



PHILIPPINE  
PORTS  
AUTHORITY



## TERMS OF REFERENCE AND CONDITIONS

### Procurement of Supply, Delivery and Installation and Commissioning of Internet Protocol Private Branch Exchange (IPPBX) for Administration Bldg., PMO-Panay/Guimaras

#### I. Rationale

This project is procured to enhance the communication efficiency and productivity of the PMO. Currently, the Office uses a traditional phone system that is outdated, inefficient, has high maintenance and repair costs and has limited features.

An Internet Protocol Private Branch Exchange (IP PBX) is a modern phone system that uses the IP to transmit voice and data over a single network. It has many advantages over a traditional phone system, such as:

1. Cost Savings – It can reduce operational and capital expenses and lower maintenance and repair costs.
2. Scalability – It can easily accommodate the growth or downsizing of the Office. There is no need to install additional wiring or hardware which can be costly and time-consuming.
3. Enhanced Features and Integration – With its advanced features, it can integrate with other applications and systems that the Office uses, such as email, video/call conferencing, CRm and the like.

The procurement process shall be in accordance with the provisions of RA 9184 and its Revised Implementing Rules and Regulations.

#### II. Project Description and Specification

The work covered in this project shall conform to the authorities specifications, standard codes and ordinances.

Item	Description	Qty	Unit
	<b>IPPBX System Devices and Peripherals</b>		
1.	IP PBX MAIN SYSTEMS UNIT Extension Users: 100 Concurrent Calls: 30 (Max) Supported Module: 4FXS/ 4FXO/2FXOS/2GSM/4GSM/2WCDMA/4WCDMA Supported Maximum Module : 2 Voicemail/Recording: 150Hrs (internal storage) SDRAM: 1GB DDR3 Storage: 16GB SD Card (Supplier must have a Certificate of Authorized Dealer)	1	Unit
2.	IP PHONE Screen: 128x48 dot-matrix with backlight HD Handset: RJ9	48	unit

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	<p>Network Interfaces:  Network: 10/100Mbps(POE Enabled (H81P))  PC: 10/100Mbps (Bridged to network)  HD Hands-free Speaker: 0~7KHz  HD Hands-free Microphone: 0~7KHz  RJ9 Phone port: Handset, Headset  Keypad: (31 keys)  4 Soft-keys  7 Function keys  4 Navigation keys + 1 OK key  12 Standard Phone Digits keys  2 Volume Control keys, Up/Down  1 Hands-free key  Power Input: DC 5V/0.6A  Power Consumption:  Idle: 1.3W  Peak: 4.3W  Working Temperature: 0~40°C  Working Humidity: 10~65%  Installation: Desktop, Wall-mount  (Supplier must have a Certificate of Authorized Dealer)</p>		
3.	<p>OPERATOR PHONE  Screen: 2.8 inch (320x240) LCD color-screen  HD Handset: RJ9  Network Interfaces:  Network: 10/100Mbps(POE Enabled)  PC: 10/100Mbps (Bridged to network)  HD Hands-free Speaker: 0~7KHz  HD Hands-free Microphone: 0~7KHz  RJ9 Phone port: Handset, Headset  Keypad (39 keys):  8 DSS key with tri-color LED  4 Soft-keys  7 Function keys  4 Navigation keys + 1 OK key  12 Standard Phone Digits keys  2 Volume Control keys, Up/Down  1 Hands-free key  Power Input: DC 5V/0.6A  Power Consumption:  Idle: 1.3W  Peak: 4.3W  Working Temperature: 0~40°C  Working Humidity: 10~65%  Installation: Desktop, Wall-mount  (Supplier must have a Certificate of Authorized Dealer)</p>	1	Unit
4.	<p>MODULE FOR IP PBX  *an interface that connects to a trunk line, like the one from your serviceprovider  *It receives ringing voltage and battery from FXS devices.  FXO interfaces are used to connect your PBX to the PSTN.  *4 RJ11 Ports  (Supplier must have a Certificate of Authorized Dealer)</p>	1	Unit
5.	16 PORTS POE SWITCH	4	Unit
6.	CAT6 PURE COPPER WIRE 305m/roll	12	Unit

