



Office of the President of the Philippines
OFFICE OF THE PRESIDENTIAL ADVISER ON THE PEACE PROCESS

REQUEST FOR QUOTATION

10 November 2019

The Office of the Presidential Adviser on the Peace Process (OPAPP), through its Bids & Awards Committee (BAC), invites interested Suppliers/Contractors to submit their *lowest* and *responsive* quotation for Upgrade of Internet Service Provider Source Media Type ad Bandwith. Details of which are as follows:

A. Name of the Project	Upgrade of Internet Service Provider Source Media Type ad Bandwith.
B. Source of Fund	F.Y. 2019.
C. Approved Budget for the Contract (ABC)	Ninety-Five Thousand Pesos/Monthly (PhP95,000.00/Monthly).
D. Mode of Procurement	Negotiated Procurement-Small Value Procurement (R.A. 9184).
E. Technical Requirements	➤ Please see Annex "A".
F. Documentary Requirements: <i>these shall be submitted on or before the deadline for submission of bids.</i>	<ol style="list-style-type: none"> 1) PhilGEPS Registration Number/ Certificate; 2) Mayor's/ Business Permit; 3) Latest Income/ Business Tax Return (Tax Clearance will not be accepted); 4) Omnibus Sworn Statement in accordance with sec. 25.3 of the 2016 IRR of RA 9184;

I. Terms & Conditions

- a) The ABC is inclusive of applicable taxes.
- b) Bid offer exceeding the ABC shall be automatically disqualified.
- c) The bid offer must be valid for thirty (30) calendar days upon receipt by the procuring entity.
- d) Documentary requirements must be submitted on or before the deadline of submission of bids. Late bids will not be accepted.

If you intend to send your bids through a courier, please ensure that we shall receive it before the deadline of submission of bid.

- e) Bids must be submitted in a sealed envelope with the (i) bidder's complete (postal) address; (ii) telephone number, fax and email address printed under its postal address; & (iii) the name of the project must be indicated in the center-uppermost.

Unsealed bids nor bids sent through email will not be accepted/ honored.

- f) All quotations must be inclusive of all applicable fees, and not subject to price escalation in case there will be an Order increasing the daily minimum wage.

- g) Subcontracting is not allowed.

II. Start of the Contract

1 to 31 December 2019

III. Project Site

Office of the Presidential Adviser on the Peace Process
Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center Pasig City

IV. Terms of Payment

Payment shall be made to the supplier or distributor upon complete delivery and installation and issuance of billing statement.

V. Warranty

Replacement of defective item/s shall be made within seven (7) days from receipt of the supplier or distributor of the formal written notice.

VI. Deadline of Submission of Bids

Bids/Quotations must be submitted on or before _____.


VII. Submit your bids at:

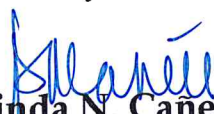
BAC Secretariat's Office
6th Floor, Agustin I Bldg.
F.Ortigas Jr. Road
Ortigas Center
Pasig City

The OPAPP reserves the right to reject any and all quotations or bids, declare a failure of bidding or not award the contract in accordance with Section 41 of the IRR of R.A. 9184.

The contract will be awarded to the *lowest quotation* and *responsive* to our specifications and requirements.

For further inquiries, please coordinate with the BAC Secretariat at telephone number (02) 636 0701 local 818, or at opapp.bacsec@gmail.com.

Sincerely,

Alain A. Ebu
OIC-ICTU

Noted by:

Linda N. Canete
CAO - PSS

x-----x

After having carefully read and accepted your terms and conditions, our best offer for the procurement of the above listed goods is (Please fill-in details: amount in words) (PhP _____00).

Company Name: _____
Authorized Representative: _____
Signature: _____
Position: _____
Contact No.: _____
Email Add: _____



Office of the Presidential Adviser on the Peace Process

TERMS OF REFERENCE

Upgrade of Internet Service Provider (ISP) Source Media Type and Bandwidth

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I. PROJECT OVERVIEW

The name of this project is **Upgrade of Internet Service Provider (ISP) Source Media Type and Bandwidth.**

II. PROJECT OBJECTIVE

The project aims to upgrade the existing copper line to fiber optic glass media to ensure faster and more reliable connectivity at the Office Presidential Adviser on the Peace Process (OPAPP).

III. TECHNICAL REQUIREMENTS

A. General Requirements

The Project requires for the procurement of the following:

Speed	Unit	ITEM	Media Type
100 mbps	subscription	Internet Service	Fiber Optic

B. Detailed Technical Requirements (Minimum)

QTY	ITEM	SPECIFICATION
1	Internet Subscription	High-speed internet connectivity using fiber optic technology
	Category	Business Type
	Guaranteed Speed	100 mbps, symmetric download and upload
	Service Level Agreement	99.95% (max 4.38 hours downtime per year)
	Media Type	Fiber Optic Backbone
	Static IP	/30 Static IP
	MRTG Access	Free

C. Installation – The ISP shall be considerable for the following:

- a. Installation of main line up to OPAPP Data Center (fiber optic runs).
- b. Initial configuration and set-up.

D. TECHNICAL SUPPORT AND WARRANTY

Quality assurance is expected from the SERVICE PROVIDER, such that any error or fault in any hardware, peripherals, pre-installed mandatory software and installation tools delivered during the implementation shall be acted upon, resolved, mitigated and/or replaced accordingly at no cost to the organization. Likewise, upon final project acceptance, the SERVICE PROVIDER is required to after sales service and assurance that all equipment and installation are accurate, complete, operable, uncompromised, and error-free during the subscription period.

24/7 Technical Support with escalation procedure of up to Level III.

IV. PROJECT DURATION

The project's duration shall not be more than the specified number of days in the Schedule of Activities. The Service Provider is expected to follow the scheduled delivery strictly. Extending the period of installation (60 days from Contract Signing and Approval) will subject the Supplier to liquidated damages as stipulated in RA No. 9184.

V. APPROVED BUDGET

The Approved Budget for the Contract (ABC) for Service Subscription is Ninety Five Thousand Pesos (Php 95,000.00) monthly recurring charge.

VI. SCHEDULE OF ACTIVITIES

Activities	Timeline	Remarks
Delivery of the Service (Installation and Set-up)	60 days after Contract Signing	The location of the delivery and installation shall be at 10th Floor, Agustin I Bldg., Emerald Ave., Ortigas Center, Pasig City
Inspection, Test, Evaluation and Acceptance	1 to 3 days	Inspection Committee, TWG and ICTU shall test and evaluate the performance and speed of service

VII. POST-QUALIFICATION

The Post-qualification of the service to be provided will be based on the submitted proposal and other supporting documents.

VIII. TESTING AND EVALUATION

The visual test, conformity with the specifications, and functionality test shall be conducted in accordance with the Service Provider's Proposal and Terms of Reference.