



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION (RFQ) No. 2016-042

The Securities and Exchange Commission (SEC), through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through Negotiated Procurement** for the item stated below, in accordance with **Section 53.9 Small Value Procurement** of the Revised Implementing Rules and Regulations of Republic Act. No. 9184.

The SEC hereinafter referred to as "the Purchaser", now requests submission of a price quotation for the subject below:

APP Ref.	PR No.	Description	Approved Budget for the Contract (ABC) inclusive of VAT
APP 2016 Item No. A6	201609150	Maintenance Support for Network and User Activity Monitoring System for 500 Users License <i>Note:</i> <i>Please see attach Terms of References</i>	P600,000.00

Award of contract shall be made to the bidder with the lowest quotation for the subject goods which comply with the minimum technical specifications and other terms and conditions stated herein.

Prospective bidders shall accomplish and submit the duly signed Price Quotation Form (PQF) not later than **5:00 P.M. on November 28, 2016** at the Procurement Division, 3rd Floor, Secretariat Building, PICC Complex, Pasay City. Open submission may be done, manually or through Facsimile No. 818-5330. **Use of forms other than the attached SEC prescribed PQF is not acceptable.**

SEC Conditions of Sale:

1. *Delivery Schedule: Seven (7) calendar days from receipt of approved PO/NTP*
2. *Delivery Site: SEC Office, Secretariat Bldg., PICC Complex, Pasay City*
3. *Bid Validity: Sixty (60) calendar days from submission of bid*


Interested supplier/service provider is required to submit the following documents:

1. *Valid Mayor's Permit;*
2. *PhilGEPS Registration Number*
3. *Latest Income/Business Tax Return*
4. *Omnibus Sworn Statement*

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

The penalty for late deliveries is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay. The maximum deduction shall be ten percent (10%) of the contract price. Once the cumulative amount of liquidated damage reaches ten percent (10%) of the contract price, the procuring entity shall rescind the contract without prejudice to other courses of action and remedies open to it.

The SEC reserves the right to accept or reject any bid, 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 or bidders.


JOSE P. AQUINO
Chairman, BAC

PRICE QUOTATION FORM

Date: _____

The Bids and Awards Committee
 Securities and Exchange Commission
 SEC Bldg, EDSA, Greenhills, Mandaluyong City

Sir/Madam:

1. After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ITEM NO.	ARTICLE AND DESCRIPTIONS	Qty.	Unit PRICE	TOTAL PRICE (VAT Inclusive)
1	Maintenance Support for Network and User Activity Monitoring System for 500 Users License	1 lot	Php _____	Php _____

AMOUNT IN WORDS: _____ (VAT inclusive)

2. We undertake, if our Quotation or bid is accepted, to deliver the above goods within Seven (7) calendar days from receipt of Notice to Proceed (NTP) or Work Order (WO).
3. We agree to abide by this Quotation/bid for a period of sixty (60) days after the dated deadline of submission specified in your RFQ.
4. We understand that payment for items delivered will be made to the winning supplier after inspection and acceptance of good(s) delivered.
5. The above-quoted price is inclusive of all costs and applicable taxes.

Company Name : _____

Address : _____

AUTHORIZED REPRESENTATIVE : _____

Signature : _____

Printer name : _____

Date : _____

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TECHNICAL SPECIFICATIONS

Maintenance support for Network and User Activity monitoring system for 500 user licenses

PURCHASER'S SPECIFICATIONS

NETWORK AND USER MONITORING SOLUTION (FOR 500 STAND ALONE LICENSES)

PART A. TECHNICAL SPECIFICATION

A.1 User Activity Management

- 1.1 Must be able to monitor application usage of active/inactive time, web surfing, gaming or chat.
- 1.2 Must be able to monitor user's number of visits to Web sites with headers and visit duration.
- 1.3 Must be able to monitor user's e-mail sender, addressee, subject, size.
- 1.4 Must be able to block websites
- 1.5 Must be able to provide information on generated network traffic.
- 1.6 Must be able to provide information on users running prohibited applications such as chat, P2P, P2Mail and give alarms when such an application is used.
- 1.7 Must be able to provide screenshots for user work history.
- 1.8 Must be able to provide printing monitoring capabilities that can do auditing of both employees and printers.
- 1.9 Must be able to provide information on edited documents.
- 1.10 Must be able to provide actual activity (work) duration, log in and log out with time stamp.
- 1.11 Must be able to show user-specific network transfer report.
- 1.12 Must have user's view in the main window that displays the most important user data (an equivalent of Device List), including machine name the user name is currently working on.),
- 1.13 Must be able to generate reports for MS Active Directory user's, regardless of the machines they were working on at given time
- 1.14 Must have application launch blocking feature
- 1.15 Must be able to support for SSL encryption in e-mail notifications
- 1.16 Must be able to display the status and details of workstations CPU and memory usage.
- 1.17 Must have e-mail header monitoring: from, to, subject, size in KB

