

**REQUEST FOR QUOTATION**

Alternative Mode of Procurement

SS3.9 NP- Small Value Procurement

\* Bidder may submit a separate sheet if necessary

Date: 21/10/24  
 RFQ No.: 24-0094  
 PR No.: R8 24-01-0074  
 Philgeps Ref. No.:

Company Name \_\_\_\_\_  
 Complete Company Address \_\_\_\_\_

**To whom it may concern :**

Please quote your lowest prices on the lot or item/s listed below, subject to the **GENERAL CONDITIONS** indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative to the address listed above **not later than** \_\_\_\_\_ at \_\_\_\_\_

Very truly yours,

ATTY. REA ABIGAIL M. CANDIDO  
 BAC CHAIRPERSON

**AUTHORIZED CANVASSER'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the **Request for Quotation (RFQ)** in accordance to the guidelines (including the attachment by the bidder of Documentary Requirements in the CHECKLIST below) in securing prices for the Bureau of Fisheries and Aquatic Resources (BFAR) Regional Office - 8.

PAUL CORDETA  
 (Signature above Printed Name)

PLEASE QUOTE PER: LOT

LOT NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY	UNIT OF MEASURE	APPROVED BUDGET OF THE CONTRACT (ABC)	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					FINANCIAL PROPOSAL (Indicate the Price Offer)		
					UNIT PRICE	TOTAL PRICE	
1	Fisheries Management Area 8 Website Domain Name Hosting and Maintenance for 2024 such as but not limited to the following inclusions: Updated WordPress platform - Quarterly security and platform upgrades Upgraded modules and plugins - Quarterly update on plugins used for the website and Compatibility check Check site speed - Frequent check on site speed in terms of hosting server performance alongside the platform Check script errors for website forms - Fix script errors and ensure all forms are working perfectly Google Analytics & site statistics - Review analytics and ensure Google embedded codes are still intact Optimize images and assets - Ensure all images and assets are optimized for web use for faster loading Monitor site visit for possible hacks - Frequent checking of site visitors (including location, browser and device used, etc.) Real-time monitoring of site activity for attempted hacks - Check IP addresses accessing the website and block possible hacks Website security updates - Monitor all security plugin reports on possible attacks and Access of specific IP address for platform admin page Quarterly content updates - Minor website copy revisions (from existing content) and Minor image updates (from existing content)	1	yearly	140,000.00			
<b>TOTAL :</b>				<b>140,000.00</b>			

**TERMS AND CONDITIONS:**

1. That the winning bidder shall ensure cover all the subscription and hosting expenses and services for a secured management of the FMA 8 Official website - <https://fisheriesmanagementarea8ph.com>.
2. That the winning bidder shall input all the weekly updates/contents given by the FMA 8 Communication Cluster Head and undertake the above-mentioned duties and responsibilities.
3. That the winning bidder shall meet the qualification and provide the service inclusions specified above, and must be amenable to the changes/modifications recommended by the said FMA 8 Communication Cluster.
4. That the winning bidder shall ensure the security and online management of the said website.
5. That the payment shall be made quarterly after activity accomplishment reports are submitted, paper processed and inspected by an authorized representative of BFAR8.

**GENERAL CONDITIONS:**

1. All entries must be legible, preferably typewritten;
2. Bidders must submit eligibility documents indicated in the CHECKLIST below;
3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:  
 \* Your Company Name \* PR Number (Indicated above) \* Bid Opening Date & Time
4. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award/ Purchase Order (Indicate days of delivery in the Bidder's Certification Box)
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Price offer validity shall be for a period of three (3) months from the Bidder's RFQ date;
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
8. Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before processing of payment;
9. **Failure to comply** with these conditions shall mean **DISQUALIFICATION** of your bid proposal.
10. **Terms of Payment:** At least thirty (30) days upon complete delivery of the items/ services through check or online payment.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS**

- Mayor's/Business Permit
- Philgeps Registration No.
- Omnibus Sworn Statement (OSS)
- Income tax return
- NFCC
- PCAB License
- Curriculum Vitae/ Professional License

END USER: CHRISTINE N. GRESOLA  
 PLACE OF DELIVERY: \_\_\_\_\_  
 DELIVERY PERIOD: \_\_\_\_\_  
 Prepared by: hec

**SUPPLIER/ CONTRACTOR/ CONSULTANT  
 (BIDDER'S CERTIFICATION BOX)**

Date: \_\_\_\_\_  
 After having carefully read and accepted your General Conditions, I/ We quote you on the lot/s and/or item/s at price/s noted above for immediate delivery and shipment which can be made within the delivery period required herein, or as I/We offered below, whichever is preferred by BFAR-8, from receipt of the Notice to Proceed (NTP).

DELIVERY PERIOD \_\_\_\_\_ DAYS

Signature above Printed Name of Authorized Representative

Position/ Designation

Company Tel/ Fax/ Mobile No.

Company Tax Identification No. (TIN)

PHILGEPS Registration Number