REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT: **PROCUREMENT OF CLOUD BASED HOSTING, WEBSITE MAINTENANCE, ANALYTICS, OPTIMIZATION SERVICES FOR THE PIA WEBSITE FROM APRIL TO DECEMBER 2022**

APPROVED BUDGET FOR THE CONTRACT: **Php 405,000.00**

General Conditions:

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."

2. Suppliers are required to submit the following prior to notification by the BAC of the award:

    a. Valid & Current Mayor's/Business Permit for 2021;
    b. Valid & Current PhilGEPS Registration Certificate/Number;
    c. Income Tax Return (for ABCs above P500K)
    d. Omnibus Sworn Statement (for ABCs above P50K);
    e. Bids should be valid for a period of 90 days.

3. DURATION OF THE PROJECT: **April - December 2022**

4. The total price quoted is subject to VAT and other applicable taxes and payable check;

5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with _Lourdes Ng_ at mobile number 0998-588-9433. The Quotation may be submitted through e-mail at _lourdes.ng@pia.gov.ph_.

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept an offer that is most advantageous to the Government.

EMVER P. CORTEZ
BAC-CHAIRPERSON

SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	CLOUD BASED HOSTING, WEBSITEMAINTENANCE, ANALYTICS, OPTIMIZATION SERVICES FOR THE PIA WEBSITE **FROM APRIL – DECEMBER 2022** *(Please check and state either "Comply" or "Not Comply" on the Specifications on the next pages)*	**9 months**		

DELIVERY PERIOD: _____

PRICE VALIDITY: _____

After having carefully read, understood, and accepted the conditions specified in the Request for Quotation, Technical Specification, and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

_____
Printed Name and Signature

_____
Business Name and Address

_____
Telephone/Mobile No. and E-mail address

_____
Date

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item			Specification	Statement of Compliance
	1) 1. Cloud Based Hosting			
		a) Hosting Reliability and Failover		
			i) 99.99% uptime score	
			ii) 99.99% guaranteed uptime and redundancy	
			iii) One datacenter with multiple server location	
			iv) Regular scheduled maintenance	
		b) Server Capability		
			i) VM Class: Regular	
			ii) Series: E2	
			iii) Machine Type: E2 Standard – 4	
			iv) vCPU – 8 cores	
			v) vRAM – 16 gb	
			vi) Zonal SSD – 260 GiB	
			vii) Dedicated IP – 1 static IP	
			viii) User-Provided OS	
		c) Features and Management		
			i) VPS Hosting Type	
			ii) CPanel Management Tool	
			iii) Unlimited add-on domain	
			iv) 10TB of Data Transfer	
			v) SFTP and SSL supported	
			vi) Allowed to custom CRON jobs, server side includes, htaccess, overrided, malware scanning	
			vii) Hosting Upgrade Capable	
		d) Billing		
			i) Monthly billing every end of the month and payment every 10thof the following month	
		e) Support		
			i) 24x7 Live Chat/Email Support	
	2) Website Analytics			
		a) Available real time analytics of the website		
		b) Website analytics report must contain the following		
			i) How the visitors find the site	
			ii) Visitors activity when they are in the site	
			iii) Visitors time spent on the site	
			iv) Keywords to use to find the site	
			- Page 1 of 3 -	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

_____   _____   _____

Name of Company/Bidder   Signature Over Printed Name   Date
                          Of Authorized Representative

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item			Specification	Statement of Compliance
			3) Website and Server Maintenance	
			Google Cloud Server Management	
			- Assess the infrastructure and performance of the existing server.	
			- Proposed specifications based on the performance and users of the Website	
			- Set up and configure the server.	
			- Evaluate, respond to, and resolve service issues, design tools, and automation to prevent problem recurrence.	
			- Manage security-related aspects of the infrastructure, including compliance with ISO27001, HIPAA, and other standards relevant to the industry	
			- Manage the monitoring, updating, security, optimization, redundancy, stability of cloud systems	
			- Executing and troubleshooting SaaS application deployment procedures.	
			- Analyzing and supporting infrastructure in Google Cloud Platform or other cloud services.	
			Weekly Tasks	
			- Weekly backup of the site.	
			- Update web codes and plugins.	
			- Check that all of your forms are running properly.	
			- Check your pages to see if there are any broken links.	
			- Search 404 errors and fix or redirect.	
			- Vulnerability scan of all web pages.	
			Monthly Tasks	
			- Cross-browser checking.	
			- Analyze website statistics from the previous month.	
			- Check the load speed of your website and ensure that nothing is bogging it down.	
			- Checking spam and blocking unwanted files.	
			- Update Google Developers Console.	
			- Validate site (CSS/HTML/Accessibility/Responsive)	
			- Check server storage utilization.	
			- Verify OS updates.	
			- Server audit.	
			- Server security audit.	
			- Page 2 of 3 -	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

_____ _____ _____

Name of Company/Bidder   Signature Over Printed Name   Date
Of Authorized Representative

TECHNICAL SPECIFICATIONS

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	Scroll down rate per article	
	c) Provide recommendations based on the monthly analytics on how to improve traffic, following, and site visits.	
	d) Provide monthly and as per request Analytics Report.	
	4) Website Maintenance and Optimization	
	a) Ensured fast performing and loading website, utilize caching and other optimization method	
	b) Improve website visibility on major search engines for improved search engine results and increased web visitor volume.	
	- Page 3 of 3 -	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

_____   _____   _____

Name of Company/Bidder   Signature Over Printed Name   Date
                              Of Authorized Representative