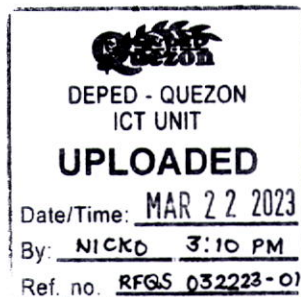




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. **2023-021-RFQS**
Date :March 22, 2023

REQUEST FOR QUOTATION

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement through Small Value Procurement** for the **“SERVICE PROVIDER FOR DEPED QUEZON WEBSITE AND ONLINE DOCUMENT TRACKING SYSTEM FOR ONE YEAR (APRIL 01, 2023 TO MARCH 31,2024)”** in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : **SERVICE PROVIDER FOR DEPED QUEZON WEBSITE AND ONLINE DOCUMENT TRACKING SYSTEM**
- Approved Budget for the** : One Hundred Seventy Four Thousand and 00/100 Pesos Only **(P75,101.47)**
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : Within One Year (1) upon receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration and Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor’s/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation on a per lot basis, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

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Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of March 28, 2023 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Mr. Herbert D. Perez
BAC Chairman
Bids and Awards Committee
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

For inquiries, you may contact us at tel. nos. 042-784-0366 look for Floricel R. Lagos

Very truly yours,


HERBERT D. PEREZ
BAC Chairman

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Annex "A"

PRICE QUOTATION FORM

Date

The Bids and Awards Committee
DepED, Division of Quezon
Talipan. Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Project Description	Item No.	Item Description	Quantity	Unit Cost	Total Cost
PROCUREMENT OF SERVICE PROVIDER FOR DEPED QUEZON WEBSITE AND ONLINE DOCUMENT TRACKING SYSTEM PROJECT DURATION : April 01,2023 to March 31,2024	1	DepEd Quezon Website www.depedquezon.com.ph Web hosting, Domain Account, Secured Account , SSL 10gb Data Storage	1		
		DepEd Quezon Document Tracking System (DTS) Website www.depedquezon.dts.com.ph Web hosting, Domain Account, Secured Account, SSL 40gb Data Storage	1		

TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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Annex "B"

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification"

ANNUAL SDO QUEZON WEBSITES RENEWAL

I. INTRODUCTION

The Information and Communications Technology plays a vital role in information dissemination of SDO Quezon to the internal and external stakeholders using the Division Website (www.depedquezon.com.ph) while the Online Document Tracking System (www.depedquezondts.com.ph) used to track the status of the documents through DTS Website.

The SDO DepEd Quezon Website and Online Document Tracking System Website is a sustaining technology infrastructure to effectively bring services to the clientele. Everyone must be responsible to effectively use this technology to increase the performance, improve governance, access resources and strengthen the information systems through communication, this division works hand in hand to realize this vision to better serve its clientele.

II. OBJECTIVE

- The purpose of this annual website renewal from the service provider shall:
- a. ensure the security of the website through Security Socket Layer (SSL);
 - b. provide enough data storage and data back-up to mitigate risk in case hacking incident happen;
 - c. provide domain website hosting.
 - d. provide 24/7 technical support to the client.

III. SCOPE OF SERVICES

The Service Provider shall provide services such as, but not limited to the following:

1. Terms of service (TOS) such as:
 - a. Terms and Conditions

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- b. Order form or Billing form
- c. Payment receipt
- d. Provision of loner customer service support

2. Conduct regular update of website platform, security check and coding error as part of the system maintenance

IV. PROJECT DURATION / PERIOD OF ENGAGEMENT

This project shall take effect upon its NTP. The annual renewal of the websites shall be completed on **March 31, 2023** and the effectivity/implementation of the project shall be **on April 1, 2023 to March 31, 2024.**

V. PROJECT COST

The Approved Total Budget of the Contract (ABC) is **Php 75,101.47 WORTH OF PROJECT** which shall be used for Annual Renewal of Websites:

1. **DepEd Quezon Website – www.depedquezon.com.ph**

2. **DepEd Quezon Document Tracking Website – www.depedquezondts.com.ph**

(Inclusion: 100 Website, 200GB SSD Storage, 1536 MB ram, 2CPU Core, Free Email, Unlimited Free SSL, 100,000 Visits Monthly, Website Builder, Optimized for WordPress, Wordpress Staging Tool, 100 Subdomains, Unlimited FTP Accounts, Object Cache for WordPress, Daily Backups)

VI. MODE OF PROCUREMENT

Direct Contracting (DC)

VII. SUBMISSION OF REPORT / OUTPUTS / DELIVERABLES AND PAYMENT SCHEDULE

Billing for the remuneration / service fees shall be in accordance with the following:

Reports / Outputs / Deliverables	Timeline	Payment (% of contract terms)
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Submission of Billing and other technical documents	Upon signing of the NTP	100%
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VIII. QUALIFICATIONS OF THE SERVICE PROVIDER

The service provider shall provide technical team for this Project:

1. Hypertext Preprocessor (PHP) developers

The PHP Developers is the team leader and responsible for the web applications experience in scripting languages.

2. Database Administrator

The database administrator is expert in MySQL database management and configuration.

The above-mentioned Team members shall have the following qualifications:

- a. Must have a minimum of three (3) years work experience in software application development, database management and or on the field of their expertise as indicated with the identifies specialist.
- b. Must have a bachelor's degree in computer science and or other related engineering, technical and Information and Communications Technology (ICT) Fields

I hereby certify to comply with all the above Technical Specifications.

Name of Bidder

Signature Over Printed Name of Representative

Date

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CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

1. Legal Documents

- Philgeps Registration
- Mayor's/Business Permit
- DTI or SEC Registration
- BIR Certificate of Registration
- Income/Business Tax Return (for ABCs above 500k)

2. Technical Documents

- Notarized Omnibus Sworn Statement
- Authority of the Signatory

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

Notes:

- 1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy*
- 2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.*