



Office of the President of the Philippines
PRESIDENTIAL MANAGEMENT STAFF
Malacañang

PMS-BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

The Office of the President-Presidential Management Staff (OP-PMS), through its Bids and Awards Committee (BAC), hereby invites all interested service providers, to quote their *lowest price* on the items listed below, subject to the General Conditions stated herein, and submit the same duly signed by their authorized representatives not later than **30 June 2017 (Friday)**:

NAME OF PROJECT : PROCUREMENT OF THE SERVICES OF AN INTERNET SERVICE PROVIDER (ISP) FOR A DEDICATED WIRELESS INTERNET CONNECTION

LOCATION : PMS TEMPORARY OFFICE SPACE¹

APPROVED BUDGET : ₱ 500,000.00

TERMS OF REFERENCE :

The ISP shall deliver a dedicated wireless Internet subscription with a minimum bandwidth of 10Mbps for the PMS temporary office space.

I. SPECIFIC DELIVERABLES

1. The ISP shall build-out the Internet (Wireless) facility and installation at the PMS temporary data center;
2. The ISP shall provide all the necessary network equipment, termination, infrastructure and other incidentals required to set-up and activate the connections;
3. The installation of the dedicated wireless Internet service upon entry to the PMS temporary office shall run on Electrical Metallic Tubing (EMT) pipe up to the Electrical (EE) room and metallic flexible pipe from the EE room up to the data center IT rack. The EMT pipes, metallic flexible pipes, junction boxes, pull boxes, brackets and other miscellaneous materials needed to complete the installation shall be supplied by the ISP;
4. The ISP shall configure and install all active equipment at the PMS temporary data center. All subsequent requests for equipment re-configurations and/or transfer to another building shall be at no cost to PMS and shall be unlimited during the term of the contract;
5. The ISP shall coordinate with the Information and Communication Technology Service (ICTS) as regards the following requirements at the site during actual implementation:
 - Security and safety
 - Order and cleanliness
 - Personal conveyance and materials handling

¹ Located at AAP Tower 683 Aurora Blvd. Barangay Mariana, Quezon City.

6. The ISP shall submit to the PMS through the ICTS all documentations, including equipment configurations;
7. All cables shall be properly tagged and labeled, while the EMT pipe, pull box, and junction box shall be painted using industry standard color;
8. The ISP shall replace all defective equipment, cables, connectors and other accessories of the same quality and specifications within the contract period. The hardware replacement shall be new or at least functionally equivalent to the item replaced; never inferior or an older model thereof; and
9. The ISP shall respond within 2 hours (from Monday to Sunday, including holidays) upon generation of a job ticket request for technical assistance, equipment configuration and continuance of service. To ensure that PMS receives senior management attention on unresolved issues/service, the ISP shall operate a problem escalation procedure in order that any unresolved problems are notified to the operational and management personnel on a priority basis. A problem escalation plan shall be included in the Service Level Agreement.

II. INSTITUTIONAL REQUIREMENTS

1. The ISP, in the performance of its services, shall secure and maintain, at its own expense, all registration, licenses or permits required by National or Local Laws. The prospective service provider undertakes to pay all pertinent fees or charges payable to any instrumentality of government or to any other duly constituted authority;
2. The ISP shall coordinate with the authorized and/or designated PMS personnel in the performance of its work;
3. The ISP, including its agents, employees and personnel, shall abide by all the rules and regulations promulgated by PMS pertaining to the conduct of operations within its premises;
4. The ISP warrants that it shall conform strictly to the terms and conditions of this Terms of Reference;
5. In cases of service interruption due to either the Provider's equipment or facilities or causes within the ISP's control, the ISP shall confirm such in writing and adjust or repay a part of the charges in accordance with the mutually agreed rebate structure.

III. TIMELINES AND SCHEDULE OF DELIVERIES

1. The service to be provided shall be for a minimum period of 1(one) year term;
2. The installation and activation of the service shall be within 7 working days upon receipt of the Notice to Proceed;
3. Upon completion of the installation, testing and turnover of the service, PMS shall be given a minimum of 7 days acceptance period. Billing shall commence upon signing of the Service Acceptance Form.

IV. OTHER REQUIREMENTS

Item	Description
1	The ISP shall provide and manage the configuration of the necessary routers required in the link.
2	The ISP must have connectivity to the US and the Asia Pacific Region and shall be peered with all major Internet exchanges in the Philippines.
3	The ISP shall provide telephone based qualified technical support available on a 24 x 7 basis to assist PMS in troubleshooting issues affecting traffic and security on the provided Internet Service.

4	In cases wherein the reported issues cannot be resolved through telephone, the ISP shall send a qualified technical representative to PMS to resolve the problem at no additional cost within 2 hours upon receipt of call or report.
5	The ISP must have 24x7 customer support and web-based network monitoring tools for internet traffic usage monitoring or Multi Router Traffic Grapher (MRTG) , access shall be made available to ICTS.
6	A single point of contact for all technical inquiries and maintenance shall be assigned to PMS and not through a call center service.
7	An uptime connection of 99.5% (minimum, maybe higher) must be included in the Service Lease Agreement.
8	All active equipment configurations shall be made available to PMS as part of the documentation.

V. REMUNERATION AND TERMS OF PAYMENTS

The ISP shall be paid in 12 monthly installments by check, upon issuance of monthly bill and the corresponding certification of services rendered.

VI. GENERAL CONDITIONS

1. All quotations must be typewritten in the company's letterhead.
2. PhilGEPS Registration Certificate, Mayor's or Business Permit, Income or Business Tax Return and Omnibus Sworn Statement shall be attached upon submission of the Quotation.
3. All quotations shall be considered as fixed prices and not subject to price escalation during the contract implementation.
4. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Atty. Julius P. Alegrado at telephone number 7342098. The Quotation may be submitted through e-mail at pmsbacsec@gmail.com or delivered to the address below:

Bids and Awards Committee Secretariat
 9th Floor, AAP Tower, 683 Aurora Blvd.
 Barangay Mariana Quezon City

The PMS reserves the right to reject any or all Quotations/Bids, to waive any minor defects therein, to annul the bidding process, to reject all Quotations/Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

The PMS assumes no responsibility whatsoever to compensate or indemnify Bidders for any expenses incurred in the preparation of their Quotation/Bid.


 Atty. JOSE WILFRIDO S. OCA, CESO II
 Assistant Secretary and Chairman,
 PMS-Bids and Awards Committee