TERMS OF REFERENCE

Supply, Delivery, Installation, Commissioning and Program IP PBX Telephone Networking System at PMO-Zamboanga Del Norte, Port of Dapitan, Dapitan City

I. INTRODUCTION

The Philippine Ports Authority, PMO-Zamboanga Del Norte wishes to engage the services of a supplier/contractor for The Supply, Delivery, Installation, Commissioning and Programming IP PBX Telephone Networking System at PMO-Zamboanga Del Norte. This document has been provided to give the prospective bidder a general understanding of the requirements for the above stated procurement.

II. OBJECTIVES

1. To procure the following IT equipment which are vital to the PMO's day to day communication;
2. To ensure that the specification requirements are met and satisfied by the end-user.

III. SCOPE OF WORKS

1. **Provision of Local Area Network for IP Phones at Various Divisions and other locations to include the following:**
   a.) Supply, deliver, and install all the materials needed to complete this item (See Item IV);
   b.) Cable laying and termination, for the 32-units IP Phones and physical connection to various network switches;
   c.) Testing of 32 units LAN;
2. **Supply, Installation, Programming, and Commissioning of IP PBX Telephone Networking System with the following scope:**
   a. Supply, deliver and install all the materials needed to complete this item (See Item IV);
   b. Installation of 32 Units IP Phones at various locations as indicated in the drawings over the Local Area Network;
   c. Cable insertion from data port to IP Phone;
   d. Configuration and Programming of IP Telephone Networking System;
   e. Testing, Commissioning, and User Orientation.

IV. MATERIALS TO BE SUPPLIED AND ITS SPECIFICATIONS

Item 1.0

Description	Quantity
UTP Cable Cat6, branded	1-lot
Cable Tie # 8	1-lot
PVC Molding 1/2" x 8ft, rectangular type	1-lot
RJ45,	1-lot
Electrical Tape	1-lot
Adhesive	1-lot
Flexible hose	1-lot

Item 2.0

1. **1-unit IP PBX with the following specifications:**
   500 users, 30 concurrent calls, 3 conference bridges and 25 conference participants. Up to 50 SIP trunk accounts with flexible call routing control, 2 FXS ports for fax or analog phones, 2 FXO ports for POTS lines, large 4GB onboard Flash memory and virtually unlimited peering for multi-site deployment.

2. **32-sets IP Phone with the following specifications:**
   2 SIP account, 2 lines GDMS online device management and provisioning 5-way audio conferencing for easy conference calls. Equipped with noise shield technology to minimize background noise. Electronic Hook Switch (EHS) support for Plantronics, Jabra, and Sennheiser headsets. The GRP2601P includes built-in PoE to power the device and give it a network connection Enterprise-level protection including secure boot.

3. **10 sets-POE Switch with the following specifications:**
   4GE+2GE uplink Full Giga 802.3af/at POE Switch with 4Port POE Supports smart watchdog function to monitor compliant PD (On Nov). Support 250meters Long Range PoE Transmit for Part 1-2.Supports 802.3bt 60W Hi POE standard for Part1. Supports PoE IEEE 802.3af/at compliant PDs. Internal Power Adapter supply 65W. LED indicators for LINK/ACT, Power, POE Status. ,100/1000Mbps.

4. **2-Units 4U Data Cabinet;**
5. **5-sets SPF Module Single Port;**
6. **1-lot Fiber Optic Cable Single Mode Single Fiber**

V. DELIVERY AND INSTALLATION

The winning bidder must deliver the IT equipment, commissioning and programming of IP PBX Telephone Networking System within 90 calendar days.

VI. OBLIGATIONS AND RESPONSIBILITIES

The Contractor/Supplier must provide the PMO-ZDN the following:

    a. User and System Manuals and Technical materials;
    b. Local technical support that shall be available through phone and email for problem resolution;
    c. Conduct orientation/training with the PMO's IT for the proper Configuration and Programming of IP Telephone Networking System.

VII. WARRANTY

Section 62.1 of RA 9184

For the procurement of Goods, in order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The supplier must ensure that PPA, PMO-ZDN would be given the following:
    a. Parts replacement-free for the duration of the warranty period;
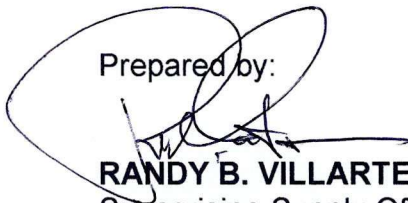   b. Preventive Maintenance-free at least twice a year for the duration of the warranty period;

VIII. PAYMENT

Full payment shall be made after Delivery, Installation, Inspection of the Equipment and after being compliant with the minimum technical specifications stated in this Terms of Reference. No advance payment.
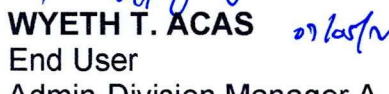
Liquidated Damages (Sec.3.1 of RA 9184)

When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned. The procuring entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due or which may become due to the supplier, or collected from any securities or warranties posted by the supplier, whichever is convenient to the procuring entity concerned. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above liquidated damages to be paid.

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