



REQUEST FOR QUOTATION

Date: 06 September 2023
RFQ No.: 100-23-06-1374

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 TIN: _____
 PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Subscription of Secondary Internet Connectivity of Pasig City Hall – Management Information System Office** with an Approved Budget for the Contract (ABC) of **Php 942,040.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Dedicated Internet Access (DIA) (for 4 months), - Bandwidth of at least 500mbps - Service Level of Agreement of at least 99% availability - With inclusions of IPv4 and IPv6 address Reservation blocks. - 24/7 customer support with Public IP Provisions. - Monthly Recurring Charge (MRC) Php 235,510.00 - Please see attached Terms of Reference (TOR)		1	lot	942,040.00	942,040.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	942,040.00			
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*





JUNE 2023

TERMS OF REFERENCE
SECONDARY CONNECTIVITY PROJECT
PR 100-23-06-1374

The City Government of Pasig, through the efforts of the *Management Information Systems Office (MISO)* intends to subscribe for a secondary centralized internet connectivity as a preparatory move towards disaster preparedness, avoid the absolute dependence on the centralized primary connectivity and make sure online systems and operations dependent on internet connection remain functional regardless of any untoward situation happened on the primary connectivity because of redundancy brought by this project.

I. BACKGROUND

As we navigate through these challenging times and adapt to the evolving circumstances, our LGU has shown resilience in conducting business. We have implemented digitized methods for submitting requirements, utilizing free/open-source applications, and re-engineering processes to better serve our customers. Through collaborative efforts across various departments, we have successfully adjusted our operations to ensure the continued generation of revenue for the city.

To enhance and maintain our commitment to excellent customer service, it is essential to complement our ongoing initiatives with a robust IT Digitalization plan. The objective is to provide both PCG and our customers with a seamless and meaningful experience by implementing an updated IT infrastructure that promotes efficiency in conducting business.

While we already have centralized internet connectivity, it is crucial not to solely rely on a single internet provider. We must ensure that all systems remain operational, even if our primary internet provider encounters challenges that may affect their service delivery. Therefore, it is imperative to establish a secondary connectivity, creating redundancy that guarantees an alternative connection in the event of outages, whether they occur unexpectedly or as part of planned maintenance.

Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila



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II. TECHNICAL SPECIFICATIONS AND BILL OF MATERIALS

Item No.	Qty	Unit of Issue	Item Description/Specification	Unit Cost	Amount
1	1	lot	Dedicated Internet Access (DIA) Bandwidth of at least 500mbps Service Level of Agreement of at least 99% availability With inclusions of IPv4 and IPv6 address Reservation blocks 24/7 customer support with public IP Provisions	P942,040.00	P942,040.00
TOTAL COST					Php 942,040.00

III. CONTRACT DELIVERY PERIOD AND DURATION

- A. The contract delivery period shall be thirty (30) days upon the notice to proceed (NTP).
- B. Subscription shall not exceed beyond December 31, 2023 to ensure that there will be no existing restraints or commitments if change of provider of service is inevitable after the end of the said duration.

IV. QUALIFICATIONS OF THE SERVICE PROVIDER

Service provider must present the following documents/certifications during the opening of bids:

1. Service provider must present a list of similar completed contracts for the past five years, either in a public or private client, and at least there is one (1) completed contract that could be used as an SLCC requirement for this project.
2. The service provider must be qualified and eligible, having at least five years of expertise in Unified Communications Infrastructure.
3. Certification that the core internet circultry of the service provider must be separate from the existing circultry of the primary connectivity provider (Converge).



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V. SCOPE OF WORK AND DELIVERABLES

- Conduct feasibility study of the target site/office
- Design, planning and coordination
- Service installation, testing and provisioning of internet access
- Fiber Network Availability at least 99%
- Circuit Availability at least 99%
- Latency ranging from 10ms – 200ms only
- Customer Support / Ticket status update
- Send out Monthly SLA report
- Perform maintenance activities every week/month/quarter

VI. SOURCE OF FUNDING

The Fund for this engagement shall be sourced from the Small Value Procurement (SVP) for the fiscal year 2023 of the Office of General Services of Pasig City Government. The ABC is amounting to a staggered payment of total nine hundred forty-two thousand forty Philippine Pesos (Php 942,040.00).

VII. MODE OF PROCUREMENT

The Procurement of Pasig City Government's Secondary Connectivity (Project) shall be undertaken through an allowable mode of procurement, as evaluated by the Bids and Awards Committee pursuant to RA No. 9184 and its latest Revised IRR.

**** End of Terms of Reference ****

Prepared by:

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 Head, Project Management Division

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JOHN CARLO F. FATALLO
 OIC, MIS Office



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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].


If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.


Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme:


Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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