



## REQUEST FOR QUOTATION

Date: 08 April 2024  
RFQ No.: 100-23-12-7920

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 **SECONDARY INTERNET CONNECTIVITY FOR THE PASIG CITY HALL – MANAGEMENT INFORMATION SYSTEM OFFICE** with an Approved Budget for the Contract (ABC) of **Php 998,999.04**, 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.

					APPROVED BUDGET		PRICE OFFER	
ITEM NO.	ITEM DESCRIPTION	BRAND NAME <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	<b>Dedicated Internet Access (DIA)</b> Bandwidth of at least 700mbps Please see attached Terms of Reference (TOR)		12	Month	83,249.92	998,999.04		
<b>GRAND TOTAL COST</b>		<b>IN FIGURES</b>			<b>998,999.04</b>			
		<b>IN WORDS</b>			<b>NINE HUNDRED NINETY-EIGHT THOUSAND NINE HUNDRED NINETY-NINE PESOS AND 04/100</b>			

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.

**NOTE:** Other terms, conditions, and requirements are stipulated in the attached Terms of Reference, if any.

**PRICE OFFER:** Unit and Total Prices shall be rounded off up to **two (2)** decimal places.


**VALIDITY OF OFFER:** Within Ninety (90) calendar days from the date of opening of quotation.


**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.*

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  bidsandawards@pasigcity.gov.ph \*

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# TERMS OF REFERENCE

## SECONDARY CONNECTIVITY PROJECT

**PR 100-23-12-7920**

The City Government of Pasig, through the efforts of the Management Information Systems Office (MISO) intends to subscribe to 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 an untoward situation happened on the primary connectivity because of redundancy brought by this project.

### I. BACKGROUND

As we face this pandemic and gear towards the new normal, our LGU was resilient in the means of doing business – Introduced digitized ways of submission of requirements, using free/open-source applications, and process re-engineering to support our customers. We have slowly adapted to the ‘new normal’ through a joint effort across the different departments and ensure that we can still operate and generate revenue for the city.

To improve and sustain our customer service, we must marry our existing efforts with a solid IT Digitization plan. The goal for both PCG and our customers is to have a meaningful experience since we will have an updated IT infrastructure – promoting the ‘ease of doing business’.


Though we already have centralized internet connectivity, our existing IT infrastructure should not rely on a single internet connectivity. We have to make sure all systems are going even our primary internet provider would face challenges that may be the reason why they may not deliver the expected service from them. We are in dire need of secondary connectivity, a redundancy that will make sure that we have alternative connectivity in times of experiencing outages, by accident or planned one.


### II. TECHNICAL SPECIFICATIONS AND BILL OF MATERIALS

Item No.	Qty	Unit of Issue	Item Description/Specification	Monthly Recurring Cost	Total Cost (for 12 months)
1	1	Lot	<ul style="list-style-type: none"><li>Set up a Symmetric Direct Internet Connection of 700Mbps Committed Information Rate (CIR) Bandwidth for 700Mbps with</li></ul>	P 83,249.92	P 998,999.04

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			<p>Customer-premises equipment (CPE) and Public IP block of /29 (at least 5 usable Public IP Addresses).</p> <ul style="list-style-type: none"> <li>▪ Inclusive of an automatic failover set up that can ensure 2 different fiber routes going to Pasig City Hall</li> <li>▪ At least 99.95% uptime connectivity</li> <li>▪ Should be fiber optic cable</li> <li>▪ Minimum Network Latency <ul style="list-style-type: none"> <li>- Not more than 20 milliseconds average trip from Pasig City Hall to ISP port</li> <li>- Not more than 200 milliseconds average trip from ISP port to international port</li> </ul> </li> <li>▪ Standby router/modem/media converter can be configured in case of internet interruption</li> <li>▪ Inclusive of Supply and Installation of 1-unit SFP-10G-SR-850-MM <ul style="list-style-type: none"> <li>- 850nm wavelength</li> <li>- Dual LC Connector</li> <li>- Multimode</li> </ul> </li> <li>▪ Network Monitoring Software with account credential (username and password)</li> <li>▪ The Internet Service Provider must support IPV6, or its network platform is IPV6 ready and compliant</li> <li>▪ Provision of 24/7 Technical support and services</li> <li>▪ Bandwidth availability test from ISP Data Center to Pasig City Hall</li> </ul>	
TOTAL COST				998,999.04

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### III. SCOPE OF WORK AND DELIVERABLES

#### A. Installation

1. Must provide detailed work plan specifying installation design, detailed activities and network diagram showing connectivity from end user's data center up to the last mile and timelines.
2. Provide and install all necessary equipment and infrastructure to set up the internet connection including in-house wiring.
3. Provision, Installation, and Configuration of Customer-premises equipment (CPE).
4. Provide Internet connectivity directly to the end user's preferred location.

