PRIVATIZATION AND MANAGEMENT OFFICE
104 Gamboa St., Legaspi Village, Makati City
www.pmo.gov.ph

REQUEST FOR QUOTATION (RFQ)

DATE : **OCT. 6, 2022**

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_____

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Gentlemen/Ladies:

Please quote your lowest price(s) on the item(s) **Supplies Inventory Monitoring System (SIMS) Software** with an Approved Budget for the Contract (ABC) of **Nine Hundred Thousand Pesos (Php 900,000.00)**. Submit your quotation to the authorized canvasser of this office, through fax at **8894-2205** or thru email at **haturtal@pmo.gov.ph,** on or before **OCTOBER 13, 2022 @ 5:00 P.M.** Bids received beyond the deadline for submission will not be considered.

The contract/purchase order will be awarded to the qualified bidder/supplier/service provider whose proposal is the lowest and most responsive to the requirements of the Privatization and Management Office (PMO) and has no pending report/deliverables to PMO. Bids in excess of the ABC and with non-compliant or incomplete documentary requirements submitted shall automatically be disqualified.

The PMO is in no way bound to accept the lowest price quotation or any proposal which is not advantageous to the government. Further, PMO reserves the right to accept or reject any or all price quotations/proposals at any time prior to contract award/purchase order without thereby incurring any liability to the affected bidder(s)/supplier(s)/service provider(s).

Please submit the following documentary requirements together with your quotation or proposal.

1. Certified photocopy of Mayor's/Business Permit
2. Certified photocopy of PhilGEPS Registration Number
   (Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above.)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php 500K)
4. Notarized Omnibus Sworn Statement (Small Value Procurement with ABC's above Php50K).
   (Original copy shall be submitted subject to the award of contract).

Thank you.

Very truly yours,

MA. ELENA D. DE LEON
Administrative Officer V

QUOTATION

DATE: _____

_____

_____

Dear (Name of End-User);

      We are pleased to submit our quotation/proposal for the procurement of **Supplies Inventory Monitoring System (SIMS) Software** with Reference No. PMO_____.

ABC: Nine Hundred Thousand Pesos (900,000.00)
MODE OF PROCUREMENT: Alternative Method - Small Value Procurement

ITEM NO.	QTY	UNIT	ARTICLES	BRAND	UNIT PRICE	TOTAL
	1	Lot	Supplies Inventory Monitoring System (SIMS) Software _(See attached Terms of Reference)_			
				TOTAL AMOUNT		₱

Amount in Words: _____

TERMS AND CONDITIONS:

1. Delivery period: within ninety (90) calendar days from receipt of Purchase Order (P. O.)
2. Validity of Price Quotation: thirty (30) calendar days from date of submission of quotation.
3. Terms of Payment: Within 15-30 calendar days from receipt of billing and complete supporting documents.

We are also submitting herewith the following documentary requirements:

1. Certified photocopy of Mayor's Permit/Business Permit.
2. Certified photocopy of PhilGEPS Registration Number.
   (Certificate of Platinum Membership may be submitted in lieu of documents 1 and 2 above)
3. Certified photocopy of Income/Business Tax Return (SVP with ABC above Php 500K)
4. Notarized Omnibus Sworn Statement (SVP with ABC's above Php 500K)
   (Original copy shall be submitted subject to the award of contract).

Respectfully yours,

Signature : _____

Name of Supplier : _____

Designation : _____

Company Name: _____

Contact No. : _____

TERMS OF REFERENCE
SUPPLIES INVENTORY MONITORING SYSTEM

1. Name of Project

Procurement of Property/Supplies Inventory Monitoring System Software, including its installation, for the Privatization and Management Office (PMO) with office address located at #104 Gamboa Street, Legaspi Village, Makati City.

2. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is Nine Hundred Thousand Pesos (Php 900,000.00) inclusive of taxes.

3. Scope of Services

The Service Provider (SP) undertakes and commits that it will promptly and fully deliver and install the Property/Supplies Inventory Monitoring System software in accordance with the requirements and technical specifications of the Privatization and Management Office (PMO).

4. Requirements/Technical Specifications

A. The SP shall comply with the following technical requirements:

Requirement	Specifications	Comply
License	Perpetual license for one (1) on-premises installation and exclusive use of PMO	
	No limitations on the number of users and transactions	
Software	Web-based system for mobile and workstation browser accessibility/compatibility	
	CSS modern design templates, latest PHP and MySQL	
	Web-based system developed using a multi-tiered layer approach with Model-View-Controller (MVC) pattern	
	Copyright registered in the Intellectual Property Office of the Philippines	
	Customizable software at no additional cost to PMO. Customizations will be based on PMO's procedures to manage GAM reports and transactions of Supplies and Materials, Semi-expendables, and Property, Plant and Equipment (PPE) inventoriable items	
	Updatable when a new GAM policy is directed by COA at no extra cost to PMO while under the warranty period	
	Includes three (3) months managed cloud hosting service that can host the system in a Philippine-based datacenter and is governed and protected by Philippine rules and regulations	
	One (1) year software warranty	

