



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT
(2022-NPF-AMP-002)

SUPPLY, DELIVERY, INSTALLATION, TESTING, AND
COMMISSIONING OF INTERNET SERVICE PROVIDER (ISP)
WITH LANDLINE SUBSCRIPTION

The Nayong Pilipino Foundation (NPF) invites all PhilGEPs registered contractors to submit a quotation for the procurement program below, using the attached Price Quotation Form (**Annex A**), Omnibus Sworn Statement (**Annex B**), Statement of Compliance with the Technical Specifications (**Annex C**):

Lot No.	Qty.	Lot Description	Approved Budget for the Contract (ABC)
1	lot	SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF INTERNET SERVICE PROVIDER (ISP) WITH LANDLINE SUBSCRIPTION	PHP 75,000.00

Deliveries shall be made in accordance with the following:

Schedule of Requirements	Delivery Site
The Delivery, Installation, Testing, and Commissioning of the Internet Service shall be completed within (30) calendar days from the receipt of Notice to Proceed	Nayong Pilipino Foundation, Plaza San Luis, General Luna Street, Intramuros, Manila 1002

Quotation that exceed the Approved Budget for the Contract shall be a ground for disqualification for an award. Late quotation shall not be accepted, and only those with complete and valid documents shall be considered.

Quotation duly signed, properly marked and sealed, by you or your duly authorized representative and other required documents shall be physically or electronically submitted not later **than 21 September 2022, Wednesday at 05:00PM** at the address or via email indicated below:

Ms. Jessica Lurienne B. Mendoza
BAC Secretariat
Nayong Pilipino Foundation, Plaza San Luis Complex, Intramuros Manila
Email Address: procurement@nayongpilipino.gov.ph

The conduct of opening of bids shall be held physically on **22 September 2022, Thursday, 02:00PM** at the at NPF Office A, Plaza San Luis Complex, Gen. Luna St., Intramuros, Manila. To witness the opening of bids, a Zoom link may be requested from the BAC Secretariat. The written request shall be requested before the scheduled date of opening of bids.

Nayong Pilipino Foundation reserves the right to reject any and all quotations for grounds or reasons under existing rules.

For inquiries, please contact the NPF BAC Secretariat through email at procurement@nayongpilipino.gov.ph.

For the Bids and Awards Committee:

DR. JOVERTLEE C. PUDAN, EnP
Chairperson

NOTA BENE:

Contractor/s **NOT** directly invited may participate by accomplishing a quotation and other documents (Annexes A, B and C). Quotation is required to be submitted on or before the deadline indicated above or any extension thereof.

For editable copies of Annexes, A, B and C, contractors may send a request via email from the BAC Secretariat.

The Notice of Award shall only be issued to the lowest calculated and responsive bidder who has complied with the following documentary requirements below in a sealed and properly marked envelope or in a compressed & password-protected folder.

Eligibility Documents (1st Envelope or Compressed & 1st Password-Protected Folder)

- 1. Valid Mayor's or Business Permit for the current year or for individuals, BIR Certificate of Registration.** In case not yet available, recently expired Mayor's or Business Permit with the Official Receipt of renewal application shall be accepted. However, a copy of the valid Mayor' or Business Permit shall be required to be submitted after award of contract but before payment.

- 2. PhilGEPS Registration Number**

Valid and updated PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's Permit and PhilGEPS Registration Number.

- 3. Notarized Omnibus Sworn Statement (Annex B) and as an attachment, a notarized Special Power of Attorney if a sole proprietorship, and Notarized Secretary's Certificate or Board/Partnership Resolution if a partnership, corporation, cooperative, or joint venture, whichever is applicable.** If unable to have the document notarized, a signed unnotarized Omnibus Sworn Statement, subject to compliance therewith after award of contract but before payment.

Financial Bid (2nd Envelope or Compressed & 2nd Password-Protected Folder)

- 1. Quotation using the attached Price Quotation Form (Annex A) duly signed by the authorized representative.**
- 2. Statement of Compliance with the Technical Specifications (Annex C) duly signed by the authorized representative.**

Bidders must submit the said documents on the above-stated date and time, either on the following:

- Physical submission at the main office of Nayong Pilipino Foundation Office at Plaza San Luis Complex, Gen. Luna St., Intramuros, Manila, or
- Online or electronic submission at the email of NPF BAC Secretariat at procurement@nayongpiliino.gov.ph. The compressed archive folder shall be password-protected to ensure the security, integrity and confidentiality of the bids submitted. The password shall be disclosed by the bidder only during the actual bid opening. Failure to disclose the password during the opening of bids may result in the non-responsiveness and/or disqualification of the bid.



ANNEX A

PRICE QUOTATION FORM
NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT
(2022-NPF-AMP-002)

SUPPLY, DELIVERY, INSTALLATION, TESTING, AND
COMMISSIONING OF INTERNET SERVICE PROVIDER (ISP)
WITH LANDLINE SUBSCRIPTION

THE BIDS AND AWARDS COMMITTEE
NAYONG PILIPINO FOUNDATION

Dear **Ma'am/Sir**:

Having examined the Request for Quotation, the undersigned submits the following quotation for the above mentioned procurement.

LOT NO.	QTY.	PROJECT DESCRIPTION	UNIT PRICE	TOTAL PRICE (VAT INCLUSIVE)
1	lot	SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF INTERNET SERVICE PROVIDER (ISP) WITH LANDLINE SUBSCRIPTION		
TOTAL PRICE OFFERED:				

Total Price in Words:

We undertake, if our quotation is accepted, to deliver the goods/works/services as contained in this form and in accordance with the Schedule of Requirements and Technical Specifications, as to post a performance security, if required by the Nayong Pilipino Foundation.