A.2 Data Security

- 2.1 Must be able to manage portable disk access rights.
- 2.2 Must be able to grant appropriate rights related to the use of media and right to audit, read, write and execute files to a specific user.
- 2.3 Must be able to block port and media such as Bluetooth, flash drives, portable disk drives, portable MP3 players and SD slots.
- 2.4 Must be able to list all operations involving file to portable devices and vice versa.
- 2.5 Must have central configuration by means of rule sets for an entire network or selected groups of machines.
- 2.6 Must be able to integrate with MS Active Directory to manage access rights to assign users.
- 2.7 Must be able to record information on all operations performed on selected media
- 2.8 Must be able to identify portable devices with serial numbers

A.3 Hardware and Software Inventory/Audits

- 3.1 Must be able to automatically collect data about the networked hardware and software.
- 3.2 Must provide information about hardware model, CPU, memory, motherboard, disk drives, and adapters.
- 3.3 Must be able to provide statement of all hardware configurations owned, free disk space, average memory usage.
- 3.4 Must provide information enabling to detect systems requiring an upgrade.
- 3.5 Must be able to provide installed applications and Windows updates (auditing and verification of license usage).
- 3.6 Must have automatic detection of installed applications on the basis of fingerprint database (application fingerprint database updated via the Internet)
- 3.7 Must be able to Audit windows include that allows to filter elements per branch
- 3.8 Must have automatic and permanent change reporting by means of agents. (immediately after the change occurs)
- 3.9 Must be capable of managing licenses owned (license types) and provide license compliance reports.

- 3.10 Must have software legality audit, notifying only when the number of licenses owned is exceeded.
- 3.11 Must be able to display Fixed Assets view in the main window
- 3.12 Must have administrative and billing feature that shows IT assets register database, integrated with information on software and hardware from the Agents.
- 3.13 Must be able to store all gathered information on IT infrastructure in one place with flexible expanding and updating of the collected information.
- 3.14 Must have an option to define own types (equipment components), their attributes (fields) and values.
- 3.15 Must have an option to assign assets to departments or computers.
- 3.16 Must provide auditing view presenting all fixed assets, including devices and software installed.
- 3.17 Must be able to custom appendices: invoice scans, license sticker photos, and PDF documents

A.4 Network Monitoring

- 4.1 Capable of discovering all IP based network devices automatically and manually
- 4.2 Must have automatic and permanent detection of computers within the entire network with advanced network scanner and present machines on interactive maps displaying all critical information.
- 4.3 Must be able to monitor Windows event log and system services
- 4.4 Must be able to monitor the availability and contents of websites.
- 4.5 Must be able to monitor Windows system and application parameters (MS Exchange, MS SQL and other)
- 4.6 Must be able to monitor the following services:
 - o Windows and Linux systems
 - o SNMP v. 1/2/3 equipment
 - o TCP/IP services with the option to create your own services.
 - o Managed switches: information on devices connected to each port, port status and traffic
 - o Routers and switches (MRTG), performance of SNMP equipment (network capacity, etc.)
 - o Mail servers (POP3 and SMTP services)
 - o Web servers and URLs (loading time and page content)
 - o Windows services and performance (automatic restarting of inactive or inefficient services)
 - o Application performance and status, like for MS SQL, Exchange, IIS, Oracle and others.

