

## INVITATION TO BID/ REQUEST FOR QUOTATION

Procurement Project Title:	<b>Procurement of Service Provider for the Supply and Provision of High-Speed Satellite Internet Service for Philippine Ports Authority (PPA) Port Management Office (PMO) – Manila International Container Terminal (MICT) Office for CY 2024 (Monthly Subscription)</b>		
Request for Quotation No.	<b>2024-04-004</b>	Request for Quotation Date	<b>April 15, 2024</b>
Approved Budget for the Contract (ABC):	<b>Php324,352.00</b>	Mode of Procurement:	<b>Small Value Procurement (Section 53.9)</b>
Purchase Request No.:	<b>SH-8001-24</b>	Purchase Request Date:	<b>March 6, 2024</b>
Date of Submission:	<b>April 22, 2024 (Monday)</b>	Time of Submission:	<b>9:00 A.M.</b>
Price Validity:	<b>45 calendar days from opening of bids/quotations</b>	Delivery Period:	<b>As stated in the Terms of Reference</b>

### NOTICE TO ALL SERVICE PROVIDERS AND SUPPLIERS:

The **PPA – PMO NCR South**, with address at Marsman Building, Gate 1, South Harbor Port Area, Manila, through its Bids and Awards Committee (BAC), intends to engage the services of Supplier/Contractor/Service Provider, in accordance with **Section 53.9 (Negotiated Procurement – Small Value Procurement)** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 for the project:

### PROVISION OF HIGH-SPEED SATELLITE INTERNET SERVICE FOR THE PHILIPPINE PORTS AUTHORITY (PPA) PORT MANAGEMENT OFFICE (PMO) NCR SOUTH – MANILA INTERNATIONAL CONTAINER TERMINAL (MICT) OFFICE CY 2024 (Monthly Subscription)

We kindly request, Supplier/Contractor/Service Provider of known qualifications to submit their quotation/proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ), signed by the owner or your duly authorized representative using the provided Forms **as Annex "B"**. When preparing their quotation please be guided by the Instructions and Terms and Conditions provided hereto as **Annex "A"** of this RFQ.

Please submit your proposal for the item/s described and required herein in a **SEALED ENVELOPE** through courier mail or hand carried. It is strictly required to follow the prescribed envelope and marking sample as provided, through the contact information indicated below.

Please quote your **best offer** for the item/s described herein addressed to:

**Mr. Arnold B. Villegas**  
Chairperson, Bids and Awards Committee  
Marsman Building, Muelle De San Francisco, Gate 1, South Harbor,  
Port Area, Manila 1018, NCR  
Telephone No.: (02) 8525-5264 loc. 522.

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H": of 2016 revised IRR of RA No. 9184, the following documents are required to be submitted along with your proposal on the above set deadline or before the issuance of a Notice of Award.

### Eligibility and other Requirements:

## Eligibility and other Requirements:

Must submit the following:

- Mayor's /Business Permit (*current and valid*)
  - a) *In case of recently expired Business/Mayor's permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.*
  - b) *If the Mayor's or Business Permit has been issued subject to compliance with **certain conditions**, please submit **proof of compliance within the validation period** of three (3) days from receipt of Notice to Comply.*
- PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number under RED Registration
- DTI Certificate / SEC Registration
- Income/Business Tax Return
- Omnibus Sworn Statement using GPPB-Prescribed Format, accompanied with proof of authorization, if applicable (for ABC above Php50,000.00)
  - a) *In the case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.*

For clarifications, you may contact **Mrs. Airen C. Alfonso of the RMD-Admin. Section** through email address [acalfonso@ppa.com.ph](mailto:acalfonso@ppa.com.ph), or telephone number (02) 8525-5264 loc. 516.