Hardware	One (1) server with the following minimum technical specifications: ▪ Intel Xeon E-2234 4-Core/8-Threads (3.6Ghz) ▪ 8 MB Intel Smart Cache Memory ▪ 1x16GB DDR4-2666 ECC UDIMM Memory ▪ Dual 1GbE LAN with Intel I210 Network Controller ▪ Intel C242 chipset with RSTe SW RAID support for SATA RAID 0, 1, 5, 10 Storage Controller ▪ 2TB NL SATA 7200RPM Hard Drive ▪ 4x3.5" hot-swappable internal storage bays ▪ 650W Fixed Power Supply Unit (PSU) ▪ IPMI2.0, KVM with dedicated LAN, Smart Server Manager, Smart Console Remote Monitoring ▪ Tower Server Form Factor ▪ (Front) 2 x USB 3.2 Gen1, (Rear) 2 x USB 3.2 Gen 1, 2 x USB 2.0, 1 x VGA Port, 1 x COM Port, 1 x RJ45 Dedicated IPMI LAN port, 2 x RJ45 Ethernet LAN ports ▪ 553x198x425 mm (DxWxH) approximately ▪ Windows Server 2016 operating system ▪ 1 KVA Uninterruptable Power Supply (UPS) ▪ One (1) year warranty (Labor, Parts and Onsite)	
Security	Audit trail that records all transactions, insertions, and modifications in the system	
	One way encryption, data at rest encryption	
	User privileges	
	Role-based access controls	
Features	Compliance with standards set by the Government Accounting Manual (GAM) when transacting and reporting	
	Dashboard to display alerts and information that are updated to reflect real time data	
	Able to transact and generate the following: ▪ Inspection and Acceptance Report (IAR) ▪ Inventory and Inspection Report of Unserviceable Property (IIRUP) ▪ Inventory Custodian Slip (ICS) ▪ Property Acknowledgement Receipt (PAR) ▪ Property Card (PC) ▪ Property Transfer Report (PTR) ▪ Property, Plant and Equipment Ledger Card (PPELC) ▪ Purchase Order (PO) ▪ Purchase Request (PR) ▪ Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) ▪ Report of Supplies and Materials Issued (RSMI) ▪ Report on the Physical Count of Inventories-Supplies and Materials (RPCI)	

	▪ Report on the Physical Count of Inventories – Property, Plant and Equipment (RPCI-PPE) ▪ Report on the Physical Count of Property, Plant and Equipment (RPCPPE) ▪ Requisition and Issue Slip (RIS) ▪ Stock Card (SC) ▪ Waste Materials Report (WMR) ▪ Issued Supplies per Office/Division/Unit ▪ Summary of Purchases (based on selected period) ▪ Summary of Supplies (based on selected period)	
	Inventory handling of Supplies and Materials, Semi-expendables, and Property, Plant and Equipment	
	Barcode-ready to allow up-to-date retrieval and updating of records, and allow custom barcode format per item type: Supplies and Materials, Semi-expendables, and Property, Plant and Equipment	
	Manage Semi-expendables individually with automated updating of useful life, and Property, Plant and Equipment individually with automated updating of book value through depreciation and lifespan monitoring	
	Separate monitoring of items on a per delivery/batch basis	
	Picking criteria: FIFO (First in First Out), LIFO (Last in First Out), and FEFO (First Expiring First Out)	
	Alert users for items that are low in stock, near expiry, expired, and being requested	
	Apply adjustment of stock levels	
	Provide organized receiving and inspection of deliveries. Deliveries must be based with the Purchase Order for checking of partial or complete delivery.	
	Configurable reorder level and reorder quantity on a per item basis	
	Exportable comprehensive and filterable list/report to CSV, Excel and PDF	

B. The SP shall likewise comply with the following requirements:

- Must be able to provide during Post Qualification a Certificate of Completion of at least one (1) Government Accounting Manual Compliant Inventory System from any government agency within the last three (3) years;
- Must be able to provide during Post Qualification a Proof of Concept (POC) to show that the proposed system is GAM-compliant and is barcode ready;
- Shall submit a timeline for the implementation of the system to properly guide PMO on the activities involved and responsibilities of both parties, after receipt of Notice to Proceed;
- Shall provide a User Manual, including Troubleshooting and Maintenance Manual, and Users' Training for ten (10) personnel (from the Administrative Division, Financial Management Division, and Information Technology Division) who will use, manage, and maintain the inventory system. Such training shall comply with the relevant

provisions on personal data protection as stated in the Republic Act No. 10173 (Data Privacy Act of 2012); and

- Shall provide technical assistance/support to PMO's requests/concerns regarding the implementation, management, and maintenance of the system. SP shall respond to PMO's requests/concerns within the soonest possible time, but in no case later than twenty-four (24) hours from receipt of the request/concern.

