

REQUEST FOR QUOTATION (RFQ)

PR/PP

No.: 2024-06-415

RFQ No.: 2024-06-637

End-user: ICTS

Date: JUN 24 2024

Name of Project:

ABC: ₱150,000.00

INTERNET SUBSCRIPTION FOR DSWD SUSTAINABLE LIVELIHOOD PROGRAM (SLP) NEW OFFICE

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](mailto:bacsec.car@dswd.gov.ph) on or before

JUN 28 2024, 12:00 NN.

  
RINA CLAIRE L. REYES  
BAC Chairperson

TERMS AND CONDITIONS:

1. Quotations in excess of the ABC will be **REJECTED**.
2. For total quoted price, 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**
    - 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 or Invoice issued by BIR (as applicable, a mere picture of the receipt or invoice 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 latter shall prevail.
10. Suppliers/Contractors who **refuse to accept correction of price offer after Bid Evaluation shall 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 25123** or email address [bacsec.car@dswd.gov.ph](mailto:bacsec.car@dswd.gov.ph).

Republic of the Philippines  
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**  
 Cordillera Administrative Region  
 40 North Drive, Baguio City

**REQUEST FOR QUOTATION (RFQ)**

ITEM NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
	<b>INTERNET SUBSCRIPTION FOR DSWD SUSTAINABLE LIVELIHOOD PROGRAM (SLP) NEW OFFICE</b>				
1	Dedicated and Broadband Internet Service. Flexibiz Peak up to 300 Mbps Internet for DSWD Sustainable Livelihood Program Remote Office with at least 2 usable static public IPs, inclusive of managed router and installation fees if not waived:  <b>*CENTER</b> DSWD SLP <b>*ADDRESS</b> Basement Floor, BBCCC Building 2, #56 Cooperative Street corner Assumption Road, Baguio City <b>*COORDINATES</b> 16.416257915802102, 120.59804434230269 <b>*DELIVERY PERIOD</b> July to December 2024	6	months		
<b>TOTAL PRICE</b>					
	<b>OTHER REQUIREMENTS</b>	<b>COMPLIANCE</b>		<b>REMARKS</b>	
		<b>Can Comply</b>	<b>Cannot Comply</b>		
	<b>a. Pre-Installation</b>				
	Provide detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from end user's datacenter up to the last mile and timelines (ISP to fill up WORK PLAN form as attachment)	[ ]	[ ]		
	<b>b. Actual Installation</b>				
	1. Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem at both ends of the Internet connections;	[ ]	[ ]		
	2. Provide and install a Router or CPE at both ends of the Internet connections.;	[ ]	[ ]		
	3. Provide internet connectivity directly to the end user's server room, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard and materials.;	[ ]	[ ]		
	4. Complete the delivery, installation and configuration within thirty (30) calendar days from the receipt of the Purchase Order. Otherwise, the winning bidder shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.	[ ]	[ ]		
	<b>c. Configuration</b>				
	1. Configure modem for specified connection requirements;	[ ]	[ ]		
	2. Configure router to the equivalent direct Internet connection speed;	[ ]	[ ]		
	3. Configure backup router, if any;	[ ]	[ ]		
	4. Set up one (1) Public IP address per subscription.	[ ]	[ ]		
	<b>d. Testing Period</b>				
	1. The selected ISP shall notify DSWD FO CAR in writing seven (7) days prior to the required inspection/testing of the internet service connection.	[ ]	[ ]		
	2. The acceptance test procedure shall be in accordance with the following: -The acceptance testing will be undertaken for a period of seven (7) days. -Broadband internet will have no service interruption during the agreed test period. -The internet bandwidth requirement is attained during working hours (i.e., 7:00 a.m. to 7:00 p.m.). -MRTG should be in place	[ ]	[ ]		
	3. If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for 7 working days.	[ ]	[ ]		
	4. Start of the Contractor's billing shall be based on the date of issuance of "Certificate of Acceptance".	[ ]	[ ]		
	5. During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of DSWD FO CAR's own equipment, and international/regional internet backbone problems.	[ ]	[ ]		
	6. DSWD FO CAR shall issue Certificate of Inspection and Acceptance to the Provider upon successful completion of the project.	[ ]	[ ]		
	<b>e. Implementation</b>				
	1. Shall maintain all equipment in proper working order	[ ]	[ ]		
	2. Provide an escalation list and procedure in reporting faults and outages.	[ ]	[ ]		
	3. Provider must immediately advise DSWD FO CAR any downtime occurrence or if any case the internet rerouted to a backup link.	[ ]	[ ]		
	4. Providers must have standby equipment to immediately replace the existing equipment once found defective.	[ ]	[ ]		

<b>f. Rebates</b>			
1. Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of DSWD FO CAR should any of the committed parameters mentioned below is not met.	[ ]	[ ]	
2. The selected ISP provider/s should be able to render the following services: -Availability: Provide 99.5% link uptime in a month. -Render 24 hours x 7 days customer service support -Support response time ■ 30 minutes for emergency tickets for the following categories: ● Link connection is down ● Packet loss, variation in latency ● Routing issue	[ ]	[ ]	
3. Twenty-four (24) hours response time for technical problems that require on-site services.	[ ]	[ ]	
4. Rebate Schedule for Downtime Connection Interruption/Outage  If the interruption is attributable to the ISP, as acknowledged by the ISP's Fault Management Center via email after outage has been reported by the end user, the ISP shall make the appropriate rebate to DSWD FO CAR without the need for rebate request. The credit allowance/rebate shall be applied to the next billing month.  Credit for Interruptions to service will be allowed as follows:  Interruptions of 24 Hours or less:  Length of Interruption      Credit Less than 30 minutes      None 30-179 minutes              3/10 day 180-359 minutes            3/5 day 360-539 minutes            1 1/5 day 540-719 minutes            1 4/5 day 720-899 minutes            2 2/5 days 900-1440 minutes          3 days  For interruption over 24 hours, credit will be allowed in 3/5 day multiples for each 3-hour period of interruption or fraction thereof over 24 hours.	[ ]	[ ]	
<b>g. Maintenance</b>			
1. Provide a single point of contact for customer support in both areas of network connectivity and Internet access;	[ ]	[ ]	
2. Shall respond to request for maintenance at no cost to DSWD FO CAR;	[ ]	[ ]	
3. Provide not less than 7 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of DSWD FO CAR and	[ ]	[ ]	
4. Submit monthly access/usage reports to attest compliance to the SLA.	[ ]	[ ]	
The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	[ ]	[ ]	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	[ ]	[ ]	
<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>			
• Award shall be made per:                      Item Basis                      x Lot Basis			

*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 costs, 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 Canvasser

