

REQUEST FOR QUOTATION

P.R. No/Date - 201810-0380 / November 23, 2018

RFQ No./Date: 201811- 0252 / November 29, 2018

Sir / Madam:

Please quote your lowest price/s for the item/s listed below including the total amount in legible style (preferably typewritten) and return this duly signed by the company's authorized signatory/ies in **sealed and signed envelope** to the PCC Bids and Awards Committee c/o **Atty. Joseph Melvin B. Basas, 25/F Floor Vertis North Corporate Center 1, North Avenue, Quezon City, 1105** on or before **December 03, 2018, 03:00 Pm.** *ML*

Your participation to this bidding shall be subject to the requirements to be submitted on the aforesaid deadline as identified below:

- PhilGEPS Registration Number.
- Mayor's/Business Permit / BIR Certificate of Registration in case of individual or equivalent.
- Latest Income/Business Tax Return or equivalent.
- Consularized Certificate of Exclusivity.
- Omnibus Sworn Statement.
- Signed Terms of Reference.
- Proposal must be inclusive of all applicable government taxes and subject to 5% R-VAT and 1% (PO) or 2% (JO) deductions
- Bids must be submitted using this form. Supplemental information using your company stationery may be attached to reflect the complete specification of bid e.g., brand name, model, pictures/brochures/literature, menu, etc.
- Bids should not exceed the Approved Budget for the Contract (ABC) in the total amount of ₱250,000.00
- Award shall be made by lot (please bid for all items to avoid disqualification of bid) or
- Award shall be made by line item.
- Bids should be valid for a **minimum of one (1) month** from deadline of submission of bids as indicated above
- Procured items shall be delivered to PCC Office
- Payment terms: Send Bill arrangement
- Refusal to sign and accept an Award/Purchase Order/Job Order or enter into contract without justifiable reason, maybe ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.

In case you do not receive any communication from PCC 7 days/months from the deadline indicated above, it will mean that the award was not made in your favor. With the end in view of obtaining the contract most advantageous to the government, PCC reserves the right to: 1) accept or reject any or all the quotations/bids; 2) award the contract on a per item/lot basis; and 3) to annul the bidding process and to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For clarifications, please contact PCC Bids and Awards Committee in the above address/telephone numbers.

Very truly yours,

(Signature)
ATTY. ORLANDO P. POLINAR

Vice Chairperson, PCC Bids and Awards Committee

Item No.	QTY	UNIT	ITEM/DESCRIPTION	BRAND/MODEL	UNIT PRICE	TOTAL (PhP)
				(To be filled-up by the supplier)		
1	1	lot	Supply, Delivery, Installation and Testing of Teleconferencing Equipment for the Philippine Competition Commission			
			<i>*Please see attached Terms of Reference for detailed requirements.</i>			
			xxxxxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxxx			
This procurement shall be subject to the salient provisions of the IRR of RA 9184 - Liquidated Damages - Section 68.						
				TOTAL:		

(Bidders, please provide complete information below)

Signature : _____
 Name/Designation : _____
 Name of Company : _____
 Address : _____
 Telephone/Fax : _____
 E-mail Address: _____
 TIN : _____

TERMS OF REFERENCE

Supply, Delivery, Installation and Testing of Teleconferencing Equipment for the Philippine Competition Commission

I. RATIONALE

Productivity equipment such as a teleconferencing system is a vital need of every organization that conducts business meetings spanning different jurisdictions across the globe. It is a cost-effective way of communication between two parties that are separated geographically.

The Philippine Competition Commission (PCC), as the country's competition agency, regularly conduct meetings with entities outside the Philippines. These include foreign competition authorities, development partners, consultants, and various training providers around the world.

Currently, the PCC has one (1) teleconferencing equipment that is being used by all offices to do business meetings through voice call. Thus, there is a need to procure additional equipment to augment the existing facility.

