



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

TELEPHONE-LANDLINE

02 February 2023

PLDT, Inc.
8/F MGO Bldg., Dela Rosa Street,
Brgy. San Lorenzo, Makati City

THRU: **William N. Batac**
Asst. Vice President

The National Privacy Commission intends to renew your service for the provision of **TELEPHONE-LANDLINE (APP 2023-0012)**. As such, you are hereby invited to submit your quotations/price proposals not later than **5:00 P.M., 09 February 2023**.


The service providers/suppliers must also submit the following requirements:

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹;
4. Latest Income/Business Tax Return; and
5. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

 Digitally signed
by Medalla Joan
Therese Caragay

JOAN THERESE C. MEDALLA
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-23-00081

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

**TECHNICAL SPECIFICATION
TELEPHONE-LANDLINE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 620,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			1. Management and Subscription Service <i>"See attached Scope of Work for the Description"</i>			
			2. Installation, testing and Commissioning <i>"See attached Scope of Work for the Description"</i>			
			3. Maintenance, Upgrade and Technical Support <i>"See attached Scope of Work for the Description"</i>			
			4. Qualification			
			5. Contract Duration			
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Payment shall be through send bill arrangement upon issuance of the Certification of Completion and Acceptance unless different term is provided in the Scope of Work.
- VI. Delivery shall be made within fifteen (15) calendar days from the receipt of Notice to Proceed (NTP) / PO
- VII. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Vicente Sotto Avenue, Pasay City.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

TELEPHONE - LANDLINE
(APP Item No. 2023 - 0012)

I. BACKGROUND

The National Privacy Commission (NPC) is charged with the administration and implementation of the provisions of the Data Privacy Act of 2012 (DPA) to protect the fundamental human right of privacy and communication, while ensuring free flow of information to promote innovation and growth. As a regulator, the NPC requires the compliance by Personal Information Controllers (PICs) and Personal Information Processors (PIPs) to register its Data Protection Officers (DPOs). NPC also receives complaints from those who suffered data privacy violation or personal data breach or from persons who are affected by a violation of the Data Privacy Act of 2012. Further, external stakeholders frequently request advisory opinions and general inquiries from NPC. All these concerns are received through the telephone and the internet (NPC website, email, and official social media accounts). As such, the NPC deems it necessary to engage the services of landline telephone services provider for efficient delivery of public service to the Filipino people, government officials, and international partners.

II. OBJECTIVES

Telephone Landline is essential in the daily operations of the Commission and to ensure continuous and clear communication with the clients which is part of the function of NPC as a regulator.

III. SCOPE OF WORK

A. Management and Subscription Service

The end-user requires fifteen (15) SIP Trunk Subscription. It must include local installation materials and services including delivery, installation, and programming of all components, it shall be inspected by the authorized representative(s) of the Administrative Services Division / IMISU ("End-user") before installation. Upon approval and acceptance of all parts, components and equipment by the End-user, the service provider shall begin the installation. SIP Trunks must include modem or any device that will convert the last mile facility (wired) to Fast Ethernet or GigabitEthernet as well as necessary cables to interconnect, operate all equipment and compatible to the existing PABX equipment of NPC.

B. Installation, Testing and Commissioning

- The service provider shall be responsible for the delivery, installation and testing of all the components required for the SIP Trunk to operate smoothly. During the installation, the End-user shall monitor the installation works in coordination with the service provider to ensure timeliness and quality of work.
- SIP Trunk Subscription must be capable of International Direct Dialing (IDD) Calls.
- Subscription must provide for National Direct Dialing (NDD) Calls, Local, and Outside, Cellular Network Calls.
- The service provider must give assurance to NPC on the installation of the service which shall be within thirty (30) to forty-five (45) days upon receipt of the contract (Purchase Order).

C. Maintenance, Upgrade and Technical Support

- The service provider must have a 24/7 Technical Support with the capacity for testing and troubleshooting SIP Trunk Service.
- 24/7 Customer Service availability.
- Service Availability Level must be at 99%.
- The service provider must provide the end-user escalation list which includes Key Level Contact position, Contact Person, Contact Number and Email address.

IV. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the following qualification:

1. Mayor's/Business permit.
2. Philgeps Registration.
3. Omnibus Sworn Statement (ABC above Php50,000.00).
4. Income Tax return (ABC above Php500,000.00).

V. CONTRACT DURATION

The engagement of Telephone Landline shall commence from March 01, 2023 until December 31, 2023.

VI. PAYMENT AND DELIVERY

Monthly payment for the services rendered will be processed upon receipt of monthly billing statement/Statement of Account and upon issuance of Certificate of Acceptance of Output by the end-user.

VII. MODE AND NATURE OF PROCUREMENT


The mode of procurement shall be: *for Renewal based on the* GPPB Resolution No.019-2006 - Annex A: GUIDELINES ON PROCUREMENT OF WATER, ELECTRICITY, TELECOMMUNICATIONS AND INTERNET SERVICE PROVIDERS).

VIII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund	:	NPC 2023 Annual Procurement Plan (APP Item No.2023 -0012)
ISSP	:	NPC ISSP 2021-2023
Approved Budget for the Contract	:	Six Hundred Twenty Thousand Pesos Only (Php 620,000.00).

Prepared by:

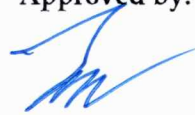
Digitally signed by
Medina Kimberly
Ann Muyula


KIMBERLY ANN M. MEDINA
SAO, ASD

Recommending Approval:


MARLON RUBEN N. FABRICANTE
Chief, ASD

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO