



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

No. 25-065

The **Department of Budget and Management (DBM)**, through its **Administrative Service**, intends to procure **“Source Code Repository and Management Enterprise License Subscription”** for FY 2025 in accordance with **Section 34** (Small Value Procurement) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act (NGPA).

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A, B (Terms and Conditions), and C (Detailed Technical Specifications)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 11, 2025 , 2:00 P.M.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through the email address indicated below.

A copy of your **2025 Business or Mayor’s Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A **valid and updated PhilGEPS Registration Certificate (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor’s/Business Permit.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement (NGPA GPPB-prescribed forms), Income/Business Tax Return (for ABC’s above Php 500k)¹, and Certificate/s and/or Authorization to represent the Original Product Manufacturer** within a non-extendible period of five (5) calendar days from receipt of the notice from the Administrative Service that it submitted the Single/Lowest Calculated Quotation.²

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at resquinas@dbm.gov.ph.

AARON ALBERTO A. ESCALONA
Director III, and Concurrent
Chief Administrative Officer

¹ Manually filed tax returns or filed through EFPS

² Failure to submit the required documents on time, or a finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder’s email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder’s responsibility to check its/his/her email for the purpose.

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "**Comply**" or any equivalent term in the column "**Bidder's Statement of Compliance**" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
A	Source Code and Management Enterprise License Subscription – In accordance with Annex C, Detailed Technical Specifications	One (1) Lot			
			<hr/>	<hr/>	<hr/>

The above-quoted prices are inclusive of all costs and applicable taxes

SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
A	Subscription Period	The contractor shall provide a subscription to Source Code Repository and Management Enterprise License and the corresponding standard support covering the period of December 26, 2025 to December 25, 2026	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Thirty Thousand Pesos Only (Php430,000.00)	In words: _____

	In figures: _____

PAYMENT DETAILS

<i>Payment Terms:</i>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
Banking Institution	
Account Number	
Account Name	
Branch	

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

TERMS AND CONDITIONS

1. Bidders shall provide the correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of the contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user, subject to other payment terms as prescribed in this RFQ.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

13. In compliance with Section 3(a) of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;
- b) Approved budget for the contract;
- c) Contract period;
- d) Name of the winning bidder and its official business address;
- e) Amount of contract awarded;
- f) Date of Award and Acceptance;
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

CONFORME:

Signature over Printed Name
(Authorized Representative)

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

DETAILED TECHNICAL SPECIFICATIONS

1.0 PROJECT TITLE

Renewal of Source Code Repository and Management Enterprise License Subscription

2.0 OBJECTIVE

To provide a development and collaboration platform that will help the developers build and share applications effectively using distributed source code repositories, security policies, and project management capabilities.

For this project, the subscription of the existing Source Code Repository and Management Enterprise License will maintain the performance and functionality of and ensure its compatibility with the existing fleet and equipment. Hence, reference to brand names is authorized under Section 11.2 of the Implementing Rules and Regulations of Republic Act No. 12009 or the New Government Procurement Act which provides that, "[r]eference to brand names shall not be allowed except for items or parts that are compatible with the existing fleet or equipment of the same make and brand, and to maintain the performance, functionality and useful life of the equipment"

3.0 SUBSCRIPTION PERIOD

The Source Code Repository and Management Enterprise License Subscription shall cover the period of December 26, 2025, to December 25, 2026.

4.0 SPECIFICATIONS AND SCOPE OF WORK

4.1 *The contractor shall provide subscription to the Source Code Repository and Management Enterprise License for five (5) users, and the corresponding standard support, with the following features and functionalities:*

4.1.1 *Source Code Management*

- 4.1.1.1 *Built-in CI/CD*
- 4.1.1.2 *Publish static websites for free especially for GitLab*
- 4.1.1.3 *Container Scanning*
- 4.1.1.4 *Push Rules*
- 4.1.1.5 *Multiple approvers in code review*
- 4.1.1.6 *Efficient Merge Request Reviews*
- 4.1.1.7 *Code Quality Reports*
- 4.1.1.8 *Remote repositories pull mirroring*
- 4.1.1.9 *Protected Environments*
- 4.1.1.10 *Merge Trains*

