



Republic of the Philippines  
Supreme Court  
Manila

**BIDS AND AWARDS COMMITTEE  
FOR GOODS AND SERVICES  
(SC-BAC-GS)**

**REQUEST FOR QUOTATION**

**Emergency Procurement to Increase Internet  
Bandwidth to Accommodate the Influx of  
Videoconferencing Hearings, Online Meetings,  
and Other Information and Communications  
Technology Activities of the Judiciary**

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_ 2020

RFQ No. 2020-01

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

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

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The Supreme Court of the Philippines, through the Bids and Awards Committee for Goods and Service (SC-BAC-GS), intends to procure Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary in accordance with Section 53.2 (Negotiated Procurement – Emergency Cases) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

LOT NO.	DESCRIPTION	ABC (in PHP)
1	Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary	₱12,240,000.00

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **September 22, 2020, 12:00 noon** at the Office of ACA Lilian C. Barribal-Co, Ground Floor, Supreme Court Old Building, Taft Avenue, Ermita, Manila. A copy of your 2020 Mayor's/Business Permit, a notarized Omnibus Sworn Statement and other documentary requirements are required to be submitted along with your quotation/proposal. Kindly provide your official email address and notify the Secretariat before you submit your quotation to conform with the safety protocol of the Supreme Court.

For further information, please refer to the:

Bids and Awards Committee for Goods and Services (SC-BAC-GS) Secretariat  
Office of Assistant Court Administrator Lilian C. Barribal-Co  
Ground Floor, Supreme Court Old Building, Taft Ave., Manila.  
Telephone No. 8536-9233  
e-mail: [bacgs@sc.judiciary.gov.ph](mailto:bacgs@sc.judiciary.gov.ph); [scbacgs2010@gmail.com](mailto:scbacgs2010@gmail.com)

  
**LILIAN C. BARRIBAL-CO**  
Assistant Court Administrator  
and Chairperson, SC-BAC-GS





**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire

**After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:**

YOUR QUOTATION:					
Summary of Approved Budget			Offered Quotation		
Item	Qty.	Approved Budget for the Contract	Item	Qty.	Total Offered Quotation
Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary	1	PhP 12,240,000.00	Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary	1	

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary	Twelve million two hundred forty thousand pesos (PhP 12,240,000.00)		
<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
General Requirements			
Provide a direct internet connectivity for the Judiciary Data Center (JDC) located at the Supreme Court of the Philippines (SCP), Padre Faura, Manila.			
Furnish all labor, materials, tools and equipment including managed routers as needed and perform			



all operations necessary to complete the supply, delivery and installation of the abovementioned items.			
Provide a secure, scalable, and cost-effective internet connectivity. It is imperative that said link is highly available, reliable, and secured with the highest rating of performance, premium speed, and ease of management.			
The link shall be installed and supplied by a Provider experienced with direct internet network connectivity, and in conformity with the Performance Requirements/Service Level Agreement as hereinafter provided.			
Provide client-side network monitoring tools for alerts and bandwidth analysis that would enable monitoring of service level agreement			
<b>Required Services</b>			
One (1) Direct Internet connection with at least 1Gbps guaranteed bandwidth with an IP block of /26 (62 IPs)			
<b>Bandwidth Upgradeability</b>			
The link shall be easily upgradeable as the need arises and upon request by the SCP.			
<b>Schedule</b>			
The contract will be for a period of two (2) years which is renewable, and shall incorporate a price and service review checkpoint at the end of the contract.			
The monthly billing shall start upon the acceptance of the installation by the SCP.			
<b>Performance Requirements / Service Level Agreement</b>			
The Provider must provide the service for 24 hours per day, 7 days per week, including Sundays and Holidays.			
The Provider shall provide the SCP with the escalation procedures and escalation calling numbers and contacts.			
The Provider shall guarantee that the over-all service availability of 99.6% will be met on a month to month basis.			
Response time for outage calls: 24 x 7 x 1 hour response time. Although response is expected within 1 hour, the Provider must immediately re-route to provide immediate restoration of service. Permanent resolution must be available within 48 hours.			
The Provider shall dispatch its maintenance personnel to the site where the service terminates on (1) hour from receipt by the Provider of a report from the SCP, or the discovery thereof by the Provider, regarding an outage, break or malfunction in service requiring immediate repair.			
The provider shall provide service availability and status report to SCP within one (1) hour from the time the outage or problem is reported or discovered and regular updates thereafter.			





