



Republic of the Philippines
SOCIAL SECURITY SYSTEM
East Avenue, Diliman, Quezon City
PROCUREMENT PLANNING & MANAGEMENT DEPARTMENT
Tel. No. 8709-7198 loc 5504-5507/6391

July 09, 2024

Sir/Madam:

Please furnish us with your quotation on or before **JULY 12, 2024 @ 10:00 AM** for the items listed in the attached **Request for Quotation (RFQ)**.

Kindly accomplish the **RFQ Form** together with the **Bidder's Information** and indicate your confirmation on the **Terms and Conditions** by signing the **Certification**.

Refer to the Instruction to Suppliers for the procedure on the submission of quotation.

Thank you.

Very truly yours,

BILLY V. DIBDIB
Acting Head, PPMD

PHILGEPS REF. NO.: 11026744
PUBLISHED DATE : 07/09/24
POSTED BY : AMY

REQUEST FOR QUOTATION (RFQ) FORM

RFQ Number 24-07-094	RFQ Date July 09, 2024	ABC ₱ 804,999.00	APP NO. 2024-0121
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Maintenance Service for Network Time Protocol (NTP) Server

Lot No.	QTY	PARTICULARS	Bid/Cost Breakdown	
			Unit Cost	Total Cost
1	1 Lot	Maintenance Service for Network Time Protocol (NTP) Server ABC: ₱ 804,999.00 / Lot	₱ _____ / Lot	₱ _____

Total Offered Quotation (Inclusive of VAT) in words:

**Please completely fill-out and submit the following form/s:
Annex A – Technical Specification / Statement of Compliance**

Price Validity	Three (3) Months
Delivery Terms and Place	<ul style="list-style-type: none"> • Maintenance Services Period <ul style="list-style-type: none"> a. The required maintenance services shall be for a period of Three (3) years. b. The required maintenance services shall commence effective immediately upon the expiration of SSS existing maintenance services. c. The date of effectivity shall be from July 6, 2025, until July 5, 2028. • Project sites where required maintenance services shall be delivered and conducted. <ul style="list-style-type: none"> a. SSS Main Office located at SSS Building, East Avenue, Diliman, Quezon City, Philippines. b. SSS Disaster Recovery Site located within 100 kilometers from the SSS Main Office and is accessible via land travel (Exact address/location shall only be disclosed to the winning service provider).
Payment Terms	<ul style="list-style-type: none"> • Government Terms • Semi-Annual Payment - Payment shall be made in six (6) equal installments, each equivalent to one-sixth (1/6) of the bid/contract amount, payable semi-annually over a period of 3 years. • Processing of payments shall occur upon submission of billing and invoice statements, along with corresponding proof of service delivery. • Billing shall only be made the month after the applicable semester. • Equipment Repair and/or Preventive Maintenance Service Reports shall serve as proof of service delivery. • SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations. • Payment shall be directly credited to the Supplier's bank account.

BIDDER'S INFORMATION

Business Name	Address		
Name of Company Representative	Email Address	Telephone/Mobile Number	
PhilGEPS Registration No.	SS Number	BIR TIN	

TERMS AND CONDITIONS

1. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
 - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
 - 30% Surety Bond callable upon demand.
2. If two (2) or more Suppliers submitted the same price quotation and have been post-qualified as the suppliers with Lowest Calculated and Responsive Quotations, the procuring unit shall use "draw lots" or similar method of chance to break the tie.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word "free" for the said item would mean that it is being offered for FREE to the SSS.
5. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of notification, the quotation as calculated shall be deemed confirmed.**
6. In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.**
7. Quantity is subject to change but not to exceed the quantity in the approved PO/JO/LO.
8. Award shall be on a per **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Procurement Planning and Management Department** at **8709-7198 local 5505 - 5507** or via e-mail ppmd@sss.gov.ph / bacsealedquotations@sss.gov.ph.
2. Supplier should indicate "COMPLY" or "NOT COMPLY" in the STATEMENT OF COMPLIANCE COLUMN, if applicable. Failure to indicate compliance and non-compliance will mean automatic disqualification.
3. Sealed Quotations may be submitted through the following:
 - a. DROP BOX located at Procurement Planning & Management Dept. (PPMD), 2nd Floor, SSS Main Bldg., East Ave., Diliman, Quezon City. It shall be addressed to Ms. BILLY V. DIBDIB – Acting Head of the PPMD.
Indicate in the sealed envelope the RFQ Number, company name, name of company representative, business address, and contact details.
 - b. ELECTRONIC MAIL at bacsealedquotations@sss.gov.ph with the following requirements:
 - i. Quotations and attachments should be in portable document format (pdf), compressed/zipped and protected by a password. (See attached Guide in Creating password protected zip file folder.)
 - ii. File name of the zip file folder shall be by **RFQ number and Project Title.**
 - iii. The Supplier who timely submitted its Sealed Quotation but who fails to provide its password on the date and time of opening shall be disqualified.
- iv. Passwords shall be made available only through email (bacsealedquotations@sss.gov.ph) or **SMS (09297421106)** during opening of bids which is scheduled on:

