



PURCHASE REQUEST

Date: 3 January 2024

PR No. **EE 24 - 0008**

FORM 6

Item No.	Quantity	Unit	Item Description	Estimated Cost (Php)	Approved Budget for the Contract (Php)
	1	Lot	Landline Service Subscription for the GCG covering the period of 01 January 2024 to 31 December 2024 <i>Note: The winning bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</i> <i>(please see attached Terms of Reference for details)</i> xxxxx Nothing Follows xxxxx	1,500,000.00	1,500,000.00
TOTAL:					1,500,000.00

Purpose: **To provide landline services for efficient and effective communication of information that are essential for GCG's day-to-day operation.**

Requesting Party:

Approved by:

Signature:

Printed Name:

Designation:

Jaypee O. Abesamis
 Director IV, SCITO

Atty. Brian Keith F. Hosaka
 Commissioner

GOVERNANCE COMMISSION FOR GOCCs
 ALLOTTED
 R.A. No. 11975 ABM/SARO # _____
 Fund Available: General () Special () Trust ()
 Function Project 100010001
5520502002 - TELEPHONE EXPENSES - LANDLINE

GCG Received by: Zosith
PMO Receipt date: 11 January 2024



Management System
 ISO 9001:2015
 www.tuv.com
 ID 910603108



TERMS OF REFERENCE

ONE (1) LOT LANDLINE SERVICE SUBSCRIPTION FOR THE GOVERNANCE COMMISSION FOR GOCCs (GCG) COVERING THE PERIOD 01 JANUARY 2024 TO 31 DECEMBER 2024

1. TELECOMMUNICATION SERVICE REQUIREMENTS

- 1.1 Eight (8) analog trunk lines with one (1) pilot number and two (2) x thirty (30) channel [two (2) x 100 number block with two (2) pilot numbers] of Integrated Services Digital Network (ISDN) in a form of Primary Rate Interface (PRI) with two (2) x 2048Kbps minimum bandwidth, to be deployed at the GCG Main Office located at 3rd Floor BDO Towers Paseo, Paseo de Roxas Makati City.
- 1.2 Must provide thirty (30) analog trunk lines including thirty (30) dedicated telephone handsets, to be deployed at the GCG Extension Office "A" located at 17th Floor BDO Towers Valero, Paseo de Roxas Makati City.
- 1.3 Must provide thirty (30) analog trunk lines including thirty (30) dedicated telephone handsets, to be deployed at the GCG Extension Office "B" located at 8th Floor BDO Towers Paseo, Paseo de Roxas Makati City.
- 1.4 The bidder's ISDN service must be a highspeed and circuit-switched digital line that combines high bandwidth with the flexibility of dial-up communications. It must enable the GCG to call different destinations and send digitized data and voice traffic on demand.
- 1.5 The bidder must be multi-home to telecommunications services and must have at least 10 established links in major countries. The bidder must provide during post-qualification a detailed diagram showing the adjacent upstream telecommunications connectivity, as well as primary upstream path(s) for GCG's traffic.
- 1.6 All telecommunication links between the bidder and GCG must be provided via dedicated circuit provisioned over fiber-optic physical cabling for trunk lines and ISDN. The service shall include this link, and the bidder shall be responsible for the provisioning of the link through its own facilities.

2. BUDGET REQUIREMENTS

- 2.1 The budget for One (1) Lot Landline Service Subscription for GCG covering the period 01 January 2024 to 31 December 2024 is One Million Five Hundred Thousand Pesos only (₱1,500,000.00).

3. FINANCIAL BID PROPOSAL

- 3.1 The bidder's financial bid proposal must indicate the total cost of the service, inclusive of VAT and all applicable taxes for the period of twelve (12) months.
- 3.2 The financial bid must be broken down into cost components that represent the bidder's one-time costs, recurring costs (for 12 months), and other costs.
- 3.3 All financial bids should be in Philippine Pesos, inclusive of VAT and other taxes maybe applicable.