The formal outage report must be submitted to SCP within 48 hours from outage.																			
Monthly reports of summary of all outages reported or discovered, and the resolution time should be submitted to SCP within the first 5 days of the month.																			
<b>Penalty</b>																			
The penalty schedule below will be implemented for link outages:  <table border="0"> <thead> <tr> <th>Length of Interruption</th> <th>Penalty/Rebate</th> </tr> </thead> <tbody> <tr> <td>Less than 30 minutes</td> <td>None</td> </tr> <tr> <td>30 – 179 minutes</td> <td>1/10 day</td> </tr> <tr> <td>180 – 359 minutes</td> <td>1/5 day</td> </tr> <tr> <td>360 – 539 minutes</td> <td>2/5 day</td> </tr> <tr> <td>540 – 719 minutes</td> <td>3/5 day</td> </tr> <tr> <td>720 – 899 minutes</td> <td>4/5 day</td> </tr> <tr> <td>900 – 1440 minutes</td> <td>1 day</td> </tr> </tbody> </table>	Length of Interruption	Penalty/Rebate	Less than 30 minutes	None	30 – 179 minutes	1/10 day	180 – 359 minutes	1/5 day	360 – 539 minutes	2/5 day	540 – 719 minutes	3/5 day	720 – 899 minutes	4/5 day	900 – 1440 minutes	1 day			
Length of Interruption	Penalty/Rebate																		
Less than 30 minutes	None																		
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540 – 719 minutes	3/5 day																		
720 – 899 minutes	4/5 day																		
900 – 1440 minutes	1 day																		
<b>Terms of Payment</b>																			
Supreme Court shall pay the agreed upon total monthly recurring rate (MRR) sixty (60) days from receipt of billing statement. Billing statements should be submitted to the SCP for verification and acceptance very 5th day of the following month.																			
Rebates/penalties for outages beyond the agreed upon SLA will be deducted from billing statements of the following month after verification/agreement on the rebate/penalty amount.																			
<b>Guarantees</b>																			
The Provider shall guarantee that the entire work is free from all defective workmanship and materials.																			
The Provider shall indemnify and save harmless the SCP from and against all liability for damages arising from injuries or disabilities to persons or damages to property occasioned by the Provider or any of its subcontractors.																			
<b>Workmanship</b>																			
The work throughout shall be executed in the best and thorough manner under the direction of and to the satisfaction of the SCP and shall have the power to reject any work and materials, which, in their judgment are not in full accordance therewith.																			
<b>Site Visit</b>																			
The Provider is advised to visit the site and satisfy itself as to local conditions and facilities that may affect its work. The Provider will be deemed to have done this before preparing his proposal and no subsequent claim on the ground of inadequate or inaccurate information.																			



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Printed Name and Signature of Authorized Representative

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Position/Designation

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Name of Company

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Address and Telephone Number

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E-mail address/es

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Date

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall quote for all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s or services shall be delivered according to the requirements specified in the Technical Specifications.
9. The Supreme Court, through the Management Information Systems Office, shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Supreme Court 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

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Printed Name and Signature of Authorized Representative

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Position/Designation

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Name of Company

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Address and Telephone Number

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E-mail address/es

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Date

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## DOCUMENTARY REQUIREMENTS

The herein Request for Quotation shall contain documentary requirements/documents. The following shall be submitted and must be **indexed** as follows:

<b>TAB</b>	<b>Documents to be submitted</b>
I	PhilGEPS Certificate of Platinum Registration and Membership
II	2020 Mayor's or Business Permit
III	Omnibus Sworn Statement (Form 1)
IV	2019 Income/Business Tax Return
V	Authority of the representative/signatory
VI	Accomplished Schedule of Requirements (Form 2)



**FORM 1**

***This form itself must be submitted.  
Recopying is not allowed and may be a ground for disqualification.***

**OMNIBUS SWORN STATEMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, \_\_\_\_\_ [Name of Affiant], of legal age, \_\_\_\_\_ [Civil Status], \_\_\_\_\_ [Nationality], and residing at \_\_\_\_\_ [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

I am the [1. sole proprietor; 2. duly authorized and designated representative] of \_\_\_\_\_ [Name of Bidder] with office address at \_\_\_\_\_ [Address of Bidder].

As the [1. owner and sole proprietor, I have full power and authority to do, execute and perform any and all acts necessary;][2. duly authorized and designated representative, I am granted full power and authority to do, execute, and perform any and all acts necessary as shown in the attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)] to represent \_\_\_\_\_ [Name of Bidder] in the bidding for the Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary;

\_\_\_\_\_ [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;





\_\_\_\_\_ [Name of Bidder] is authorizing the Head of the Procuring Entity (**Hon. Diosdado M. Peralta, Chief Justice**) or his duly authorized representative(s) to verify all the documents submitted;

*(In the following three paragraphs, please choose and answer only one that is applicable to the bidder)*

(1) *If a sole proprietorship or sole proprietorship that is a member of a joint venture:* I am not related to Head of the Procuring Entity (**Hon. Diosdado M. Peralta, Chief Justice**), members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, or the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

(2) *If a partnership or a partnership that is a member of a joint venture:* None of the officers and members of \_\_\_\_\_ [Name of Bidder] is related to the Head of the Procuring Entity (**Hon. Diosdado M. Peralta, Chief Justice**), members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

(3) *If a corporation or a corporation that is a member of a joint venture:* None of the officers, directors, and controlling stockholders of \_\_\_\_\_ [Name of Bidder] is related to the Head of the Procuring Entity (**Hon. Diosdado M. Peralta, Chief Justice**), members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

(4) *If a cooperative or a cooperative that is a member of a joint venture:* None of the officers, directors, and controlling shareholders or members of \_\_\_\_\_ [Name of Bidder] is related to the Head of the Procuring Entity (**Hon. Diosdado M. Peralta, Chief Justice**), members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

\_\_\_\_\_ [Name of Bidder] complies with existing labor laws and standards;

\_\_\_\_\_ [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;





c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

Inquire or secure Supplemental/Bid Bulletin(s) issued for the Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary; and

\_\_\_\_\_ [Name of Bidder] did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel, or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
AFFIANT/S  
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, affiant/s exhibiting to me his/her/their Competent Evidence of Identity.

Name	ID No.	Issued At	Issued On
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2020.

**FORM 2****SCHEDULE OF REQUIREMENTS**

The delivery schedule expressed as weeks/months stipulates the project delivery date.

*(The following form **must** be signed and submitted; **recopying/retyping this page is not allowed and may be a ground for disqualification**)*

	<b>ITEMS &amp; DESCRIPTION</b>	<b>Delivered, Days/Weeks/Months</b>
1	Emergency Procurement to Increase Internet Bandwidth to Accommodate the Influx of Videoconferencing Hearings, Online Meetings, and Other Information and Communications Technology Activities of the Judiciary	supply, delivery, installation, commissioning and testing must be completed within thirty (30) calendar days.

**I hereby certify to comply and deliver all the above requirements:**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Representative

\_\_\_\_\_  
Date