#### B. Testing

1. The acceptance test procedure must be in accordance with the following:
  - a) The acceptance testing will be undertaken for a period of Seven (7) working days and will be attested to by authorized ICT personnel of the Pasig City Hall.
  - b) The guaranteed Committed Information Rate (CIR) of at least 700Mbps should be attained during Office hours (i.e., 7:00 AM to 7:00 PM).

If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all conditions have been duly satisfied continuously for seven (7) days.


### IV. SERVICE LEVEL AGREEMENT


- Submission of diagnostics reports and updates in case of connection failure within three (3) calendar days after diagnosis/updates.
- Shall maintain all provided equipment in proper working order.
- Shall provide an escalation list and procedure for reporting faults and outages.
- Provide not less than seven (7) calendar days proactive notice of scheduled downtimes, service interruption, upgrades, or preventive maintenance, if any; subject to the approval of Pasig City Hall authorized representative.
- Shall immediately advise any downtime occurrence.
- Provision of 24/7 support services and a dedicated customer relations manager for all concerns regarding billing, technical, and other requirements.
- Provide a single point of contact for customer support in both areas of network connectivity and internet access.
- The winning service provider shall provide the necessary hardware, terminations, infrastructure, and other services required to set up the internet connection.
- Must immediately provide a service unit if the existing equipment is found defective.

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This set of documents should include the following sections:

1. Experience and Qualifications
  - a. The Company must have at least five (5) years of industry-grade internet service implementation experience.
  - b. Must be operating within the Metro Manila Area and has own fiber facility. A certificate must be provided.
  - c. Telecommunication-grade provider that has an approved full congressional mega-franchise as data and voice & VAS telco Provider and Holder of Certificate of Registration issued by the National Telecommunication Commission.
  - d. Can hold multiple points of presence from leading local and internal telecommunications providers and carriers.
  - e. The service provider and its service network should be different from primary internet connectivity (Converge).

## VI. SOURCE OF FUNDING AND APPROVED BUDGET FOR THE CONTRACT

The Fund for this engagement shall be sourced from the Small Value Procurement (SVP) Fund Account for the fiscal year 2024 of the Management Information Systems Office, attributed to the Office of General Services of Pasig City Government. The ABC is amounting to a monthly staggered payment total of nine hundred ninety-eight thousand nine hundred ninety-nine and 4/100 Philippine Pesos (P 998,999.04).

## VII. CONTRACT DELIVERY PERIOD AND DURATION


The contract delivery period shall be ten (10) days upon the notice to proceed (NTP). Subscription shall not exceed beyond December 31, 2024 to ensure that there will be no existing restraints or commitments if a change of provider of service is inevitable after the end of the said duration.


Incumbent provider could be subjected for renewal as rules provided by the Guidelines on Renewal of Regular Services under Appendix 37 of the 2016 revised IRR of RA 9184. A service performance evaluation shall be conducted by the end user with the following criteria:

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	Criteria	Weight
I	Conformity to technical Requirements	20
II	Timeliness in the Delivery of Services	20
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	15
IV	Response to Complaints	5
V	Compliance with set office policies for such services	5
VI	After Sales Support	20
TOTAL RATING		85

A weighted performance rating of at least 85 points shall make the existing contractor eligible for service renewal.

#### VIII. 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\*\*\*\*\***


**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:**


- 1. 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.
- 2. PhilGEPS Registration Number**
- 3. 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:
  - 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.
  - Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 4. Accomplished and notarized Omnibus Sworn Statement** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412> )

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5. **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), 4<sup>th</sup> 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, 4<sup>th</sup> 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 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](mailto:bidsandawards@pasigcity.gov.ph)

SGD

**ATTY. BEA THERESE P. VILLANUEVA**

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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