration of warranty period, however, the same will be forfeited by PICC as part of payment for any damage if the contractor refuses or fails to restore/repair the damaged unit and/ or replace its damaged components/parts attributable to Contractor's negligence or poor workmanship.

**VII. PERFORMANCE BOND:**

1. Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:
  - a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank, which is equivalent to five percent (5%) of the contract price.
  - b. Surety bond, callable upon demand, which is equivalent to thirty percent (30%) of the contract price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.
2. The Performance Bond shall be renewed for the second (2<sup>nd</sup>) and third (3<sup>rd</sup>) year of contract.

**VIII. SPECIAL CONDITIONS OF CONTRACT:**

1. Contract price shall be fixed and shall not be adjusted during the two (2)-year contract implementation.
2. The supplier shall provide training for a minimum of two (2) IT personnel to be conducted by their trained personnel.



**IX. GENERAL CONDITIONS OF THE CONTRACT:**

1. All prices quoted herein are valid, binding and effective for one hundred twenty (120) calendar days from the date of quotation.
2. The Awardee shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Awardee shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



# REQUEST FOR QUOTATION

Date:  
RFQ No. 2021-111

TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER  
ROXAS BLVD., 1307 PASAY CITY

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
Three (3)-Year Contact for the Support/Maintenance and Hosting Service of PICC Website	P _____ per year, VAT Inclusive

*Note: The ABC is for the first (1<sup>st</sup>) year only. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract. Based on the assessment, the PICC may pre-terminate the contract for failure of the Contractor to perform its obligations based on the latest Guidelines on Termination of Contracts issued by the Government Procurement Policy Board.*

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Office Telephone No./s: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_ Mobile No.: \_\_\_\_\_