4.1.2 *Project Management*

- 4.1.2.1 *Time Tracking*
- 4.1.2.2 *Wiki-based project documentation*
- 4.1.2.3 *Issue Weights*
- 4.1.2.4 *Multiple Issue Assignees*
- 4.1.2.5 *Roadmaps*
- 4.1.2.6 *Code and Productivity Analytics*
- 4.1.2.7 *Jira Development Panel Integration*
- 4.1.2.8 *Single-level Epics*
- 4.1.2.9 *Iterations*

4.1.3 *Security and Compliance*

- 4.1.3.1 *Secret Detection*
- 4.1.3.2 *Static Application Security Testing*
- 4.1.3.3 *Audit Events*
- 4.1.3.4 *Verified Committer*
- 4.1.3.5 *Restrict push and merge access to certain users*

- 4.1.4 Portfolio Management
 - 4.1.4.1 Contributor Analytics
 - 4.1.5 Scaled and Multi-Region Support
 - 4.1.5.1 Dependency Proxy for Container Registry**
 - 4.1.5.2 Globally distributed cloning with GitLab Geo**
 - 4.1.5.3 Disaster Recovery**
 - 4.1.5.4 Advanced Search
 - 4.1.5.5 Support for Scaled GitLab**
 - 4.1.5.6 Packaged PostgreSQL with replication and failover**
 - 4.1.5.7 Advanced LDAP/SAML support including Group Sync**
- ** Available on self-managed plans only

- 4.2 The contractor must have Certificates and/or Authorization to represent the Original Product Manufacturer (certificates will be required during the post-qualification).
- 4.3 A certificate of acceptance shall be issued by the Director of Information and Communications Technology Systems Service (ICTSS) after all requirements are met by the contractor.

5.0 SERVICE LEVEL AGREEMENT

The DBM shall maintain a Service Level Agreement with the contractor, with provisions for liquidated damages as indicated below for their non-compliance. Liquidated damages shall be charged against any money due, or which may become due to the contractor or collected from any securities or warranties posted by the contractor.

Component	Description	Liquidated Damages
Renewal of Licenses	The contractor shall provide a subscription to Source Code Repository and Management Enterprise License and the corresponding standard support covering the period of December 26, 2025, to December 25, 2026.	1/10 th of 1% of the contract price shall be imposed per day of delay.

6.0 WARRANTIES OF THE CONTRACTOR

- 6.1 For the subscription of the licenses and support services, the warranties shall include the following:
 - 6.1.1 The contractor warrants that it shall strictly conform to the terms and conditions of these Detailed Technical Specifications.
 - 6.1.2 The contractor shall secure, maintain at its own expense all registration, licenses, or permits required by national or local laws and shall comply with the rules, regulations, and directives of regulatory authorities and Commissions.
 - 6.1.3 The contractor shall be liable for loss, damage, or injury caused directly or indirectly through the fault or negligence of its technical staff assigned. It shall assume full responsibility therefore and the DBM shall be fully released from any liability arising therefrom.
 - 6.1.4 The contractor shall neither assign, transfer, pledge, nor subcontract any part of or interest in the contract being bidded out.
- 6.2 In order to assure that manufacturing defects shall be corrected by the suppliers, a warranty security shall be required from the supplier for a minimum period of three (3) months, in case of expendable supplies, or a minimum period of one (1) year, in case of non-expendable supplies, after acceptance of the DBM of the delivered goods.

The obligation for the warranty shall be covered by either a retention money in an amount equivalent to one percent (1%) of every progress payment, or a special bank guarantee equivalent to one percent (1%) of the total contract price. The said amount shall be released after the lapse of the warranty period, or, in the case

of expendable supplies, after consumption thereof. Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

7.0 CONFIDENTIALITY OF DATA

All project personnel or technical staff of the contractor shall be required to sign a Non-Disclosure Agreement (NDA). The contractor agrees to hold all the foregoing information in strict confidence. The contractor further agrees not to reproduce or disclose any confidential information to third parties without the prior written approval of the DBM. The DBM Enterprise Network System, its components, parts and all products, product samples and specifications, data, ideas, technology, and technical/non-technical materials, all or any which may be derived from any of the foregoing are strictly confidential.

8.0 TERMS OF PAYMENT

8.1 One-time payment shall be made subject to the submission of the following documentary requirements, and in accordance with budgeting, accounting, and auditing laws, rules, and regulations:

8.1.1 Proof of Source Code Repository and Management Enterprise License Subscription

8.1.2 Sales Invoice/Billing Statement

8.1.3 Certificate of Acceptance issued by the ICTSS Director

8.1.4 NDA

8.1.5 Valid and Updated Tax Clearance Certificate