COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Immaculate Conception Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph helpdesk@cda.gov.ph CDA Philippines

BAGONG PILIPINAS

REQUEST FOR QUOTATION

Date: August 30, 2024
RFQ No.: 2024-194

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____.

RAY R. ELEVAZO, CESE, MNSA
Chairman, Bids & Awards Committee

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER					
			PRICE			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE OFFICIAL USE OF CDA HEAD OFFICE - ICTD - PROCUREMENT OF THE COOPBIZ E-COMMERCE PLATFORM CLOUD COMPUTING AND MAINTENANCE SERVICE SUBSCRIPTION FOR THE COOPERATIVE DEVELOPMENT AUTHORITY	'	**₱850,000.00**						
PROCUREMENT OF 1 YEAR CLOUD COMPUTING SERVICES SUBCRIPTION AND MAINTENANCE SERVICES FOR CDA COOPBIZ PLATFORM **1. BACKGROUND AND OBJECTIVE** The purpose of this procurement is to secure a 1-year cloud services subscription for Coopbiz platform, ensuring the continued operation and maintenance of the CDA Coopbiz site [https://coopbiz.ph]. The procurement includes subscription of a fully-managed dedicated cloud server and associated services for the maintenance and support for the CDA Coopbiz platform. **2. SCOPE OF SERVICES** The service provider will supply and manage the following components for the CDA Coopbiz site: 2.1. Fully-Managed Dedicated Server: 2.1.1. Operating System: Centos 8 / Linux Operating System 2.1.2. Installed Software: 2.1.2.1. cPanel/WHM 2.1.2.2. Apache Web Server 2.1.2.3. MySQL 2.1.2.4. PHP 2.1.2.5. EXIM Mail Server 2.1.3. Hardware Specifications: 2.1.3.1. Memory: At least 32 GB ECC 2666 MHz 2.1.3.2. Unmetered Bandwidth Capacity 2.1.3.3. Cloud Storage Capacity: 2×512 GB SSD NVMe Soft RAID 2.1.3.4. CPU: Intel Xeon-E 2136 - 6c/12t - 3.3 GHz/4.5 GHz 2.2. Subscription Period: December 23, 2024 - December 23, 2025 2.3. One (1) year of maintenance and support services **3. BUDGET AND FUNDING** 3.1. Approved Budget for the Contract (ABC): Five Hundred Thousand Pesos Only (PHP 500,000.00), inclusive of VAT, chargeable against the CDA ICTD MOOE fund 2024. **4. SYSTEM MAINTENANCE SCOPES** 4.1. Maintenance of the Platform Functionality: 4.1.1. Ensure the website is accessible to all users.	1 LOT							

4.1.2. Maintain a responsive design that works across various devices and screen sizes.								
4.1.3. Monitor and resolve issues related to website performance, such as slow loading times, broken links, or error messages.								
4.2. Security Updates and Vulnerability Management:								
4.2.1. Apply software updates and security patches regularly.								
4.2.2. Conduct frequent vulnerability assessments to identify and address potential threats. Address the findings of the VAPT conducted by the Department of Information and Communications Technology (DICT) and external VAPT providers as needed.								
4.2.3. Implement robust security measures to protect against cyber threats, including firewalls, encryption, and intrusion detection systems.								
4.3. Database Management:								
4.3.1. Optimize database queries and indexing for efficient data retrieval.								
4.3.2. Ensure the accuracy and consistency of stored data.								
4.3.3. Implement regular backup procedures and establish a disaster recovery plan to prevent data loss.								
4.4. Payment Gateway Maintenance:								
4.4.1. Ensure the smooth functioning of payment gateways by monitoring payment processes.								
4.4.2. Resolve any issues related to payment processing promptly.								
4.4.3. Ensure compliance with payment security standards such as Payment Card Industry Data Security Standard (PCI DSS).								
4.5. Integration and Third-Party Services:								
4.5.1. Conduct and Monitor the performance of integrations with third-party services like shipping providers, inventory management systems, and CRM tools.								
4.5.2. Resolve any issues related to third-party integrations to ensure seamless functionality.								
4.6. Performance Monitoring and Analytics:								
4.6.1. Track website traffic and analyze user behavior.								
4.6.2. Use analytics tools to identify bottlenecks and areas for improvement.								
4.6.3. Implement changes based on insights to optimize platform performance.								
4.7. Bug Fixes and Technical Support:								
4.7.1. Maintain a log of reported bugs and issues.								
4.7.2. Provide timely technical support to users.								
4.7.3. Troubleshoot and resolve issues as they arise.								
5. DELIVERABLES								
5.1. DOTPH Domain Renewal:								
5.1.1. Renewal of the following domain names:								
5.1.1.1. coopbiz.ph								
5.1.1.2. coopbiz.com.ph								
5.2. Maintenance Reports:								
5.2.1. Detailed reports on system performance metrics, issues identified, and actions taken.								
5.2.2. Summaries of security audits, patches applied, and any incidents addressed.								
5.3. Updated Documentation:								
5.3.1. Updated technical documentation reflecting any changes made during maintenance.								
5.3.2. Revised user guides incorporating new features or updates.								
5.4. Issue Tracking and Resolution Logs:								
5.4.1. Detailed records of reported issues, their status, and resolution steps.								
5.4.2. Documentation of all changes made to the system, including updates and patches applied.								
5.5. Compliance Certificates:								
5.5.1. Certificates or reports confirming that the platform meets necessary regulatory requirements.								

