



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS  
OFFICE OF CONSULAR AFFAIRS

Date: 08 December 2021

REQUEST FOR QUOTATIONS OF PRICES

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered as the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: **Monday, 13 December 2021 at 12:00NN**

| QTY. | UNIT | PARTICULARS                                  | TOTAL AMOUNT<br>(VAT INCLUSIVE) |
|------|------|--|---------------------------------|
| 1    |      | Web Maintenance and Cloud Storage Management | 420,000.00                      |
|      |      | Please see attached Purchase Request         |                                 |
|      |      | ABC  | PHP 420,000.00                  |

COMPANY NAME / SUPPLIER:

ADDRESS AND TELEPHONE NO.:

CONTACT PERSON:

**JAHZEEL ABIHAIL G. CRUZ**  
Head, Project and IT Support Unit  
DFA Office of Consular Affairs – ASEANA  
Email : [oca.pits@dfa.gov.ph](mailto:oca.pits@dfa.gov.ph)  
[oca.procurement@oca.dfa.gov.ph](mailto:oca.procurement@oca.dfa.gov.ph)

**PURCHASE REQUEST**

Department of Foreign Affairs  
Agency

**11-06321**  
10 NOV 2021

Department : Office of Consular Affairs PR No. \_\_\_\_\_ Date : \_\_\_\_\_  
Section : \_\_\_\_\_ SAI No. \_\_\_\_\_ Date : \_\_\_\_\_

| Stock No. | Unit | Particulars  | Quantity | Total Cost        |
|-----------|------|--|----------|-------------------|
|           |      | <b>Web Maintenance</b><br><i>Inclusions:</i><br>1. Maintenance Services:<br>a. Post Modification (Edit/Delete)<br>b. Image / Video Upload<br>c. Plugin Update<br>d. Basic Image Editing<br>e. Backup/Restore<br>f. Uptime Monitoring<br>g. Email Troubleshooting<br>h. Advance Graphic Design<br>i. Security Hardening/Malware Scanning/Security Audit<br>j. Anti-spam Configuration<br>k. Server Maintenance  | 1        | 270,000.00        |
|           |      | <b>Cloud Storage Subscription</b><br><i>Inclusions:</i><br>- 16 GB memory<br>- 2 TB storage (RAID-1)^<br>- Unmetered bandwidth<br>- 3 dedicated IPs<br>- 1 year FREE SSL Service including Installation<br>- with CPanel and WHM   | 1        | 150,000.00        |
|           |      | <b>Terms and Conditions:</b><br>The Provider shall:<br>1. The Provider MUST give a one-year coverage for Web Maintenance and Cloud Storage Subscription;<br>2. The Provider MUST be a VAS Licensed company under the National Telecommunication Commission (NTC);<br>3. The Provider MUST be an accredited cyber-security provider under the Department of Information Communications Technology (DICT);<br>4. The Provider MUST be a Data Privacy registered company under the National Privacy Commission (NPC)<br><br><b>Delivery:</b><br>The Provider shall:<br>1. Provide all materials and software necessary to establish the Maintenance and Cloud Storage Management for DFA – OCA's Consular Website;<br>2. Satisfactorily turnover the system and credentials for the Maintenance and Cloud Storage Management for DFA – OCA's Consular Website within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).<br><br><b>Warranty:</b><br>The Provider shall provide:<br>1. Updates and patches for the maintenance and subscriptions for a period of one (1) year after complete turnover.<br><br><b>Payment:</b><br>1. The Provider shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).<br>2. All Payments shall be inclusive of all applicable taxes and other lawful charges. |          |                   |
|           |      | <b>Total:</b>  |          | <b>420,000.00</b> |

**Purpose :** To maintain OCA's consular website under a cloud storage.

Signature \_\_\_\_\_ Requested by: **SENEN T. MANGALILE**  
 Printed Name : Assistant Secretary  
 Designation : \_\_\_\_\_