II. OBJECTIVES

1. To provide an efficient and reliable telecommunication equipment for use of PCC offices;
2. To lessen operational cost, compatibility, and interoperability with current Voice-over-Internet (VoIP) Private Branch Voice System; and
3. To have a cost-effective way of conducting meetings between two parties that are geographically separated

III. SCOPE OF WORKS

The service provider shall perform the following tasks:

- Submit manufacturer's catalog and product data;
- Deploy, install and configure the teleconferencing equipment;
- Provide all materials, equipment and peripherals, scope of works not mention in this Terms of Reference but needed in the completion of the project.
- The supplier must submit for approval the following project documentation:
 - i. Project Management Team (Name, Role, Qualifications/Certifications, Contact Numbers)
 - ii. Deployment Plan
 - iii. User Acceptance Test
 - iv. Testing and Technical Report
- Service Level Agreement

- Replace defective units in full within fifteen (15) days from the date of delivery, if found defective during installation, without additional cost;
- Provide a single point of contact for technical and customer support, either through phone or electronic mail;
- Provide 8X5 call and onsite technical support with three (3) hours response time for technical problem that requires on-site services, including weekend and holidays. For problem reported after 4:00 PM, services shall be rendered in the morning of the following business day.

IV. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) for the project is **Two Hundred Fifty Thousand Pesos Only (PhP 250,000.00)**, inclusive of all applicable government taxes and service charges. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

Proposals received in excess of the ABC for the Contract shall be automatically rejected at bid opening.

V. QUALIFICATION OF THE SUPPLIER

The Service Contractor should be legally registered with the PhilGEPS, should have secured a BIR Tax Certificate and/or Clearance, and should be duly registered with the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperation Development Authority (CDA) to be eligible to submit bids. Similarly, the Service Contractor should have the following minimum qualifications:

- a. Should be an established IT company with experience in installation and configuration of teleconferencing and video conferencing equipment with at least 3-years of experience in relevant field; and must submit certification of authorized distributorship / Dealership / Resellership from the distributor / manufacturer of the product/s offered.
- b. Must have the capacity and ability to install, configure and integrate conferencing equipment and submit the list of identified certified engineers and/or technicians with at least three (3) years of experience working in similar field of engagement that will be involve in the implementation of the project.
- c. Should submit copies of client's satisfactory certificates and/or certificates of completion and acceptance from at least three (3) clients for the last five (5) years, with similar contracts. Similar contracts refer to installation and deployment of teleconferencing and videoconferencing equipment.

VI. TECHNICAL SPECIFICATIONS

- Two (2) Units Teleconferencing Equipment
- Must be compatible and interoperable with the brand and model (Polycom SoundStation Duo) of the current teleconferencing equipment of the PCC



- Must be PoE powered
- With at least two (2) extension microphone
- Audio Features: Loudspeaker, Full Duplex, Voice activity detection, Background noise suppression.
- Protocol: Session Initiation / Analog
- Interfaces:
 - Ethernet 10/100 Base-T
 - RJ 11 analog PBX or PSTN interface
 - 2.5mm connection
- Network and Provisioning
 - IP address Configuration: DHCP and Static IP
 - With web portal
 - QoS support
 - Network Address Translation support
- Security
 - Supports Transport Layer Security
 - Encrypted configuration files
 - HTTPS secure provisioning
- Must include all required peripherals and components not mention in the Terms of Reference (TOR) but needed in the completion of the project.
- Must provide one (1) license for Skype for Business integration for Polycom Group 500.
- Warranty: One (1) years parts, service, onsite

VII. SCHEDULE OF REQUIREMENTS

The Supplier must complete the supply, delivery and installation of teleconferencing equipment within fifteen (15) calendar days from receipt of Notice of Award

VIII. MODE OF PROCUREMENT

The mode of procurement shall be Negotiated Procurement - Small Value Procurement (NP-SVP) provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

IX. PAYMENT SCHEME:

The PCC shall pay the Service Contractor within fifteen (15) working days upon receipt of the original signed Statement of Account, or billing statement, supported by an Inspection and Acceptance Report (IAR), Certificate of Completion and/or Certificate of Satisfactory Service Rendered to be issued by the end-user, and upon completion of all the deliverables / documentary requirements.

X. LIQUIDATED DAMAGES:

If the supplier fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once, the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

XI. DISPUTE AGREEMENT / RESOLUTION:

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

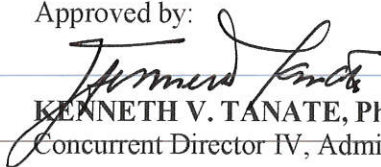
In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:


ALLAN ROY D. MORDENO
Chief, ICT Division

Approved by:


KENNETH V. TANATE, PhD.
Concurrent Director IV, Administrative Office

Conforme:
_____ Name and Signature of Authorized Representative
_____ Designation
_____ Name of Company
_____ Date