4. BIDDER REQUIREMENTS

- 4.1 The bidder must be a Tier1 Local Telecommunications Company that provides voice services and a certification or proof from National Telecommunications Commission (NTC) and must be provided during post-qualification.
- 4.2 The bidder must have completed a similar contract for the provision of telecommunication services solution for the past five (5) years from the date of submission and receipt of bids.
- 4.3 The bidder must have at least ten (10) years of experience in operating as a landline telecommunication service provider.
- 4.4 Manpower Requirements:
 - 4.4.1 The bidder must provide a list of locally based manpower for the supply, delivery, and installation of the proposed Landline Service Subscription, with each personnel being a regular employee of the bidder for at least three (3) years:
 - 4.4.1.1 three (3) Certified Licensed Electronics Engineers or equivalent;
 - 4.4.1.2 two (2) Cisco Certified Network Associate or equivalent;
 - 4.4.1.3 two (2) Cisco Certified Network Engineer or equivalent;
 - 4.4.1.4 two (2) Cisco Certified Internetwork Expert or equivalent, and;
 - 4.4.1.5 two (2) Cisco Certified Network Professional or equivalent;
 - 4.4.2 The bidder must provide a photocopy of valid certifications, resume, and company ID of the identified local manpower during post-qualification.
- 4.5 Prior to submission of bid, the prospective bidder is required to conduct an ocular inspection to the GCG Main and Extension offices. This is to ensure the reliability, security, and efficiency of the required services that the prospective bidder shall perform.
 - 4.5.1 The bidder must send an email request to the GCG at procurement@gcg.gov.ph at least a day prior to their proposed schedule of mandatory ocular inspection. The email must contain the company name and the names of prospective bidder representatives (maximum of 2). This is to secure in advance the required gate pass and permit to enter the office building prior to the scheduled date of ocular inspection.
 - 4.5.2 The bidder must obtain a Certificate of Appearance as proof of their attendance at the ocular inspection. The certificate shall be issued by the designated representative of the GCG present during the inspection.
 - 4.5.3 The Certificate of Appearance must be included in the bidder's submission along with the bid documents. Bids submitted without the Certificate of Appearance will be considered as non-compliant.
 - 4.5.4 The GCG reserves the right to verify the accuracy of the information provided in the Certificate of Appearance. Any falsification of attendance will result in disqualification and other appropriate actions.
- 4.6 A copy of the company's latest General Information Sheet (GIS) must be provided during post-qualification.



- 4.7 The bidder must be a Platinum PhilGEPS registered supplier.
- 4.8 Subcontractors are prohibited.

5. SERVICE LEVEL AGREEMENT (SLA)

The Winning Bidder (hereafter referred to as simply the "bidder"):

- 5.1 The bidder must ensure the maximum uptime for the entire duration of the contract period from 01 January 2024 to 31 December 2024.
- 5.2 The bidder must provide a fiber optic cable connection in the building and must provide a last mile availability of at least 99.5% or equivalent of four (4) hour allowable down time a month per circuit.
- 5.3 GCG shall have the option to pre-terminate the service without penalty to GCG if at any point during its effectivity, the cumulative number of hours of interrupted service reaches 24 hours. This total number of hours shall include all instances of interruptions (planned or unplanned) in the service, inclusive of continuous and intermittent interruptions, excepts when the cause thereof is due to the fault or negligence of GCG.
- 5.4 The bidder must ensure the security and privacy of GCG's telecommunication streams to the extent possible.
- 5.5 The bidder must provide full-time support and managed services as specified:
 - 5.5.1 single point of contact for all hardware and software components;
 - 5.5.2 twenty-four by seven (24x7) service desk support via telephone, email, or online chat portal;
 - 5.5.3 at least one (1) hour response time upon receipt of issue escalation and two (2) hours for onsite support, if necessary;
 - 5.5.4 procedures on support and issue escalation; and
 - 5.5.5 service report every after the onsite support.
- 5.6 The bidder should provide advance notification at least 48 hours before scheduled service interruptions.

6. TERMS OF PAYMENT

- 6.1 Terms of payment shall be made on a monthly basis.
- 6.2 The monthly consideration is payable within twenty (20) working days upon receipt of complete documents such as billing statement/statement of account, and other pertinent documents; provided that the total bidder's financial bid shall be pro-rated by the actual period where services are rendered over twelve (12) months (01 January 2024 to 31 December 2024).
- 6.3 In case actual service(s) are not rendered starting from 01 January 2024 but on a later date, the total bidder's financial bid shall still be pro-rated over the 12-month period (01 January 2024 to 31 December 2024) and the same shall be paid based on the actual services rendered which shall commence on the date where the telecommunication services were operationalized.



7. CONFIDENTIALITY

- 7.1 Information or rights acquired and obtained from the GCG, including but not limited to any and all obligations prior to the termination or expiration hereof and provisions on confidentiality and proprietary rights, will remain in effect after termination of the services rendered to the GCG. Hence, the undertaking of the bidder not to disclose and to keep information confidential shall subsist even after the expiration or termination of its obligation to the GCG nor can the bidder, at any time, disclose items mentioned or enumerated in Section 7.2 or any information it acquires by virtue of the contract which the GCG deems confidential.
- 7.2 Records, documents, reports, and relevant data, such as diagrams, plans, designs, estimates, specifications, and other supporting records of materials compiled and prepared in the courses of the performance of the services shall be absolute properties of GCG and shall not be used by the bidder for purposes not related to this agreement without prior written approval of GCG. Copies of such documents as required in this TOR shall be turned over to GCG upon completion of the project except that the bidder shall have the right to retain a copy of the same.

8. IMPLEMENTATION SCHEDULE

- 8.1 The bidder must be able to install and operationalize the proposed telecommunication services on or before 01 January 2024, or 30 calendar days from the receipt of Notice to Proceed (NTP), whichever is later.
- 8.2 The bidder shall be subjected to the evaluation by the end-user after the implementation of the project.

Prepared by:


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