



REQUEST FOR QUOTATION

Date: 13 September 2023

RFQ No.: 100-23-08-1811

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 **Business Enterprise Broadband Internet Connectivity for the Outside Offices in Pasig City – Management Information System Office** with an Approved Budget for the Contract (ABC) of **Php744,000.00**, 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 (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	Business Enterprise Broadband Internet Connectivity of city Outside Offices (for 4 months), - *Atleast 100mbps during peak time (7:00 AM - 6:59 PM) Monthly Recurring Charge (MRC) Php 6,000.00 per Office 1. Pasig City Museum. 2. RED Training Center. 3. Veterinary Service Dept. 4. OGS Warehouse 5. DRRMO - Sir Wong's Office 6. Maybunga Rainforest Park 7. Youth Development Center (YDC) 8. Pasig City Science High School 9. Slaughterhouse 10. Medical Depot 11. OGS Motorpool - *Atleast 150mbps during peak time (7:00 AM - 6:59 PM) Monthly Recurring Charge (MRC) Php 8,000.00 per Office 12. PCIST Bambang 13. PCIST Sta. Lucia 14. PCIST Manggahan 15. BCLP San Miguel		1	lot	744,000.00	744,000.00		

16. BCLP Sto. Tomas 17. BCLP Napico Manggahan 18. BCLP Kalawaan 19. BCLP Dela Paz 20. BCLP San Joaquin 21. BCLP Palatiw 22. BCLP Bagong Ilog 23. BCLP Caniogan 24. BCLP Malinao 25. BCLP Maybunga 26. BCLP Ugong Please see attached Terms of Reference (TOR)							
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	744,000.00					
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.*



MANAGEMENT INFORMATION SYSTEMS OFFICE

JULY 2023

**TERMS OF REFERENCE
INTERNET CONNECTIVITY PROVISION
FOR LGU OUTSIDE OFFICES**

PR 100-23-08-1811

The City Government of Pasig, through the efforts of the *Management Information Systems Office (MISO)* intends to provide internet connectivity for the City Government of Pasig outside offices.

I. BACKGROUND

Implementing an internet provision project for LGU outside offices is multi-faceted and encompasses various benefits and advantages that can significantly enhance the efficiency, effectiveness, and overall functioning of the offices. Internet connectivity allows offices to establish seamless communication channels among different departments, agencies, and officials. It enables efficient sharing of information, data, and documents, leading to better coordination and collaboration on various projects and initiatives. It provides access to an abundance of information and online resources, enabling government employees to stay updated on policy developments, research, best practices, and other critical data. This access to knowledge enhances decision-making processes and policy formulation. It is a crucial enabler of e-government initiatives, which involve digitizing government services, data, and processes. Through digital transformation, government offices can streamline workflows, reduce paperwork, and enhance the overall efficiency of public administration. With internet connectivity, government offices can publish information and data online, promoting transparency and accountability.

Internet provision in government offices center around the potential to improve communication, increase efficiency, enhance public service delivery, foster transparency, and promote digital transformation. By leveraging the internet, government institutions can become more effective, citizen-centric, and responsive to the needs of their constituents.

II. TECHNICAL SPECIFICATIONS AND BILL OF MATERIALS

Item No	Qty	Unit of Issue	Item Description/Specification Bandwidth	Unit Cost	Amount
			Business Enterprise Internet Subscription with Wifi Router or any Wifi capable device (4 months)		



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

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1		Pasig City Museum	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
2		RED Training Center	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
3		Veterinary Service Dept.	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
4		OGS Warehouse	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
5		DRRMO – Sir Wong’s Office	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
6		Maybunga Rainforest Park	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
7		Youth Development Center (YDC)	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
8		Pasig City Science High School	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
9		Slaughterhouse	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
10		Medical Depot	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00
11		PCIST Bambang	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
12		PCIST Sta. Lucia	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
13		PCIST Manggahan	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00



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14		BCLP San Miguel	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
15		BCLP Sto. Tomas	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
16		BCLP Napico Manggahan	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
17		BCLP Kalawaan	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
18		BCLP Dela Paz	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
19		BCLP San Joaquin	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
20		BCLP Palatiw	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
21		BCLP Bagong Ilog	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
22		BCLP Caniogan	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
23		BCLP Malinao	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
24		BCLP Maybunga	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
25		BCLP Ugong	At least 150mbps during peak time (7:00 AM – 6:59 PM)	8,000.00	32,000.00
26		OGS Motorpool	At least 100mbps during peak time (7:00 AM – 6:59 PM)	6,000.00	24,000.00



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TOTAL	186,000.00	744,000.00
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III. MINIMUM QUALIFICATIONS OF SERVICE PROVIDERS

- Must have at least NTC Tier 1 certification/Permit/License/Authority
- Must peer with PHOpenIX with at least 100G peering capacity.
- Must be a member of Metro Ethernet Forum with at least MEF 2.0 Certification

IV. SERVICE LEVEL AGREEMENT

- Dedicated access to the Internet via end-to-end Pure Fiber Optic Cable with at least 98.3 % Service Availability Level
- Minimum of bandwidth at least 30% of the required bandwidth
- Latency of not more than 70 ms to domestic, 200 ms to the US and packet loss of not more than one percent (1%)
- Provide 24 x 7 technical assistance and customer service accessible via telephone and email.
- The service provider must submit detailed escalation and restoration procedures for network or service outages including the contact details
- Provider must operate its own technical support and not source through BPO

V. CONTRACT DELIVERY PERIOD AND SUBSCRIPTION DURATION

The contract delivery period shall be thirty (30) days upon the notice to proceed (NTP).
The subscription duration shall be four (4) months.

VI. SOURCE OF FUNDING AND APPROVED BUDGET FOR THE CONTRACT

The Fund for this engagement shall be sourced from Small Value Procurement (SVP) Fund Account for the fiscal year 2023 of the Management Information Systems Office, attributed to the Office of General Services of Pasig City Government. The payment will be on a monthly basis not exceeding the ABC amounting to seven hundred forty-four thousand Philippine Pesos (P 744,000.00).

VII. MODE OF PROCUREMENT

The Procurement of Internet Connectivity Subscription for Pasig City Government outside offices 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:


ROLAND R. RUIZ
Project Management Division


ROBERTO A. OSORIO
Head, Project Management Division

Reviewed by:


JERRY V. OBICO
Head, Infrastructure Division


JOHN CARLO F. FATALLO
OIC, MIS Office

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



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.

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

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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)