A.5 Help Desk Capabilities

- 5.1 Must be able to provide remote control functionalities to end user on the terminal server
- 5.2 Must be able to define if a user must consent to a console takeover.
- 5.3 Must be able to distribute and launched files.
- 5.4 Must be able to Support for attachments in the Helpdesk
- 5.5 Must allow user to see the administrator's actions (identical display) or can be locked out for the duration of administrative operations.
- 5.6 Must be able to Support screenshots in the Helpdesk
- 5.7 Must be able to provide view of user's display without doing a remote control.
- 5.8 Must have the option to log in as any user without having to log out the current user.
- 5.9 Must have trouble ticket database and chat.
- 5.10 Must be able to allow the users to report technical problems by means of trouble ticket creation mechanism.
- 5.11 Must be able to process and assign incoming trouble tickets to appropriate people or groups according to problem category.
- 5.12 Must be able to monitor the solution process for the reported problem and its current status.
- 5.13 Must be able to send messages from the Administrator to the users with message read notification request.
- 5.14 Must be Web base interface on Trouble ticket mechanism
- 5.15 Must have chat feature for administrator-user communication.
- 5.16 Must have distribution queue mechanism, installation process may wait until the machine is turned on

A.5.1 Supported Operating System

- o Capable of monitoring performance on different Operating Systems
- o Windows (all with WMI/SNMP capability).
- o Unix
- o Linux
- o Mac OS

B. TECHNICAL/ESCALATION SUPPORT SERVICES (FOR A PERIOD OF ONE YEAR)

- 1.1 Provide 8 x 5 email and phone support
- 1.2 Provide once a month visit on-site for system health check
- 1.3 The Bidder must have check the health, performance, availability and effectiveness of the

- proposed solution to ensure that the system is running in good operating conditions.
- 1.4 The Bidder shall submit, on a monthly basis, the following Report Requirements:
 - 1.4.1 Systems report consolidation and analysis
 - 1.4.2 Consolidation and inventory of rules and Policies deployed.
 - 1.5 Provide detailed escalation procedure specially designed for SEC for proper isolation of issues encountered during the One (1) year maintenance period.
 - 1.5.1 Monitoring Rules and Policy Hardening
 - 1.5.2 Provide evaluation reports and recommendations to continuously ensure reliable and secured management of the entire network.

C. OTHER VENDOR REQUIREMENTS

- 1.1.1 Supplier must be operating in the Philippines for the past five (5) years.

1.2 Supplier's Certifications Required

- 1.2.1 Certification issued by the Original Software
- 1.2.2 Manufacturer (OSM) of the existing management software that the bidder is an exclusive distributor in the Philippines.
- 1.2.3 Certification issued by the Original Software Manufacturer (OSM) of the management software that the bidder is authorized to supply, install, maintain and provide full product training of the software.
- 1.2.4 Certificate that the Bidder has, in its regular employ, at least for the past two (2) years, technical personnel trained in:
- 1.2.5 Network Management Software, Security related Management Software, Physical Layer Connectivity Management Software (OSI Layer1) system administration.
- 1.2.6 Certificate from the Bidder that the Key Personnel herein required in Item 8 shall be made available to SEC once project is awarded.

a. KEY PERSONNEL QUALIFICATIONS FOR THE IMPLEMENTATION OF THE PROJECT AS PART OF SUPPLIER'S COMPETENCY REQUIREMENT.

Minimum required experience of key personnel under regular employ of the Bidder. (Submit copy of curriculum vitae, company ID and training certificates).

- 1.1 One (1) Project Manager or equivalent: (Must be a regular employee for at least 5 years)
 - Trained in Security Information Management Software Administration and Management or equivalent.
 - Trained and Certified in Network, Security and Recovery Management by the OSM of the software solution to be bid, to provide installation, support, maintenance services and conduct end user training.
- 1.2 One (1) Certified Administrator or equivalent (Must be a regular employee for at least 5 years)
 - Trained and Certified in Network, Security and Recovery Management by the OSM of the software solution to be bid, to provide installation, support, maintenance services and conduct end user training.
 - Formal training in Linux Systems Administration
- 1.3 One (1) Systems Engineer or equivalent
 - Certified in Implementing MS Windows 2000 Professional and Server.
 - Trained and certified in Back-up Management Software
 - Certified in Security Information Management Software Administration and Management or its equivalent.
- 1.4 Two (2) Technical Engineer or equivalent
 - Trained and Certified in Network, Security and Recovery Management by the OSM of the software solution to be bid, to provide installation, support, maintenance services and conduct end user training.

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at of *[Name of Bidder]* *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I hereunto set my hands this ____ day of _____, 20____ at _____, Philippines. _____

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____, affiant exhibiting to me his/her _____ *(Government issued ID name, number and validity date)* _____

(Notary Public)

Until _____

PTR No. _____

Date _____

Place _____

TIN _____

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Bidder's Representative/Authorized Signatory

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