

REQUEST FOR QUOTATION (RFQ)

PR/PP No.: 2023-10-080(2024 NEP)/2023-11-105(2024 NEP)

End-user: ICTS

Name of Project:

RFQ No.: 2024-01-054

Date: DEC 21 2023

ABC ₱128,100.00

MANAGED VOICE OVER INTERNET PROTOCOL (VOIP) COMMUNICATION SYSTEM

Mode of Procurement: SMALL VALUE
PROCUREMENT

Sir/Madam:

Please quote your lowest price on the item/s described below inclusive of taxes duly signed by you or your authorized representative, subject to the Terms and Condition provided in this RFQ and submit personally to the Office of the Procurement Section, 40 North Drive, Baguio City or through email at bacsec.car@dswd.gov.ph on or before **DEC 27 2023 12:00NN.**

RINA CLAIRE L. BEYES
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For unit price/s, quotations with a **dash or zero shall be deemed free of charge**.
3. All entries must be typewritten/printed/longhand. **Any erasure in the quotation must be countersigned by the bidder/representative**, otherwise quotation will be rejected.
4. The Procuring Entity **may give due preference to goods being offered with green component**.
5. If necessary, the BAC through the TWG, may require an ocular inspection of the venue/place of business/goods being offered.
6. Delivery of Goods / Services is **as indicated** in the next page.
7. Price validity shall be for a period of **120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier**.
8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
 - a. **Updated Mayor's / Business Permit**
 - b. **PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except for Negotiated Procurement - Emergency Cases, Sec. 53.2, RA 9184 IRR)**
 - o **Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).**
 - o **Official Receipt issued by BIR(a mere picture of the receipt can suffice)**
9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the lower shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation may be disqualified**.
11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the Omnibus Sworn Statement prior to issuance of Award / Purchase Order with ABC amounting to P500,000.00 for Emergency Cases and P50,000.00 above for Small Value Procurement .
13. Upon **approval of the Purchase Order (PO)**, the Procurement Section shall send or forward the **approved PO for confirmation** to the winning bidder. The **approved PO shall be confirmed within three (3) calendar days** upon sending the approved PO to the **winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation**. Failure to submit the confirmed PO within the 3-day period shall **cause the automatic cancellation of the PO**.
14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may **disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR**.
15. **Liquidated damages equivalent to one tenth of one percent (0.001)** of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
16. Further information may be obtained from the Procurement Section with telephone number **(074) 661-0430 local 25025** or email address bacsec.car@dswd.gov.ph.

REQUEST FOR QUOTATION (RFQ)

LOT NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	<p style="text-align: center;">MANAGED VOICE OVER INTERNET PROTOCOL (VOIP) COMMUNICATION SYSTEM</p> <p>TECHNICAL SPECIFICATIONS:</p> <p>i. IP Phones</p> <ol style="list-style-type: none"> 1. Provision of ≥ 70 PBX VoIP phones for inbound/outbound calls 2. Working installation, configuration and testing for the IP-PBX System 3. Must be capable of call transfer, waiting, return, auto-answer, mute, hold 4. Must be capable of standalone 5-way audio conferencing 5. Must have a backlight LCD display 6. Must include tabletop stand that would be positioned in two different angles 7. Must be wall mount ready 8. Must be a class 2 POE ready 9. Must be capable of custom ringtone in the format of mp3/g722/wav 10. Should be able to support open source IP-PBX features of intercom, paging, music-on-hold, call-park, call-pickup 11. Should be able to support audio codec of ilbc, g711(u&a), g722, g729A 12. With built in speaker phone for hands-free operation and with acoustic echo cancellation 13. Should be able to support RFC 2833 DTMF signaling 14. Must be capable of web management via HTTP/HTTPS graphic user interface 15. Must be capable of storing/retaining call history and system logs even if the phone is restarted or shutdown 16. Must support English language 17. Must be able to support dual Ethernet port 18. Must be able to sync phonebook contacts via HTTP/TFTP server supporting file format in xml/csv 19. Must be capable of Direct IP call 20. IP-PBX Server 21. The IP-PBX server should be able to accommodate/register at least 100 users/locals and safely handle ≥10 concurrent calls <p>ii. The IP-PBX server should be purpose-built appliance that have an open source platform with the latest stable release version within the 2020</p> <ol style="list-style-type: none"> 1. Must be capable of supporting basic telephony services which includes but not limited to Voice communications, Auto-answer, Call Hold/Resume, call forwarding, Call transfer, 5 party conference, Notification, Mute On/Off, DTMF, Malicious call trace, etc.) 2. On-premise IP-PBX server must support and capable of Session Initiation Protocol (SIP) for connected IP-phones <p>iii. Trunk Landline</p> <ol style="list-style-type: none"> 1. Should be able to provide at least 10 SIP and 2 SIP/FEX Trunks and integrate via IP trunk connectivity 2. Must support and capable of trunk hunting features 3. Should be able to integrate with the voice features of proposed IP-PBX server <p>iv. Network Connectivity</p> <ol style="list-style-type: none"> 1. Must include an enterprise grade managed switch that is capable of powering all the provided IP-phones, compatible to existing DSWD network and Voice VLAN 2. Network Switch should be able to accommodate all IP phones and other equipment for the VoIP systems with or without VPN tunnel between site and Field Office. 	1	month		

OTHER REQUIREMENTS	COMPLIANCE		REMARKS
	Can Comply	Cannot Comply	
GENERAL REQUIREMENTS:			
a. Scope of Work i. a. Designing, Planning and Implementation of the Managed IP-PBX Services of the Field Office. a. The Service Provider shall provide managed services that includes all the necessary planning and design for the implementation of IP-PBX system b. DSWD Staff should be given full access administration/configuration on all communication equipment.	[]	[]	
ii. Installation and commissioning of an IP-PBX system of Field Office – CAR and all centers and offices when possible.	[]	[]	
iii. Integration a. The Service Provider should ensure that the design and implementation of the IP-PBX solution should be able to integrate all the existing peering of IAX trunk lines of DSWD Central and Field Offices. Testing would include calling to and from site to site. (FO & FO, CO & FO and vice versa) b. The Service Provider should ensure close coordination with the Central Office with regards to the IP-PBX configuration	[]	[]	
iv. Management and Support for the Managed IP-PBX for the Field Office and other installation sites a. The Service Provider must provide DSWD personnel for administrative access for easy management of existing endpoints. They will also serve as the first level technical support. b. The service provider must create a user account for the on premise equipment, which have the same administering / configuration level as the service provider. c. The Service Provider must provide at least 1 onsite technical support to report at the Field Office when troubleshooting or implementing technical works. d. The Service Provider must ensure that the communication services are always available and must provide any necessary patches, system upgrade or hardware replacement during the service period.	[]	[]	
v. Structured Cabling a. The Service Provider should employ organized and structured cabling, piping and all other pre-requisites for the IP phones, existing telephone lines and other related to telephony.	[]	[]	
TOTAL			
OTHER REQUIREMENTS	COMPLIANCE		REMARKS
	Can Comply	Cannot Comply	
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City	[]	[]	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[]	[]	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES			

• Award shall be made per:

Lot basis

Total Quoted Price

Note: NO GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no cost, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully read and accepted your terms and conditions, I / We submit our bid on the item/s quoted above.

Name of Firm/Dealer/Contractor: _____

Office Address: _____

Owner's/Proprietor/President's Name and Signature: _____

Contact Number/s: _____

Email Address: _____

For Authorized Representative, kindly indicate the following:

Name and Signature: _____

Contact Number/s: _____

PhilGEPS Registration Number: _____

Name and Signature of Conasser

