



REQUEST FOR QUOTATION

TELEPHONE - LANDLINE (APP Item No. 2024-0023)

24 January 2024

NOTICE TO ALL PROVIDERS

The National Privacy Commission intends to procure **TELEPHONE - LANDLINE (APP Item No. 2024-002)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **12:00 PM., 30 January 2024**.

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

1. Copy of the 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; and
4. 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:

5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

Digitally signed
by Mendoza Ma
Josefina
Eusebio

ATTY. MA. JOSEFINA E. MENDOZA
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.

**SCOPE OF WORK
TELEPHONE - LANDLINE**

Item	Unit	Qty	Description/Specifications	Approved Budget of the Contract (Php 300,000.00)		Compliance (Manifest your compliance by <u>writing</u> "COMPLY" in every item)
				Unit Price	Total	
1	Job	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			1. Scope of Work			
			a. Management and Subscription Service <i>"See attached Scope of Work for the description"</i>			
			b. Installation, Testing and Commissioning <i>"See attached Scope of Work for the description"</i>			
			c. Maintenance, Upgrade and Technical Support <i>"See attached Scope of Work for the description"</i>			
			2. Contract Duration February 01, 2024 until January 31, 2025			
			3. Payment and Delivery Terms <i>"See attached Scope of Work for the description"</i>			
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 schedule signing of Notice to Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Delivery shall be made to NPC, 5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307.

CONFORME:

(Name of Supplier/Provider/Date)

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



SCOPE OF WORK SERVICE

TELEPHONE - LANDLINE (APP Item No. 2024 -0023)

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 being part of the function of NPC as a regulator.

III. SCOPE OF WORK

A. Management and Subscription Service

The end-user requires at least twenty (20) 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 Office / 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 delivery of the service which shall be upon receipt of the contract (Purchase Order)/Notice to Proceed.

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).

V. CONTRACT DURATION

The engagement of Telephone Landline shall commence from February 01, 2024 until January 31, 2025.

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: *Alternative Mode (Small Value Procurement), Section 53.9 of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184.*

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

Source of Fund : NPC Annual Procurement Plan
(APP Item No. 2024 - 0023)

Ref No.: ASD-24-00172

NPC_BAC_SOW-S-V1.0, R1.0, 01 September 2023

URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

ISSP : NPC ISSP 2024-2026

Approved Budget
for the Contract : Three Hundred Thousand Pesos Only (Php 300,000.00).


Prepared by:

SGD
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Recommending Approval:

SGD
JOEL T. PAGTULINGAN JR.
Administrative Officer III, ASD

Approved by:


MARLON RUBEN N. FABRICANTE
Chief ASD and OIC-Director IV, FAO
(per Privacy Commission Special Order No. 002 s. 2024)