We understand that Nayong Pilipino Foundation is not bound to accept our proposal or any proposal that it may receive for the abovementioned procurement.

Finally, we understand that our quotation is inclusive of all costs and applicable taxes.

Dated this _____

Signature:

Name of Authorized Representative:

Designation:

Company Name:

Contact Number and Email Address:

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



ANNEX C

**STATEMENT OF COMPLIANCE WITH THE
TECHNICAL SPECIFICATIONS**

**SUPPLY, DELIVERY, INSTALLATION, TESTING, AND
COMMISSIONING OF INTERNET SERVICE PROVIDER (ISP)
WITH LANDLINE SUBSCRIPTION**

ITEM NO 1. INTERNET SERVICE PROVIDER	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")
A. TECHNICAL REQUIREMENTS	
1. 100-200 MBPS Burstable Bandwidth Internet Access for twelve (12) months with fiber optic connection. The MBPS bandwidth shall be assigned in the offices of the Nayong Pilipino Foundation (NPF) Intramuros Office A, Plaza San Luis, General Luna Street, Intramuros, Manila 1002.	
2. Provide Domain Name Server (DNS) reverse lookup for entries with the assigned classless network.	
3. Availability and Quality of Connection: Not less than 98% link uptime in a month.	
B. INSTALLATION, CONFIGURATION, AND TESTING	
1. The Internet Service Provider (ISP) will work in parallel with the NPF Personnel during the scheduled installation of infrastructure, including but not limited to cabling upgrade and device, the configuration of the internet gateway, and testing of the connection.	
2. The installation and/or configuration period shall be within thirty (30) calendar days from receipt of the Notice to Proceed.	
3. Installation fee shall be shouldered by the winning supplier.	
4. The Internet Service Provider shall furnish sketches/plan layout showing the location and sizes of the installation details and shall request approval from the NPF and Intramuros Administration (IA) before the actual installation.	
5. All consumables, piping, supports, and other materials needed to complete the installation shall be shouldered by the winning bidder. Thus, site inspection and proper coordination must be conducted.	
6. Drilling, coring, piping, and patching works are shouldered by the winning bidder if there are any subject to approval of IA's management.	
7. All works shall be performed neat and workman-like, and accepted by the NPF and IA.	
C. MAINTENANCE AND TECHNICAL SUPPORT	
1. The ISP shall have 24 x 7 Customer Support for on-site and on-call support from the technical group.	

2. Provide not less than seven (7) days of proactive notice of scheduled downtimes, service interruption, upgrades, or preventive maintenance.	
3. Dedicated Account Manager to provide a single point of contact to assist with all queries regarding complaints and technical problems.	
4. Concerns/Problems should be resolved within 48 hours at most. <ul style="list-style-type: none"> a. If the problem is unresolved within 24 hours, the service provider should provide an on-site technical support the following day. b. The service provider shall shoulder all expenses of the technical person who will provide technical service on-site. 	
5. Problems / Concerns should not only be noted but should be given preferential attention and appropriate action.	
6. Customer care services must give feedback within 24 hours and must be during office hours only.	
D. ACCEPTANCE	
The NPF Personnel shall review and approve the installation, configuration, and testing conducted by the vendor based on the test and actual results submitted with the following criteria: <ul style="list-style-type: none"> Line Quality Test <ul style="list-style-type: none"> ▪ Test: Speed Test Test for Packet Loss <ul style="list-style-type: none"> ▪ Test: Ping ▪ Standard: 100% packet return 	
E. DELIVERABLES	
a. Two (2) units of Access Point shall be installed/ configured at NPF Intramuros Office A and Intramuros Office B. b. One (1) unit of Managed Router shall be installed and configured at NPF Manila Office at the expense of the winning bidder. The winning bidder will do all the configurations and management of the router through the contract term.	
F. DETAILS OF DELIVERY	
1. DELIVERY PERIOD: Thirty (30) Calendar Days from receipt of Notice to Proceed including the Delivery, Installation, Testing, and Commissioning.	
2. PROJECT SITES: 100 - 200 MBPS- Intramuros Office A, Plaza San Luis, General Luna Street, Intramuros, Manila 1002	
G. OTHER TERMS AND CONDITIONS	
1. The ISP shall waive any charges or fees, such as but not limited to one-time charges (OTC) and installation fees.	
2. The ISP shall provide NPF incident reports for internet outages.	
3. The ISP shall secure all required permits and approvals. However, NPF shall extend its assistance and will provide full support.	
4. All materials to be used in the installation process shall be shouldered by the service provider.	
5. Twelve (12) months contract only, renewable upon agreement by both parties.	

ITEM NO 2: LANDLINE SUBSCRIPTION	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")
A. TECHNICAL REQUIREMENTS	
1. One (1) VOIP Telephone Line with local and available to call mobile phones and international calls if needed.	
2. Unlimited regular call	
3. Hands free speakerphone on handset.	
4. 24/7 Customer Service availability	
5. 99.6% guaranteed up time Quality of Service	
B. INSTALLATION, CONFIGURATION, AND TESTING	
1. The Service Provider will work in parallel with the NPF Personnel during the scheduled installation of infrastructure e.g. cabling upgrade and device.	
2. The installation and/or configuration period shall be within thirty (30) calendar days from receipt of Notice to Proceed.	
3. Installation fee shall be shouldered by the winning supplier.	
C. DELIVERABLES	
<ul style="list-style-type: none"> • One (1) unit cordless phone on handset 	
D. OTHER TERMS AND CONDITIONS	
1. Twelve (12) months contract only, renewability of the contract depends on the result of the cost-benefit analysis to be undertaken by NPF.	
2. All materials to be used in the installation process shall be shouldered by the winning supplier.	

I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

Signature Over Printed Name of the
Authorized Representative

Date