



PhilGEPS

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9089024
Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA
Title PREVENTIVE MAINTENANCE FOR NATIONAL MUSEUM IP TELEPHONY
Area of Delivery Metro Manila

Solicitation Number:	Request for Quotation No. BAC 2022-60	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	0
Category:	Communication Equipment	Date Published	07/10/2022
Approved Budget for the Contract:	PHP 530,000.00	Last Updated / Time	07/10/2022 00:00 AM
Delivery Period:	1 Year/s	Closing Date / Time	11/10/2022 10:00 AM
Client Agency:			
Contact Person:	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph		

Description

The National Museum of the Philippines (NMP), through the Bids and Awards Committee (BAC) Secretariat, Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected. The procurement will be conducted through Alternative Mode of Procurement – Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): Five Hundred Thirty Thousand Pesos (PHP 530,000.00)

Please see attached Terms of Reference.

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before October 11, 2022, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies of the following documentary requirements:

- PhilGEPS Registration Number;
- Mayor's /Business Permit;
- Latest Income Tax/ Business Tax (Paid through the BIR EFPS with Stamp), and;
- Notarized Omnibus Sworn Statement (GPBB-Prescribed Form).

The envelope shall bear the following:

- Title of the project to be bid,
- PhilGEPS Daction Reference Number

time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders

For further information, please refer to:

Mr. Edwin J. dela Rosa,
Head - BAC Secretariat
2/F, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1014

(SGD)
EDWIN J. DELA ROSA
Head - BAC Secretariat
Bids and Awards Committee

Created by Edwin J. Dela Rosa

Date Created 06/10/2022

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

© 2004-2022 DBM Procurement Service. All rights reserved.

[Help](#) | [Contact Us](#) | [Sitemap](#)

Terms of Reference

“Preventive maintenance for National Museum IP Telephony”

I. PROJECT TITLE

“Preventive Maintenance for National Museum IP Telephony”

II. PURPOSE

To extend the life expectancy of the VOIP phone and its hardware / appliances, to eliminate the intermittent connection of the VOIP Telephony, to renew the expired license of the VOIP server and to inspect and diagnose the Handheld VOIP phone and wireless phone in the National Museum of Fine Arts and National Museum of Anthropology.

The National Museum of Fine Arts and the National Museum of Anthropology use a VOIP phone that place in each Division and its sections. The VOIP Telephony has One (1) set of server located at the 3rd floor ICT section of National Museum of Fine Arts.

III. TECHNICAL SPECIFICATION

Our agency uses the following hardware for the VOIP telephony:

- | | |
|------------------------------------|--------------------------|
| • 2 X Shoretel Voice switch ST100A | • 19 X Mitel IP485G |
| • 1 X Shoretel Voice switch STIDA | • 2 X Flying Voice FIP16 |
| • 2 X Blade type server | • 4 X Mitel BB424 |
| • 39 X Mitel IP480 | |

IV. SCOPE OF WORK

- a. Providing unlimited 8x5 Technical Support either by Phone or E-Mail and Remote Technical Support (if possible) for One (1) year. Response time is Thirty (30) minutes via phone or depending on the agreed schedule that is convenient on both parties.
- b. In addition to the unlimited phone support service, Partner may perform On-site Support during Work-Weekdays (Monday to Friday, 8am to 5pm) to correct or repair any malfunction in or failure of the equipment.
- c. Partner shall perform at least once a month visits for system health-check & diagnostics and Mitel product updates or which refer to as “Preventive Maintenance” or an onsite support as needed within two (2) to four (4) hours (for sites within Metro Manila). However, if the problem does not severely impact the CUSTOMER’S operation, the on- site support can be scheduled on a regular working day.
- d. In the event that the CUSTOMER requests for an On-Site Support During AND Beyond Regular Working Hours, Partner would be gladly to offer its On-Site Technical Support services.
 - i. In the event that the corrective onsite activity did not finished by 5:00PM on a Regular Working Day, the activity will be continued on the following Regular Working Day.
 - ii. Included in the On-Site support is the reconfiguration of Mitel system, (Moves, Adds, & Changes) for 100 Man Hours per SBU.
- e. Partner will provide Hardware Replacement for defective Voice Switches excluding IP Phones and will take effect from the date of purchase of the Maintenance Renewal for a period of One (1) year for Mitel Appliances (e.g. Voice Switches) and One (1) year warranty for IP-Phone handsets upon delivery (this is

