



Republic of the Philippines  
**OFFICE OF THE PRESIDENT**  
**NATIONAL COMMISSION ON MUSLIM FILIPINOS**  
BIDS AND AWARDS COMMITTEE

**REQUEST FOR QUOTATION No. 2021-057**

<b>Mode of Procurement : Small Value Procurement (Sec. 53.9)</b>				
<b>Purpose: INSTALLATION OF WIRELESS LOCAL AREA NETWORK AND VOICE OVER INTERNET PROTOCOL (VoIP) TELEPHONE SYSTEM FOR NCMF NORTH LUZON / PR No. 2021-09-120</b>				
Please quote your lowest price for the items/s listed below not later than <b>NOV 19 2021</b> subject to the following terms and conditions, and submit your quotation duly signed by your representative by email: <a href="mailto:bacsecretariat@ncmf.gov.ph">bacsecretariat@ncmf.gov.ph</a> ; or personal delivery at NCMF Central Office (Mondays-Fridays, 8:00AM – 5:00 PM at NCMF BAC Secretariat Office).				
<b>TERMS AND CONDITIONS:</b>				
<ol style="list-style-type: none"><li>1. In order to be eligible for this procurement, suppliers/service providers are required accomplish this RFQ and submit together with the quotation on or before the deadline the following: <u>Valid PhilGEPS Registration Certificate/Number, Valid Mayor's/ Business Permit, Tax Registration Certificate, Latest Income/Business Tax and Notarized Revised Omnibus Sworn Statement.</u></li><li>2. Late submission of quotation shall not be accepted.</li><li>3. Price validity shall be for a period of sixty (60) calendar days.</li><li>4. Award of contract shall be made to lowest quotation with complete requirements and complies with the specifications and other terms and conditions stated in the RFQ.</li><li>5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative(s).</li><li>6. The NCMF reserves the right to reject any or all quotations/bid proposals or declares the bidding a failure or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.</li><li>7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.</li><li>8. The terms of payment shall be made through check payable to the supplier.</li><li>9. All quotations shall be <u>INCLUSIVE OF VAT.</u></li></ol>				
LOT	Description	ABC	Comply/Not Comply	QUOTATION PRICE
1	SEE ATTACHED TERMS OF REFERENCE	P100,000.00		
<b>Approved Budget for the Contract: ONE HUNDRED THOUSAND PESOS (P100,000.00)</b>				

**TAHIR S. LIDASAN, JR., CESO II 26**  
Chairman, BAC

1. Payment

100% payment upon completion of delivery, installation and submission of invoice, delivery challan, proof of warranty and delivery receipts.

2. Delivery Date/Place

30 days from the date of Notice to Proceed;  
Any fee, cost, and permit related to the delivery of item will be the responsibility of the bidder.

3. Warranty

All items are covered by warranty period specified in the technical specifications.

4. Penalty

Failure to deliver item(s) within specified delivery period, shall authorize the Commission to impose penalty subject to procurement law.

5. Force Majeure

- a. War, Strike, Riot, Flood, Earthquake, Storm, epidemic breakout, etc.
- b. Any governmental priorities
- c. Sabotage or omission of NCMF

After having carefully read and accepted your General Conditions, I/We quote on the item/s at price quoted above.

\_\_\_\_\_  
Signature over Printed Name of Representative/Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
PhilGEPS Registration Number (Platinum/Red)

\_\_\_\_\_  
Tel. No./Cellphone /Email Address



## TERMS OF REFERENCE

**Title:** Installation of Wireless Local Area Network (LAN) and Voice over Internet Protocol (VoIP) Telephone System for NCMF North Luzon

**Type:** Goods (Installation, Testing and Configuration)

**End-User:** Management and Information Systems Division (MISD) – Planning Service

### I. Background and Rationale:

Information Management is critical component to guide the implementation of different programs and projects of National Commission on Muslim Filipinos and Planning Service. Proper collection, validation, consolidation, and analysis of data is crucial in the immediate utilization of information for decision-makers to design and select appropriate response interventions, resource mobilization, and enhancing policies and guidelines in managing operations. In addition, proper dissemination and sharing of information is vital to concerned NCMF offices, other government agencies and partners for their own use and reference, and to raise awareness on different programs and projects to the general public.

The project will install the structured cabling for Wireless LAN and Telephone System to newly occupied office of NCMF North Luzon in Baguio City.