7.	RJ45 CONNECTOR 100 pcs / box	3	Boxes
8.	42U FLOOR MOUNTED DATA CABINET	1	Unit
9.	DATA CABINET CABLE MANAGER	5	unit
10.	POWER DISTRIBUTION UNIT (PDU) 8 GANG	1	unit
11.	2000VA UPS	2	unit
12.	OTHER ROUGH-INS MATERIALS: PVC MOULDINGS, PVC PIPES AND FITTINGS, FLEXIBLE HOSE, ADHESIVE, TOX WITH SCREWS, TELEPHONE MODULAR BOX, CIRCUIT BREAKER, EXTENSION CORDS, UTILITY BOX AND OTHER MATERILAS NEEDED FOR THE INSTALLATION	1	lot
13.	Installation, Configuration, Termination, Programming and Labor IPPBX SYSTEM *(With Network Diagram signed by Electronics Engineer. *With Site Survey Inspection Certificate *Supplier must have a Certificate of Authorized Dealer *With Certificate of After-sales Support for the Network system, indicating the support, on-line, telephone support, on-call and on-site *Must have a local store/office(within the Iloilo) with Valid Mayor's/Business Permit for fast after sales service *(Installation, Programming and Configuration, License PECE, License ECT/ECE)	1	lot

### III. Qualification Requirements

In addition to the standard requirement, the supplier should be able to submit proof of the following:

1. Must have a local store/office with valid Business or Mayor's Permit within Iloilo City for fast after sales.
2. Should have a Professional Electronics engineer or Licensed Electronics Engineer
3. With Authorized Dealer/Reseller Certificate of the proposed brand of devices

### IV. Duties and Responsibilities of the Supplier

The supplier shall furnish all devices, materials, consumables and rough-ins, tools and equipment, and labor to perform all activities necessary to complete the Supply, Delivery and Installation and Commissioning of IP-PBX devices and Peripherals. These includes:

1. Supply of goods and devices including all necessary accessories
  - Should comply with the Technical Specifications
2. Services
  - Installation of the IP-PBX will not disrupt the regular operations of the office during project implementation
  - Provide a project team supervised by PECE /Licensed Electronics Engineer
  - Perform all necessary installation and configuration of devices and equipment in the presence of the Procuring entity personnel
  - Provide electrical grounding for all active devices
  - Coordinate with building maintenance personnel for the power distribution and location of power sources
  - Furnish and install indoor cabling with wire ways/conduits in accordance with applicable codes and recognized standards for good practice
  - Conduct a system of tests to achieve desired functionality of the system before turn-over
  - Briefs and discuss basic usage to procuring entity who will maintain, operate and use the IP-PBX.
  - Submit Proposed Plans subject to approval of end-user and Final as-built plans including cable runs of the IP-PBX signed and sealed by a PECE
  - Provide maintenance and technical support for one year.

**Duties and Responsibilities of Procuring Entity**


1. Grant the supplier access to the premises and facilities of the area
2. Check and inspect all unit or devices being delivered and installed
3. Pay the supplier in accordance with conditions set in the approved payment scheme
4. Issue a Certificate of Inspection and Acceptance upon determination of the Procuring Entity's Inspectorate Team that the delivered and installed equipment and components are in good working condition and desired functionality is achieved.

**V. Warranty and After-Sales Service Requirements**


The supplier shall guarantee the work done to be free from defects for a period of one (1) year reckoned from acceptance of the project. The form of warranty shall be in accordance with the provisions in Section 62 of the Revised Implementing Rules and Regulations (IRR) of RA 9184.

The Supplier shall provide a one-year preventive maintenance for the IP-PBX from completion until the project is accepted.

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