  
**ARNOLD B. VILLEGAS**  
Chairperson, Bids and Awards Committee

**TERMS AND CONDITIONS:**

1. Prospective bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission of the quotation.
4. Price quotation/s, to be denominated in Philippine Peso, shall include all taxes, duties, and/or levied payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be automatically rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PPA PMO NCS shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning bidder/provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The goods or item/s shall be delivered according to the accepted offer of the bidder.
9. The PPA PMO NCS reserve the rights to conduct actual examination or inspection with the goods or item/s to determined conformity and compliance with the technical specifications.
10. Payment shall be made within fifteen (15) days upon the submission of the required supporting documents, i.e., the order slip and/or billing statement by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines (LBP), shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.001) of the value of the goods or item/s not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA PMO NCS may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The PPA PMO NCS may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The PPA PMO NCS reserves the right to accept or reject any all quotations and impose additional terms and conditions as it may deem proper.

**INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

1. Do not alter the contents of this form in any way.
2. The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bides must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extensions.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions above.

In case a prospective supplier/contractor/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format) both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

3. All technical specifications are mandatory (with an asterisk) and must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
4. Quotations may be submitted in a **Sealed Envelope** through courier mail or hand carried. Should be required to follow the prescribed marking sample as provided.
5. Quotations, including documentary requirements, received after the deadline shall not accepted.

Company or Business Name:	
Company Address:	
Tax Identification No. (TIN):	
PhilGEPS Registration Number (required):	
Email Address:	
Cheque Payment Payable To:	

Dear Mr. Villegas:

After having carefully and accepted the instructions and Terms and Conditions, indicated below is our quotation in response to RFQ No. 2024-03-004

**PROVISION OF HIGH-SPEED SATELLITE INTERNET SERVICE  
(Monthly Subscription)**

Minimum Technical Requirements	Offered Technical Specifications/ Service	Statement of Compliance ("Comply" or "Not Comply")
<b>Bandwidth requirement:</b> <ul style="list-style-type: none"> <li>➤ Up to 200-350 Mbps downlink.</li> <li>➤ Up to 15-40 Mbps uplink.</li> <li>➤ Latency: 4-40 ms</li> </ul>		
<b>Data Cap:</b> <ul style="list-style-type: none"> <li>➤ Unlimited, no data cap.</li> </ul>		
<b>Mode of Connection:</b> <ul style="list-style-type: none"> <li>➤ Low Earth Orbit Satellite Internet System</li> </ul>		
<b>Delivery Service Schedule:</b> <ul style="list-style-type: none"> <li>➤ Monthly subscription for an eight (8) months period, from May 1-December 31, 2024, with a possibility of extension period up to twelve (12) months extension at the end of the period subject to satisfactory performance</li> </ul>		
<b>Compliance to National and Local Government requirements:</b> <ul style="list-style-type: none"> <li>➤ Must have an National Telecommunication Commission (NTC) Certificate.</li> <li>➤ Must possess Value Added Services (VAS) Provided License Certificate have issued by the NTC.</li> <li>➤ Must submit a valid Certificate of Accreditation duly certified by Department of Information and Communications Technology (DICT) as a Satellite System Provider and/or Operator (SSPO).</li> </ul>		
<b>Accreditation Certificate:</b> <ul style="list-style-type: none"> <li>➤ Must have a valid Certificate as an Accredited Supplier from Data Lake, Inc., the authorized reseller of Starlink in the Philippines.</li> </ul>		

**FINANCIAL OFFER:**

**Terms of Payment:**

The PPA PMO NCS shall make payment upon submission of a monthly billing statement supported by Delivery Receipt. Proof of maintenance service of water dispensers attested by the General Services Unit Head.

Payment shall be made within fifteen (15) working days after receipt of the billing statement. The payment will be through check, either through direct credit to the winning bidder's or payee's bank account maintained at Land Bank of Philippines (LBP) or Philippine Veterans Bank (PVB) or bank transfer facility for non-LBP/PVB accounts, provided any corresponding bank charges shall be borne or paid by the payee.

**Payment Details:**

Banking Institution:	
Account Number:	
Account Name (should be exact name as registered in the bank):	
Branch:	

**Provision High-Speed Satellite Internet Service (Monthly Subscription) for PPA-MICT Office for CY 2024**

Item	Descriptions	Quantity (No. of Months)  (a)	Cost (per Month)  (b)
1.	Monthly Subscription		
Bid Amount in Figures:			
Bid Amount in Words:			

**Note:** The bid/offered price shall not exceed the Approved Budget for the Contract (ABC), inclusive of VAT, all taxes, and other charges.

