



Republic of the Philippines  
**DEPARTMENT OF FINANCE**  
 Roxas Blvd. corner P. Ocampo St., 1004 Manila



## REQUEST FOR QUOTATION

RFQ No.: 2024-05-0059

Date : May 16, 2024

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**Gentlemen :**

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) Chairperson or through the authorized canvasser of this Department not later than \_\_\_\_\_ the time and date of the opening of the sealed quotation.

*ALVIN P. DIAZ*  
 ALVIN P. DIAZ  
 Director IV

Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<b>PROCUREMENT OF ONE-YEAR SUBSCRIPTION OF DATA AND FILE ERASURE SOFTWARE (350 LICENSES)</b> SEE ATTACHED TERMS OF REFERENCE	1,000,000.000	1,000,000.00
		NOTE: Please include the following required documents upon submission of your proposal for evaluation purposes: <b>1. Mayor's/Business Permit</b> <b>2. PhilGEPS Registration Number</b> <b>3. Latest Income/Business Tax Return</b>  Additional required document to be submitted by the winning bidder upon issuance of the Purchase Order: <b>4. Duly notarized Omnibus Sworn Statement</b>		
<b>TOTAL AMOUNT</b>				<b>₱1,000,000.00</b>

After having carefully read and accepted the general conditions, I/we quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within 30 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

**Canvassed by:**

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**Supplier :**

**By :**

**Tel. No.:**

**TIN :**

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**ALVIN P. DIAZ**

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## TERMS OF REFERENCE

ONE-YEAR SUBSCRIPTION OF DATA AND FILE ERASURE SOFTWARE (350 LICENSES)

RFQ No. 2024-05-0059 dated May 16, 2024

### I. PROJECT SCOPE

The winning bidder must supply and deliver:

Item	Description	Qty	Unit Cost (VAT inclusive)	Total Cost (VAT inclusive)
1	ONE-YEAR SUBSCRIPTION OF DATA AND FILE ERASURE SOFTWARE (350 LICENSES)	1 LOT	PHP1,000,000.00	PHP 1,000,000.00

### II. TECHNICAL SPECIFICATIONS

Detailed Minimum Specifications of the Items to be Procured

#### A. Certification

Must have at least five international certifications from trustworthy organizations that ensures a secure data erasure (the more certifications the better)

#### B. Hardware Support

##### B.1. Drive Erasure

- Erase data securely from PCs, laptops, servers, and storage environments based on X86 and X64 architectures
- Compatible to SATA and SAS solid-state drives
- Locally or remotely controlled data erasure

##### B.2. File Erasure

- Compatible with Windows 11, 10, 8, 7, and Windows Server 2016, 2012, 2008, 2003
- Remotely execute secure erasure of files and folders on servers and in storage areas across the network

##### B.3 Management Console

- Reports available in CSV, PDF, and XML formats
- Add user-created reports for non-functioning assets
- Remote live management function to control erasure simultaneously with one single command
- Cloud-Based Management Console

#### C. Inspection and Test Requirement

After the delivery of the data erasure software, the supplier together with the Department of Finance personnel shall install, configure, and test the software

**D. Support Service Requirements**

Unlimited Corrective Maintenance activity (if applicable).

Must meet the following response and resolution time:

- Eight (8) hours by five (5) days support during the contract duration
- Two (2) hour response time for phone, email and online support

**E. Warranty and After Sales Requirements**

The Supplier shall conduct training to Department of Finance personnel to configure and administer all the features of the software tools, license update, backup/restore policy, log viewing report generation, etc., along with a documented manual.

**F. Payment Terms**

The DOF shall pay the service provider on a one-time basis upon delivery completion.

**III. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

Shall follow the DOF Confidentiality and Non-Disclosure Agreement

*I hereby certify to comply and deliver all the above requirements.*

\_\_\_\_\_  
*Signature over Printed Name of the Representative*

Company Name : \_\_\_\_\_

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

Email/Phone No.: \_\_\_\_\_

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