



**REQUEST FOR QUOTATION**

RFQ No.: **2025-02-0004**

Date : February 04, 2025

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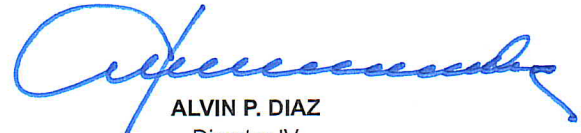
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**Gentlemen :**

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**  
 Director IV  
 Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	lot	<b>DATA AND FILE ERASURE SOFTWARE</b> <i>(see attached terms of reference)</i>	₱950,000.00	₱950,000.00
		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> <i>**For the bidder/s with Platinum Membership who opt to submit PhilGEPS Certificate, the validity of the Class "A" eligibility documents specified in Section 8.5.2 of the Revised IRR of RA9184 shall remain current and updated.</i> <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>₱950,000.00</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 15 calendar days from receipt of your valid Purchase Order (PO). The quotation are good only up to 60 calendar days.

**Canvassed by:**  
 \_\_\_\_\_

**Supplier :** \_\_\_\_\_  
**By :** \_\_\_\_\_  
**Tel. No.:** \_\_\_\_\_  
**TIN :** \_\_\_\_\_

**TERMS OF REFERENCE**  
**PROCUREMENT OF DATA AND FILE ERASURE SOFTWARE**  
RFQ No. 2025-02-0004 dated February 04, 2025

**I. PROJECT SCOPE**

The winning bidder must supply and deliver:

Item	Description	Quantity	Total Cost (VAT inclusive)
1	BitRaser® Drive Eraser (consumable)	2,000 consumable licenses	<b>₱950,000.00</b>
2	BitRaser® File Eraser Software (1-year subscription)	5 licenses for 1-yr subscription	

*Note: No existing software subscription provider*

**II. GENERAL REQUIREMENTS**

The suppliers must demonstrate the capacity to fully comply with the minimum requirements for the delivery of services and subscriptions outlined below:

- The suppliers/service providers must be able to provide software vendor/reseller accreditation, obtained/secured for the current year from the software company;
- Provide technical support 24/7 operations such as troubleshooting;
- Notify in writing or email the DOF of scheduled downtime and maintenance so that there is no disruption of service;
- Provide an annual billing statement of account as a basis for payment;
- Ensure compliance to Data Privacy;
- If DOF chooses to add an additional license/subscription during the contract period, each license/subscription will be charged on a prorated basis or less than the full year's charge;
- Provide onsite services on software installation, if necessary.
- Shall provide **Administration Training Session**, virtual or onsite, at the option of DOF (*Attendees must receive a Certificate of Completion; and preferably local trainers.*)
- Any issues found during testing or inspection will be promptly addressed by the suppliers.

**I. SCHEDULE AND TERMS**

- a. The agreement shall be for one (1) year reckoned from the start date of subscription.
- b. The acceptance testing will be undertaken for a period of 7CD after the start of subscription.
- c. The subscription will have no service interruption during the agreed test period.
- d. Provision of subscription shall start within fifteen (15) days from the issuance of the PO.

**III. PAYMENT TERMS**

The DOF shall pay the service providers on an annual basis upon submission of proof of billing per defined deliverables subject to validation by the DOF project owner, subject to the issuance of a certificate of satisfactory service by the DOF.

**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*



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## GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceding paragraph, where awardee has accepted a Purchase Order (PO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject PO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.

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