**Name, position and signature of the Bidder.**

\_\_\_\_\_ *Duly authorized to sign this Bid*

**Telephone/Fax:** \_\_\_\_\_

**Date:** \_\_\_\_\_



PHILIPPINE  
PORTS  
AUTHORITY



## TERMS OF REFERENCE

**PROVISION OF HIGH-SPEED SATELLITE INTERNET SERVICE FOR THE  
PHILIPPINE PORTS AUTHORITY (PPA)  
PORT MANAGEMENT OFFICE (PMO) NCR SOUTH-MANILA INTERNATIONAL  
CONTAINER TERMINAL (MICT) OFFICE CY 2024  
(Monthly Subscription)**

### 1. BACKGROUND

The Philippine Ports Authority (PPA) Port Management Office (PMO) NCR South-Manila International Container Terminal (MICT) Office requires a highly stable and reliable internet connection to support its high volume of transactions and to ensure uninterrupted system services on a 24/7 basis. The Internet connection will be utilized for work-related critical systems such as, but not limited to, Oracle systems, iPorts, HRIS, Facial Recognition Attendance, Online Training via Zoom, and Video Conferencing.

### 2. OBJECTIVE

The objective of this project is to procure a high-speed satellite internet service from a qualified service provider, on a monthly subscription basis. The service should meet the specific technical requirements outlined below to ensure seamless operations of the PPA PMO NCR South - MICT Office.

### 3. CONTRACT DURATION

The contract duration will be eight (8) months, from May 1, 2024, to December 31, 2024. The Service Provider's rates will remain firm for the entire contract duration.

### 4. SCOPE OF WORK

- 4.1. Monthly Subscription from May 1, 2024, to December 31, 2024;
- 4.2. Installation and provision of high-speed Internet Service to PPA PMO NCR South – MICT Office located at ICTSI Administrative Building, South Access Road, Delpan, Tondo, Manila, NCR;
- 4.3. Provision of diagnostic reports and updates in case of connection failure;
- 4.4. Provision of 24/7 support services;
- 4.5. Entering a Service Level Agreement which defines parameters of rebates for non-performance, etc.
- 4.6. The Service Provider shall be responsible for the connectivity and needed active and network components for the connectivity solution.

## 5. WARRANTIES AND GUARANTEES BY THE ISP

- 5.1. The contractor shall indemnify the project owner from and against all liabilities from damages arising from injuries or disabilities to persons, or damages to property occasioned by any or omission of the contractor, or any of his subcontractors, including any, and all legal expenses or otherwise.
- 5.2. 24/7 on call technical support for problems related to contracted services and helpdesk.
- 5.3. A quick response time for reported internet service interruptions/ issues, or within two (2) hours from the time of receipt of notice.
- 5.4. Provide Ticket Numbers, Status Update, Activity Reports and Estimate Time of Restoration on service interruption and internet downtimes.

## 6. TECHNICAL REQUIREMENTS

### 6.1. Mode of Connection:

- Low Earth Orbit Satellite Internet System

### 6.2. Bandwidth requirement:

- Up to 200-350 Mbps downlink
- Up to 15-40 Mbps uplink
- Latency 4-40 ms

### 6.3. Data Cap:

- Unlimited, No Data Cap.

### 6.4. Compliance to National and Local Government requirements:

- Must have a National Telecommunication Commission (NTC) Certificate.
- Must have Value Added Services (VAS) Provided License Certificate issued by the NTC.
- Must submit a valid Certificate of Accreditation duly certified by the Department of Information and Communication Technology (DICT) as a Satellite System Provider and/or Operator (SSPO)

### 6.5. Accreditation Certification:

- Must have a valid Certificate as an Accredited Supplier from Data Lake, Inc. the authorized reseller of Starlink in the Philippines.