DATE: JULY 12, 2024

TIME: 1:30 PM – 2:00 PM

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.

2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.
3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.
5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.
6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.
7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.
9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy

of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.

12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the afore-mentioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

CERTIFICATION

This is to certify that my company conforms with the above Terms and Conditions, and that the data/quotation indicated is true, correct, and valid.

Owner/Company Representative
(Signature over Printed Name)

Date

Note: The Supplier must sign over printed name on the CERTIFICATION above. Non-compliance with this instruction is a ground for disqualification of submitted quotation.

ANNEX A. TECHNICAL SPECIFICATIONS

Suppliers/Bidders should indicate "**COMPLY**" or "**NOT COMPLY**" to each specification below.
Please do not leave any portion blank as it will result to disqualification of quotation/bid.

1 Lot, Maintenance Service for Network Time Protocol (NTP) Server

Item	Specification	Statement of Compliance
I	General Requirements 1.1. NTP Appliance Firmware Update <ol style="list-style-type: none"> a. The service provider shall inform SSS of the latest firmware updates as released by MicroSemi. b. The service provider shall discuss with SSS about the new features or bug fixes by each firmware updates as released by Microsemi c. The service provider shall perform latest firmware updates on the NTP appliance deployed on SSS main production and DR sites upon approval by SSS. d. The service provider shall remain at the project site/s after each performance of firmware updates for immediate technical support when needed, and until SSS is certain that the NTP appliance is operating normally after the updates. 	
	1.2. On-Call and Email Technical Support <ol style="list-style-type: none"> a. The service provider shall provide unlimited 24 X 7 telephone and email technical support. b. The service provider shall provide guidance to SSS personnel through email and telephone as to how to resolve any reported issues that arise with the NTP appliance. c. If the reported issues were not resolved over the telephone and email support, on-site support shall be provided instead 	
	1.3. On-Site Technical Support <ol style="list-style-type: none"> a. The service provider shall provide unlimited on-site support whenever on-call and email technical support was unsuccessful. b. The service provider shall be on-site within three (3) hours after being notified of the technical issue by SSS support. c. The service provider shall be available for on-site technical support from 9:00 AM to 6:00 PM from Monday through Saturday. d. If a technical issue was reported after 6:00 PM and cannot be resolved over telephone and/or email technical support, the service provider shall provide on-site technical support the very next day. 	
II	Equipment Repair 2.1. Freight <ol style="list-style-type: none"> a. The service provider shall cover freight and insurance costs associated with: <ol style="list-style-type: none"> i. Pulling out of the malfunctioning unit from the SSS project site for major repair. ii. Delivering the malfunctioning unit to the manufacturer for major repair. iii. Returning the repair unit back to SSS project site. 	
	2.1. Repair <ol style="list-style-type: none"> a. The service provider shall cover repair cost associated with the repair of the covered NTP units b. Major hardware repair shall be on a return to manufacturer basis. c. Turnaround time must not exceed one hundred ten (110) calendar days from pull-out of the defective unit/s from SSS project sites. d. Should the defective unit be deemed irreparable, the service provider shall notify SSS promptly for proper action. A cost proposal on the replacement unit may be submitted by the service provider for SSS consideration. 	
	2.2. Service Unit <ol style="list-style-type: none"> a. The service provider shall provide service unit/s while the defective unit/s are being repaired for continuous NTP services of SSS. b. Should the defective unit/s be deemed irreparable, SSS may retain the provided service unit/s for a least thirty (30) calendar days. 	

