



**REQUEST FOR QUOTATION
(BAC-PGCS-139-2021)**

Name of Project : Supply, Delivery, Installation and Commissioning of Internet Connection for PPA Head Office

Approved Budget for the Contract : Php 1,000,000.00

Deadline for Submission : April 28, 2021

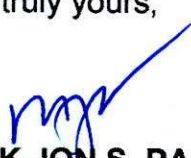
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid current Mayor's/Business Permit, Philgeps Registration Number, Income Business Tax Return and Omnibus Sworn Statement with attached Secretary's Certificate.

All quotations shall be duly signed and submitted in person to Administrative Services Department, PPA Corporate Building, Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or through email address will not be considered.

For further information, please refer to:

BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Building, Bonifacio Drive,
South Harbor, Port Area, Manila
Tel/Fax No. 5274735
5278356 to 83 loc 539
PPA website: www.ppa.com.ph

Very truly yours,


MARK JON S. PALOMAR
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE

**Supply, Delivery, Installation and Commissioning of
Internet Connection for PPA Head Office**

1. OVERVIEW

The Philippine Ports Authority's existing Internet has already expired. In the exigency of uninterrupted services, there is a need to subscribe for a service subscription for a period of four (4) months or until such time that the new provider has already installed its Internet Services.

2. PROJECT OBJECTIVE

1. To upgrade PPA's Information Technology (IT) infrastructure at par with current technology.
2. To provide continuous and reliable system services to PPA officials, employees, stakeholders and the general public.
3. To support increasing demands for system services both for onsite and Work-from-Home (WFH) requirements.
4. To ensure undisrupted system services on a 24/7 basis.

3. SCOPE OF THE BID

The project includes supply and delivery, installation, testing, commissioning of Internet Access Service including the necessary equipment, cables and peripherals.

4. SCOPE OF WORK

1. Provide High Speed Direct Internet Service in the Head Office with a Committed Information Rate of 300 Mbps.
2. The Contractor must provide 99.5% Service Level Availability
3. The Contractor must provide at least 30 usable IP addresses
4. The Service Provider shall be responsible for the connectivity and needed active and network components for the connectivity solution.

5. DELIVERY ADDRESS

The winning bidder shall supply, deliver, install, test and commission the Internet Access Service within seven (7) calendar days from receipt of the Notice to Proceed (NTP) at the Philippine Ports Authority, Bonifacio Drive, South Harbor, Manila. Delivery of equipment intended for the PMOs shall be the responsibility of the winning bidder.

6. WARRANTIES/GUARANTEES

1. The contractor shall indemnify the project owner from and against all liabilities from damages arising from injuries or disabilities to persons, or damages to

property occasioned by any or omission of the contractor, or any of his subcontractors, including any, and all legal expenses or otherwise.

2. 24x7 on call technical support for problems related to contracted services and helpdesk.
3. Minimum 2 hr. quick response time by a qualified service engineer for reported internet service interruptions
4. Minimum 48 hrs. advanced notification before schedule service interruptions related to contracted services and helpdesk.
5. Provide Ticket Numbers, Status update, Activity reports and Estimated Time of Restorations on service interruptions and internet downtimes.

7. APPROVED BUDGET FOR THE PROJECT

The Approved Budget for the Contract is **P 1.0 M** inclusive of 12% VAT

8. PAYMENT SCHEDULE

1. Monthly Payment shall commence upon the issuance of Certification of Completion (to include actual bandwidth measured and delivered to PPA) and installation of equipment for all sites).


GERVACIO ALFREDO N. BALATBAT
Acting Department Manager, ICTD