## 7. APPROVED BUDGET FOR THE CONTRACT

The service provider shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount of **Three Hundred Twenty-Four Thousand Three Hundred Fifty-Two Pesos Only (Php324,352.00)**, inclusive of VAT, all applicable government taxes, service charges, and other fees.

## 8. TERMS OF PAYMENT

Payment shall be made on a monthly basis effective upon signing of the contract, subject to mandatory submission of written billing statement and other supporting documents by the ISP.

#### 9. DELIVERY TERM

The winning bidder shall supply, deliver, install, test and commission the Internet Service ***within seven (7) calendar days*** from receipt of the Notice to Proceed (NTP) at the PPA PMO NCR South – MICT Office located at ICTSI Administrative Building, South Access Road, Delpan, Tondo, Manila, NCR. Delivery of equipment intended for service provision shall be the winning bidder's responsibility.

Approved:

  
AMBROCIO O. ILAO  
RMD, Manager



**<sup>1</sup>Note to Supplier/Provider**

APPENDIX A "DOCUMENTARY REQUIREMENT FOR ALTERNATIVE METHODS OF PROCUREMENT OF ANNEX "H" OF 2016 REVISED IRR OF RA NO. 9184.

UNDER SMALL VALUE PROCUREMENT (Section 53.9). The following documents are required to be submitted along with your proposal:

Envelope 1 (Technical Documents)

- Certified true Copy SEC/DTI Certificate of Registration
- Certified true Copy Mayor's/Business Permit for Calendar Year 2024 (please see remarks on Request for Quotation)
- PhilGEPS Certificate of Registration under Platinum Membership or PhilGEPS Registration Number
- Income/Business Tax Return
- Duly notarized Omnibus Sworn Statement (OSS). Unnotarized OSS may be submitted subject to compliance with the submission of duly notarized OSS after award of contract but before payment as provided under GPPB Resolution No. 09-2020.
- Signed as Conformed Terms of Reference

Envelope 2

- Bid Proposal / Offered Quotation

Sealing and Marking of Envelopes: Each Supplier must submit one (1) certified true copy of the original documents of the technical and original financial bid/offered without erasures.

The Technical Documents shall be enclosed in one sealed envelope and the original financial bid/offered in another envelope containing the markings:

Envelope 1 - Technical Document

PROVISION OF HIGH-SPEED SATELLITE INTERNET SERVICE FOR THE PHILIPPINE PORTS AUTHORITY (PPA)  
PORT MANAGEMENT OFFICE (PMO) NCR SOUTH-MANILA INTERNATIONAL CONTAINER TERMINAL (MICT)  
OFFICE CY 2024  
(MONTHLY SUBSCRIPTION)

[Company Name]

[Company Address]

[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS  
Chairperson-Bids and Awards Committee  
PPA PMO NCR South

Envelope 2 - Financial Bid/Offered

PROVISION OF HIGH-SPEED SATELLITE INTERNET SERVICE FOR THE PHILIPPINE PORTS AUTHORITY (PPA)  
PORT MANAGEMENT OFFICE (PMO) NCR SOUTH-MANILA INTERNATIONAL CONTAINER TERMINAL (MICT)  
OFFICE CY 2024  
(MONTHLY SUBSCRIPTION)

[Company Name]  
[Company Address]  
[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS  
Chairperson-Bids and Awards Committee  
PPA PMO NCR South

The envelopes containing the technical documents and original Financial Bids/Offered shall then be enclosed in one single envelope containing the following markings:

PROVISION OF HIGH-SPEED SATELLITE INTERNET SERVICE FOR THE PHILIPPINE PORTS AUTHORITY (PPA)  
PORT MANAGEMENT OFFICE (PMO) NCR SOUTH-MANILA INTERNATIONAL CONTAINER TERMINAL (MICT)  
OFFICE CY 2024  
(MONTHLY SUBSCRIPTION)

[Company Name]  
[Company Address]  
[E-mail Address & Telephone Number]

MR. ARNOLD B. VILLEGAS  
Chairperson-Bids and Awards Committee  
PPA PMO NCR South