Item	Specification	Statement of Compliance
	<p>2.3. Equipment Repair Report Requirement</p> <p>a. For every equipment repair, the Service Provider shall provide the ITRMD and HSD with an equipment repair report, confirming the completed service. The report shall be duly signed by the designated SSS representatives, as described above, and by his/her immediate supervisor. The service report shall include the following information:</p> <ol style="list-style-type: none"> i. Name of Service Crew/s ii. Applicable Period of Preventive Maintenance iii. Time In and Out of Service Crew/s iv. Description of the units serviced, to include as follows: <ul style="list-style-type: none"> • Unit/Item description • Brand/Type/Model • Unit Serial Number / Part Number • Diagnosed Problem • Actions Performed/Repairs 	
<p>III</p>	<p>Preventive Maintenance Services</p> <p>3.1. Preventive Maintenance</p> <p>a. The service provider shall provide regular preventive maintenance services on a semi-annual basis, on which the frequency shall be at least four (4) to six (6) months apart.</p> <p>b. The service provider shall inform SSS at least two (2) weeks prior to the scheduled preventive maintenance.</p> <p>c. Where applicable, the Preventive Maintenance shall include standard cleaning, lubrication, adjustment, alignment, inspection and testing of all the equipment to ensure that it is in optimum operating condition, as well as, to reduce the possibility of equipment failure.</p>	
	<p>3.2. Maintenance Service Report Requirement</p> <p>a. For every completed preventive maintenance service, the Service Provider shall provide the ITRMD and HSD with a maintenance service report, confirming the completed service. The report shall be duly signed by the designated SSS representatives, as described above, and by his/her immediate supervisor. The service report shall include the following information:</p> <ol style="list-style-type: none"> i. Name of Service Crew/s ii. Applicable Period of Preventive Maintenance iii. Time In and Out of Service Crew/s iv. Description of the units serviced, to include as follows: <ul style="list-style-type: none"> • Unit/Item description • Brand/Type/Model • Unit Serial Number / Part Number 	
<p>IV</p>	<p>Equipment/Units Covered</p> <p>4.1. NTP Equipment Set</p> <p>a. NTP Equipment set per project site:</p> <ol style="list-style-type: none"> a) Oscillator – Microsemi S600 b) Digital Clock Display – Masterclock NTDS26 c) GPS/GNSS Antenna - BeiDou B1, Galileo E1, GPS L1, GLONASS L1, and SBAS (WAAS, EGNOS, QZSS, and MSAS) d) Antenna Cables – Coaxial e) Lightning Arrestor, Surge Protection/Grounding Kits – DC Pass GNSS Lightning Arrestor <p>b. NTP Equipment set are deployed at SSS Main Data Center and at SSS Disaster Recovery Site.</p> <p>c. Provision of at least 100 meters coaxial cables for the antenna to be used both for SSS Main Data Center and at the SSS DR Site.</p> <p>d. Provision of POE for two (2) units masterclocks.</p>	
<p>V</p>	<p>Other Requirements</p> <p>5.1. List of Support Personnel</p> <p>a. List of Maintenance and technical support personnel with detailed resume on experience and training. All maintenance and technical support must be under the service provider's direct employment and supervision in rendering the required services</p> <p>b. The technical support personnel must be available within the Metro Manila area.</p> <p>c. The list shall be updated and submitted by the service provider whenever a technical support personnel was separated/resigned under the employ of the service provider, and whenever a new technical support personnel was assigned to SSS.</p>	

Item	Specification	Statement of Compliance
	<p>5.2. Liquidated Damages</p> <ul style="list-style-type: none"> a. The service provider acknowledges that SSS will suffer loss by the delay or failure to have the services completed in all parts within the period stipulated under the contract. b. In the event the service provider failed to provide the services required, liquidated damages in the amount allowable by law shall be imposed by SSS. 	

DOCUMENTARY REQUIREMENTS

Instructions:

Submission of documentary requirements together with the sealed quotation, as follows:

- a. Notarized Omnibus Sworn Statement (NOSS) with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company (for ABCs above P50,000.00)

Suppliers that have previously submitted the following requirements that are still valid may no longer resubmit a copy:

- b. Mayor's/Business Permit¹
- c. PhilGEPS Registration Number (Red Membership) or PhilGEPS Certificate (Platinum Membership)
- d. Latest Annual Income / Business Tax Return (for ABCs above P500,000.00)

NOTE: Submitted documents are subject to verification and validation of its authenticity, genuineness, validity, and completeness. Incomplete submission, concealment, falsification, or misrepresentation of any of the documents submitted, or the contents thereof is a ground for disqualification of submitted quotation.

¹ For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA No. 9184, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.