



REPUBLIC OF THE PHILIPPINES  
PHILIPPINE STATISTICS AUTHORITY

REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake alternative mode of procurement (**shopping, small value, etc.**) for **Training Services Provider**. Details of the procurement are as follows:

<b>Name of Project</b>	<b>Windows Server Administration Training</b>
<b>Solicitation No.</b>	<b>PR-ITDS02<sup>0</sup>-19-10-00029</b>
<b>Location</b>	Metro Manila
<b>Brief Description</b>	<b>Training Services Provider for the Windows Server Administration Training</b>
<b>Quantity</b>	See attached Bid form.
<b>Approved Budget for the Contract (ABC)</b>	<b>₱ 300,000.00</b>
<b>Date of Delivery</b>	

Please quote your lowest price on the item/s listed on the next page and submit the quotation manually to the **BAC Secretariat, 11<sup>th</sup> Flr., Cyberpod One Eton Centris, Diliman, Quezon City** or through facsimile number 374-8283 or email to [gsd.staff@psa.gov.ph](mailto:gsd.staff@psa.gov.ph) not later than 11:00 AM on **OCT 23 2019**. Kindly address your quotation to the Bids and Awards Committee.

  
**CANDIDO J. ASTROLOGO, JR.**  
BAC Chairperson

**Terms and Conditions:**

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form and/or proposal.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
6. Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
7. Terms of Payment shall be made through check payable to the supplier.
8. The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

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Fax no.: 374-82-83/ 374-82-62

**BID FORM**

Item(s) and specification(s)  Minimum	Unit	Qty.	Unit Price	Total Amount  (VAT inclusive)	Compliance with Technical Specifications (pls. check)	
					Yes	No
<p><b>Training Services Provider and Meals for the Windows Server Administration Training</b>  <b>Venue: within Metro Manila</b>  <b>No. of participants: 10</b>  <b>Date: 25 to 29 November 2019 (5 days)</b>  <b>Live-out</b>  <b>Scope of training:</b> The training should cover the following topics on Windows Server 2012 Administration:                      -Deployment of Windows Server 2012 such as installation, configuration, management, monitoring                      -Configure and troubleshoot Domain Name System                      -Active Directory Domain Services (implementing domain controller, maintaining/ administering AD DS)                      -Manage user and service accounts (configuration)                      -Implementing/ administering group policy                      -Implementing desktop environment using Group Policy                      -Install, Configure, and Troubleshoot Network Policy Server                      -Configuration, Monitoring, troubleshooting Network Access Protection                      -Implementing Remote Access (VPN, proxy, etc.)                      -File Services                      -Encryption and Auditing                      -Windows Deployment Services                      -Monitoring Event logs/ performance                      -Windows Server 2012 Backup and Restoration  <b>Inclusions:</b>                      1.Training venue-good lighting, airconditioned room, and can comfortably accommodate 10 participants                      2.Trainer-should have expertise in installation, configuration and administering/ managing Windows Server                      3.Food- set meal for AM snack, lunch, PM snack                      4.Laboratory- server and workstations fully set-up and configured- where each participants is provided with one computer for each laboratory exercises                      5.Provision of Laboratory files/ training manual (soft copy/ hand-outs) for each participant                      6.Provision of standard facilities such as water supply and accessible comfort rooms, lighting system, elevators, fire escapes, fire fighting equipment                      7.Provision of standard training equipment such as projector, extension cords, sound-system, white screen, paper and pencils, other materials/ equipment that may be needed during the training                      8.Provision of certificate of completion/ participation                      9.Unlimited free wifi access (with stable data speed) at the training venue                      10.Provision of free-flowing coffee and drinking water at the training room</p> <p><b>*Please submit proposal/ course syllabus</b>                      NOTE: Please Attach Mayor's Permit, BIR Tax Certificate, DTI or SEC, PhilGEPS Registration No., and Omnibus Sworn Statement</p>	lot	1	P _____	P _____	( )	( )
				Total amount in words: _____ _____ _____		

After having carefully read and accepted your Terms and Conditions, I/We quote you on the item at prices noted above.

Printed Name of authorized representative/Signature \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No.: \_\_\_\_\_ Cellphone No. \_\_\_\_\_

Date: \_\_\_\_\_