



Republic of the Philippines
BULACAN STATE UNIVERSITY
City of Malolos, Bulacan
PROCUREMENT OFFICE

QUOTATION NO. 24-04-0283

REQUEST FOR PROPOSAL

Tel./ Fax (044) 798-7755 | Email: procurement@bulsu.edu.ph

I. INSTRUCTIONS TO BIDDERS

1. Please indicate the following information in your bid
- a. Company name, Address, Contact No., TIN, E-Address and delivery Period
Bank name and Account no.

b. Bidder's offer/warranty period (technical specifications/ brand) per item

c. Unit Price, Total Price and Total Amount
d. Name of Bidder's Authorized Representative
e. Signature and Date
2. All Mandatory *with asterisk (*)#4* must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/ disqualified.

Other Instruction and Terms and Conditions please see it at the back of this page.

Note: BulSU reserves the right to accept or reject any or all of the quotations to waive formally therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s

II. ELIGIBILITY AND OTHER REQUIREMENTS

Suppliers are required to submit the following documents simultaneous with submit of bid offer/s:

1. Valid and Current Mayor's / Business Permit

2. Valid and Current PhilGEPS Registration Certificate / Number

3. Income / Business Tax Return (for ABC's Above Php 500,000.00)
4. Omnibus Sworn Statement (for ABC's above Php 50,000.00)

5. Philippine Contractors Accreditation Board License (Infrastructure)

6. Professional Liscense/Curriculum Vitae (Consulting Services)

III. TO BE FILLED BY PROCUREMENT PERSONNEL

DATE CREATED : APRIL 15, 2024

DEADLINE OF SUBMISSION : APRIL 23, 2024

MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT [Sec. 53.9]

ENDUSER : OVPREI

PR. NO. : I-2024-04-0076

APPROVED BUDGET FOR THE CONTRACT:
800,000.00

PURPOSE: CONSULTANCY SERVICES FOR IT INFRASTRUCTURE AND ERP SYSTEM FOR BULACAN STATE UNIVERSITY-MAIN CAMPUS

NO.	QTY.	UNIT	GENERAL NAME OF THE ITEM	REQUIRED ITEM SPECIFICATION	UNIT COST	BIDDER OFFERED SPECIFICATION	QUOTED UNIT PRICE	TOTAL QUOTED PRICE
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(b*h)
1	1	lot	PROCUREMENT OF CONSULTANCY SERVICES FOR IT INFRASTRUCTURE AND ERP SYSTEM	<p>I. Background</p> <p>Bulacan State University is seeking qualified and experienced consultancy services to assist in the procurement, implementation, and optimization of its IT infrastructure and ERP system. The organization aims to enhance its technological capabilities, streamline business processes, and improve overall efficiency.</p>				
				<p>II. Objectives</p> <p>1.IT Infrastructure</p> <p>objectives related to IT infrastructure are as follows:</p> <p>a.The Conduct a comprehensive assessment of the existing IT infrastructure.</p> <p>b.Provide recommendations for the enhancement and modernization of the IT infrastructure.</p> <p>c.Assist in the procurement process for IT infrastructure components and services.</p> <p>2.ERP System</p> <p>The objectives related to the ERP system are as follows:</p> <p>a.Conduct a comprehensive assessment of the existing business processes.</p> <p>b.Provide recommendations for the selection and implementation of an ERP system tailored to the organization's needs.</p> <p>c.Assist in the procurement process for the ERP system, including vendor/brand evaluation and selection.</p>				
				<p>III. Scope of Work</p> <p>1.IT Infrastructure</p> <p>The scope of work for IT infrastructure includes, but is not limited to:</p> <p>a.Conducting a thorough audit of the organization's current IT infrastructure, identifying strengths, weaknesses, opportunities, and threats.</p> <p>b.Collecting audit data, diagram, configurations and IT related contracts.</p> <p>c.Assisting in the preparation of Request for Proposals (RFPs) for IT infrastructure vendors.</p> <p>d.Evaluating vendor proposals and providing a comprehensive analysis for decision-making.</p> <p>e.Assist the department head in developing a detailed project plan for the implementation of the selected IT infrastructure components.</p> <p>2.ERP System</p> <p>The scope of work for the ERP system includes, but is not limited to:</p> <p>a.Assessing existing business processes and recommending improvements for alignment with the selected ERP system.</p>				

				b.Collecting audit data, diagram, test scripts, database backup, configurations and IT related contracts. c.Collaborating to define ERP system requirements and specifications. d.Evaluating vendor proposals and providing a comprehensive analysis for decision-making. e.Work with vendor/brand in developing a detailed project plan for the implementation of the selected ERP system.				
				IV. Personnel Qualifications and Certifications The consultant or consulting firm should ensure it qualification portfolio possess the following certifications: CertificationScope Cisco CCNP Enterprise Network Infrastructure Cisco CCNP Design Network Infrastructure Cisco Data Center Core Network Infrastructure Cisco SDWAN Network Infrastructure Aruba Professional R&S Network Infrastructure Nokia NDAC Specialist 4G/5G Network Infrastructure Windows Certification System Servers VMware Certified Professional Data Center System Servers and Cloud Infrastructure Azure Administrator Associate System Servers and Cloud Infrastructure Project Management ITIL Certification Project Management				
				V. Qualifications The consultant or consulting firm should possess the following qualifications: 1.Proven experience in deployment for IT infrastructure and ERP system. 2.Expertise in conducting thorough assessments and providing actionable recommendations. 3.Demonstrated experience in vendor/brand evaluation and selection. 4.Strong project management skills and experience in implementing ERP systems in organizations of similar size and complexity. 5.Into ICT industry for more than 10years				
				VI. Proposal Submission Interested consultants or consulting firms should submit their proposals during the opening of Bid. The proposal should include a detailed methodology, timeline, budget, and relevant experience. VII. Timeline The consultancy is expected to commence on within 3 months after the receiving of the notice to proceed				
			BY LOT					
			NOTE:					
			Please attach brochure and indicate days of delivery					
			Conduct a site inspection prior to submitting the quotation, for goods that require installation					
TOTAL QUOTED AMOUNT								

IV. MANDATORY TO BE FILLED OUT BY BIDDER

COMPANY NAME/	
BANK NAME*	:
BANK ACCOUNT NO.	:
ADDRESS*	:
TAX ID NO.*	:
CONTACT NO.*	:
EMAIL ADDRESS*	:
DELIVERY PERIOD*	:

Bidders Declaration:

We have "Read and Agreed with the instructions and Terms and Conditions" stated in this quotation and "Reviewed and Compiled" with detailed specifications signed by duly authorized representative of our company.

Bidder's Authorized Representative (Printed Name and Signature)	Date
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IV. SIGNATURE OF AUTHORIZED PERSONNEL	
DATE OF CANVASS: _____	
Canvassed by: _____	
Buyer's Name and Signature	Date
Buyer's Name and Signature	Date
BY THE AUTHORITY OF THE PROCUREMENT OFFICE	
ATTY. JEANETTE B. ESPLANA Head of Procurement Office	4-18-24 Date