5. Performance and Delivery Period

The SP undertakes to complete its work within ninety (90) calendar days after receipt of the Notice to Proceed:

- The system must be delivered and installed within fifteen (15) calendar days after receipt of Notice to Proceed. The offered system must be up and running in a managed cloud hosting provided by the SP within this period.
- System must be fully customized within seventy-five (75) calendar days after receipt of Notice to Proceed. Data gathering, fitting and customization must be completed within this period. SP must provide migration assistance for initial PMO data and migrate the fully customized solution to PMO's on-premises server after the customization period.
- SP must facilitate the users' training and acceptance after the customization within ninety (90) calendar days from receipt of Notice to Proceed.

6. Payment

PMO shall pay the SP a total of Nine Hundred Thousand Pesos (Php 900,000.00), inclusive of taxes, after project turn-over/completion. All taxes that are or may be due under the agreement shall be for the sole account of the SP. No other fees, commissions, reimbursements, or payments shall be due to the SP under the agreement.

7. Terms and Conditions

A. Once PMO engages the services of the SP, it acknowledges that nothing in the agreement shall be construed as precluding or restricting PMO from engaging other third party vendors or agencies for the provision of services which are, in whole or in part, of a similar nature to the services provided in the agreement.

B. If the services do not comply with the terms agreed upon, or satisfy the standards or specifications set forth above, PMO may notify the SP of such non-compliance upon which the SP shall expeditiously, at no additional cost to PMO, conform such services to the agreed specifications. Any failure of PMO to notify the SP of such non-compliance shall not relieve the SP of its obligations to conform to such services and agreed specifications.

C. PMO may request changes at any time to all or any part of the specifications listed above, or any part of the services, provided PMO's requested changes shall not give rise to additional expenses on the part of the SP. Any and all changes shall be documented in writing and mutually agreed to by the parties, before the change is executed.

D. Notwithstanding the fixed duration stated above, PMO may, at any time, terminate this agreement earlier than the agreed period for whatever reason by providing thirty (30) days written notice prior to the effective date of termination. Provided, however, that PMO may terminate this agreement immediately upon written notice in case the SP fails to perform the services or any of its obligations under this agreement, or otherwise violates any of the terms or provisions of this agreement.

E. Following expiry or termination of this agreement, the SP shall provide PMO with reasonable migration assistance to facilitate the uninterrupted transition of PMO to a new provider, including where necessary, by continuing to provide the services for one month following the termination or expiry of this agreement.

F. The SP agrees to indemnify PMO for any claim, loss, damage, or destruction to PMO property and for any loss, damage or injury that may be incurred by PMO, its officers, employees and representatives, which is attributable to (a) the failure by the SP or any of its employees, personnel, agents or representatives to perform in full or in part the services required under this agreement, (b) the fault, negligence, unlawful act, or misconduct of the SP, its employees, personnel, agents or representatives in relation to the performance of the services or any of its obligations under this agreement, or (c) arising directly or indirectly from the infringement by the SP of intellectual property right of any third party or breach of any applicable law.

G. Neither the SP, nor its affiliates, agents, personnel, employees, subcontractors, or representatives, shall use or disclose to any person or entity any confidential information, whether in written, oral, electronic, or other form, obtained from PMO or disclosed by or on behalf of PMO or otherwise prepared or discovered either in the performance of this agreement, or while on PMO's premises.

H. The SP represents and warrants that:
   - It has full capacity and authority to enter into and perform its obligations under this agreement, and to grant the rights and perform and undertake the obligations hereunder with all due skill, care and diligence;
   - It shall secure and pay for all consents, inspections, licenses, permits and written approvals necessary for the performance of the services. Upon PMO's request, the SP shall deliver to PMO copies of all consents, inspections, licenses, permits, and written approvals promptly after their receipt by the SP;
   - Any operating systems or software used by the SP in connection with the provision of the services to PMO shall not infringe any intellectual property rights of any third party; and
   - The provision of the services shall not breach any applicable laws.

I. The SP acknowledges and agrees that it has entered into this agreement as an independent service provider. No employee-employer relationship shall exist between the SP and PMO. PMO shall in no way be responsible for any claims for wages and other employment benefits of the SP's personnel. PMO shall in no manner be liable for any accident or injury which may occur to any personnel of the SP during the performance of the services. The SP shall indemnify the PMO, and hold the PMO free and harmless, from any damage to or loss of property, or from any injury to any third person during the performance of the services.

J. The SP shall not, directly or indirectly, in whole or in part, neither by operation of law or otherwise, assign, transfer, delegate or subcontract any of its obligations without PMO's prior written consent, which consent shall not be unreasonably withheld. Any attempted assignment, transfer, delegation, or subcontracting without such prior written consent shall be void and unenforceable.

CONFORME:

_____
(Authorized Signature)

_____
(Name of Signatory)

_____
(Designation)

_____
(Name of Firm)