- only applicable to new purchases with 1-year warranty) and/or depending if included on the Maintenance Renewal. If a Mitel Voice Switch was determined by assigned Engineer that there is a problem on the hardware, For the meantime, partner will provide a service unit if the reported unit has not yet replaced by supplier.
- f. Partner will provide software license, updates and upgrades for Mitel IP Telephony System for a period of One (1) year. Software Upgrades and Updates mean that while the CUSTOMER is under the support policy, all software updates and upgrades will be provided without cost.
 - g. Free basic administration and user training for the support period from Certified Mitel Engineer.

V. QUALIFICATION OF CONTRACTOR

- a. The **CONTRACTOR** must have a certification of training from Mitel IP Telephony systems.
- b. The **CONTRACTOR** must be an authorized partner of supplier for the Mitel IP Telephony system.
- c. The **CONTRACTOR** must be in the business of maintenance, distribution, and installation of Mitel IP Telephony systems for at least five (5) years.
- d. The **CONTRACTOR** must be an authorized servicing agent for the Mitel IP Telephony to be maintained.
- e. The **CONTRACTOR** shall provide 24/7 on-call and phone support for emergency breakdown of hardware (They shall provide a certificate/letter to this effect).
- f. **CONTRACTOR** shall be able to prove equipment (testing equipment, ladder, cleaning equipment and materials) to ensure the proper implementation of the project.
- g. Subcontracting or assignment of any portion of the Project is prohibited.
- h. The **CONTRACTOR** must have at least satisfactorily completed a similar project (Maintenance of IP Telephony) for the last 3 years equivalent to or greater than 50% of the Approved Budget Contract.
- i. **CONTRACTOR** should have legal, technical and financial capability to implement the above-mentioned project.
- j. Technicians employed by **CONTRACTOR** should carry range of tools, test equipment, suitable spares and other gadgets to enable them to perform their functions satisfactorily.
- k. **CONTRACTOR** should orient its employees to assign in the National Museum about laws related to data protection and privacy and other pertinent laws and that infringement of the same shall be the Service provider's and its employees' liability.
- l. After every maintenance, the **CONTRACTOR** should submit maintenance reports with recommendations using acceptable format or using the format that the National Museum may provide.
- m. **CONTRACTOR** should wear uniform and carry a valid means of identification with photograph and signature of the bearer, company name, and date of expiry.

VI. PAYMENT TO THE SERVICE

Provider shall be a One-Time payment basis after 100% completion of the project with the submission of billing statement, inspection report forms and other documentary requirements.

VII. APPROVED BUDGET

The approved budget for the Contract (ABC) allocated for the procurement of One (1) Lot General Services – Preventive Maintenance for IP Telephony is **Five Hundred Thirty Thousand Pesos only (PHP 530,000.00)**, inclusive of maintenance, incidental expenses, VAT and other government taxes, chargeable against the General Appropriations Act FY 2022.

VIII. LIQUIDATED DAMAGES

Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, NMP shall rescind the contract, without prejudice to other courses of action and remedies open to it.

Prepared by:


JAYSON P. DELLA-CRUZ
Maintenance Computer Technologist I

Reviewed by:


NESTY D. MORANCIL
Information Technology Officer I

Recommending approval:


JORELL M. LEGASPI
Deputy Director – General for Museums

Approved by:


JEREMY R. BARNS, CESO III
Director-General