



Republic of the Philippines  
Office of the Solicitor General  
**Request for Quotation**

To: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
  
Attention: \_\_\_\_\_

Date: October 16, 2024  
Quotation #: PS 024-10-2024  
ABC: \_\_\_\_\_

Sir/Madam:

Please quote your lowest price on the items/s listed below, stating the shortest time of delivery and submit this from duly signed by your representative.

**RODRIGO L. OJENAL**  
SAO, Administrative Division

*To be filled-out by Supplier:*

ITEM NO:	ITEM & DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE
1	<p><b>Procurement of:</b> <b>VEEAM Availability Suite Backup for Virtual Machine Solution</b></p> <p>Duration: December 19, 2024 to December 18, 2025 Includes Software Maintenance and Technical Support as indicated in the Terms of Reference.</p> <p>Twenty Two (22) Sockets Product Migration from VEEAM Data Platform Advance Standard Socket - Based with Production Support to VEEAM Subscription Universal License 1 Year</p> <p>Five (5) Socket Migration to VEEAM Data Platform Advance Universal Subscription License. Includes Enterprise Plus Edition features. - 1 Year with Production (24/7) Support.</p> <p><b>Software Maintenance and Technical Support</b></p> <ol style="list-style-type: none"> <li>SUPPLIER will provide 24 hours x 7 days helpdesk phone and email technical support with two (2) hours response time for incidents related to the Veeam Software Licenses.</li> <li>SUPPLIER will provide 24 hours x 7 days of onsite technical support with two (2) hours of response time for critical incidents. Critical incidents are defined as incidents that prevent OSG from successfully providing IT services due to the failure of systems running on Veeam software.</li> <li>SUPPLIER will address an unlimited number of support requests escalated by OSG.</li> <li>SUPPLIER will provide onsite support for installing and deploying software patches and version upgrades.</li> <li>Includes access to the VEEAM portal for downloading the latest product contents, patches, updates/upgrades, and extensive online self-help resources and knowledge base. Advisory to patches and fixes shall also be provided.</li> <li>SUPPLIER will provide a procedure for support and problem escalation.</li> <li>SUPPLIER will perform system health checks twice a year.</li> <li>SUPPLIER will provide complete documentation for Activity Plan on installing patches and upgrades and Root Cause Analysis for incidents encountered.</li> <li>Supplier agrees to be paid based on a progressive billing scheme as follows: <ul style="list-style-type: none"> <li>Within thirty (30) days from completion of the delivery and issuance of the Inspection and Acceptance Report by the OSG, and submission of all other required documents - 95% of the contract price.</li> <li>One (1) year from the issuance of the Inspection and Acceptance Report by the OSG - 5% of the contract price.</li> </ul> </li> </ol>	1	lot		

	<p>10. A rebate of one-tenth (1/10th) of one (1%) of the pro-rated contract price for any infraction on the above response time will be deducted from the withheld five percent (5%).</p> <p>Note: Kindly provide statement of Compliance and Warranty Certificate as part of the technical requirements. The supplier will be allowed to deviate from the requirements of this RFQ provided that said deviations will be equal or greater than those stipulated. Furthermore, any and all deviations should be listed and explained in detail within their proposal under a separate and dedicated provision.</p> <p style="text-align: center;"><b>(Price Vat-Included)</b></p>				
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Delivery Period: \_\_\_\_\_  
Warranty: \_\_\_\_\_  
Price Validity: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED REPRESENTATIVE

note:

1. Please quote within \_\_ days from the date of RFQ.
2. Bidders must submit current and valid documentary legal requirements upon sending the filled out quotation
  - a.  Mayor's / Business Permit;
  - b.  PhilGEPS Registration Number: \_\_\_\_\_ Membership:  Platinum  Red
  - c.  Income / Business Tax Return (for above P500K);
  - d.  Omnibus Sworn Statement for Small Value Procurement (for ABC of P50,000 and above);
  - e.  Updated Tax Clearance Certificate
  - f.  Bidders who have previously submitted the above legal requirements may no longer require its re-submission.

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Sir,

I hereby certify under oath that I have personally conducted this canvass, which the price/s quoted are true and correct, and the signature of representative of the company submitting the quotation is genuine.

*alcasaren*  
**JOSEPHINE C. ALCASAREN / SONNY S. BERMUDEZ / ANGELITO E. FRIAS**  
SIGNATURE OF CANVASSER

**For more information, you may contact us:**  
Tel: (02) 8836-3314, (02) 8988-1674 loc 777  
Telefax: (02) 8813-1174  
**Please send your quotation to:**

[rfq.osgprocurement@gmail.com](mailto:rfq.osgprocurement@gmail.com) / [osg.procurement@yahoo.com](mailto:osg.procurement@yahoo.com)