5.6. Training Materials: 5.6.1. Updated materials for user and administrator training sessions. 5.6.2. Video recordings of training sessions for future reference. 5.7. Backup and Recovery Documentation: 5.7.1. Records of all backups performed, including dates and contents. 5.7.2. Step-by-step documentation for data recovery processes. 5.8. 24/7 Customer Support: 5.8.1. Provide round-the-clock support to address any technical issues or queries. 5.9. Remote Deployment and Migration Services (Applicable for new provider): 5.9.1. Ensure the seamless deployment and migration of the existing system to the new server. **6. ELIGIBILITY OF THE BIDDERS** 6.1. PhilGEPS registered. 6.2. In the IT business for at least 3 years. 6.3. Minimum 3 years of experience with government projects. 6.4. The Service Provider MUST be an ISO certified company both 9001 and 27001 6.5. The Service Provider MUST be an Accredited CyberSecurity Provider by the Department of Information and Communications Technology (DICT) 6.6. The Service Provider MUST be Data Privacy registered company under National Privacy Commission (NPC) **7. WARRANTIES OF THE CONTRACTOR** 7.1. The CONTRACTOR warrants strict conformity to the terms and conditions of this TOR. 7.2. The CONTRACTOR shall secure and maintain all necessary registrations, licenses, and permits. 7.3. No assignment, transfer, pledge, or sub-contracting of any part or interest is allowed. **8. DELIVERY PERIOD** The service provider must deliver all the required services and infrastructure within 30 days prior to December 23, 2024. **9. TERMS OF PAYMENT** Payment will be made according to the following schedule: 9.1. Payment of 85% of the contract amount upon signing of the contract, and upon successful migration and configuration of the system. 9.2. Payment of 15% at the end of the subscription period, after the completion of the services and turnover of the system. 9.3. Payment will be made upon provision of the services, subject to required Final Withholding VAT (5%) and Expanded Withholding Tax (2%). 9.4. Payment shall be processed within a reasonable time upon submission of documentary requirements, including Sales Invoice/Billings and Certificate of Acceptance issued by CDA ICTD. 9.5. No advance payment will be made as per Section 88 of PD 1445. **10. EVALUATION CRITERIA** The selection of the service provider will be based on the following criteria: 10.1. Technical Capability: 10.1.1. Demonstrated ability to provide the specified server and software infrastructure. 10.1.2. Experience in managing similar e-commerce platforms. 10.2. Financial Proposal: 10.2.1. Cost-effectiveness of the proposed budget in relation to the ABC. 10.3. Support and Maintenance:							

10.3.1. Availability and quality of 24/7 customer support.									
10.3.2. Proven track record in system maintenance and technical support.									
11. SUBMISSION REQUIREMENTS									
Interested service providers must submit the following:									
11.1. Technical Proposal:									
11.1.1. Detailed description of how the provider will meet the specified requirements. 11.1.2. Relevant experience and qualifications.									
11.2. Financial Proposal:									
11.2.1. Detailed cost breakdown aligned with the ABC.									
11.3. Support and Maintenance Plan:									
11.3.1. Outline of customer support and maintenance services.									
12. CONFIDENTIALITY 12.1. The service provider shall maintain the confidentiality of all data and information related to the CDA Coopbiz site and its operations.									
13. PRE-TERMINATION OF CONTRACT									
13.1. The CONTRACTOR shall be liable for additional liquidated damages equivalent to 1% of the contract price in case of pre-termination.									
13.2. The CDA reserves the right to blacklist the CONTRACTOR in case of pre-termination.									

Note: •Quoted price/s must be VAT inclusive.
    •Supplier must have a Land Bank of the Phil. Account.
    •Supplier must submit a sealed quotation.
    •Sealed quotation must be submitted together with the following requirements:
     Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration,
     and PhilGEPS Certificate of Membership

_____
Signature over Printed Name

_____
Canvasser

_____
Contact Numbers (Landline and/or
Cellphone Nos.)/E-mail address

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The items shall be delivered within _____ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.