### II. Objectives:

1. To rehabilitate NCMF in-house LAN cabling and its components which include but not limited to the IDF Network data cabinet, UTP patch panel, UTP patch cord, cable managers, I/O port jack, I/O face-plate and other peripherals needed to run the system.
2. To install the available Fourteen (14) universal I/O ports for in-house structured LAN cabling for data and voice (VoIP Telephone System) and Wireless Access Points to lower level of Gestdum Centrum Building, Baguio City.

III. **ABC:** Php 100,000.00

IV. **Date of delivery:** Thirty (30) Calendar Days from issuance of NTP

V. **Scope of Work:**

#### 1. Structured LAN Cabling

- a. The Supplier shall install LAN infrastructures (voice and data) at NCMF North Luzon using unshielded twisted pair cable. Category 6 (CAT6 or higher) type of LAN.
- b. The supplier shall install the available fourteen (14) input-output (I/O) for Voice and Data, and connection to Wireless Access Points.
- c. All LAN cables running inside ceiling should be placed in PVC pipes to keep it protected and in the matter of no space or non-permissible inside the ceiling, all cables must be place in plastic moldings.

- d. All drop down cables from the ceiling going down to patch panel should be placed in tubular or cubular plastic moldings. The tubular or cubular moldings should have enough space to house all the LAN cables.
- e. All drop LAN cables from the ceiling going down to drop off points to I/O ports should be protected from the electromagnetic flux (EMF) emitted by electrical wiring.
- f. Install the wall mounted closed network rack/cabinet for switch location and provide extension cord to the nearest power outlet in identified space in the NCMF North Luzon.
- g. Install the managed switch and other peripherals in the network rack/cabinet, and provide cable management.
- h. Grounding Conductor: Provide #6 AWG insulated solid copper conductor (Green) to bond all metallic raceway to the nearest grounding bus bar.
- i. All grounding and bonding work shall comply with the buildings code, fire code, electrical code and ANSI/TIA/EIA standards as well as local codes which may specify additional groundings and/or bonding requirements.
- j. All work shall comply with the building code, fire code, electrical code as well as ANSI/TIA/EIA and ISO/IEC standards as well as local codes which standards apply a more stringent specification or policy shall prevail.
- k. Final Documentation and as built plans of the project in soft copy and hard copy including location, configuration and important parameters of all equipment involved in both hard copy.

## **2. Procedure Guidelines**

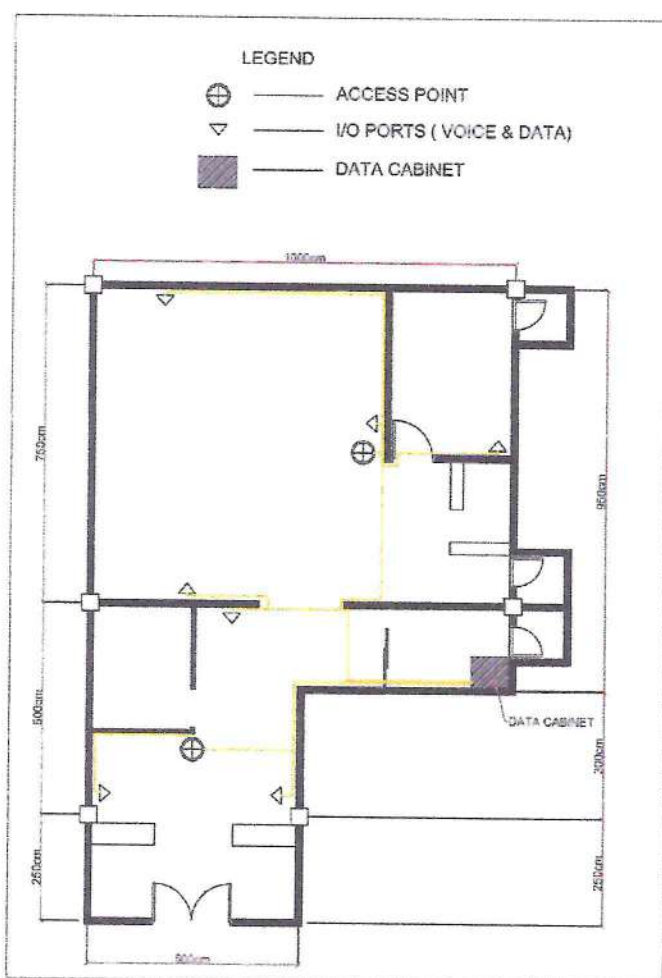
### **A. LAN Cables**

- i. CAT 6 or Higher
- ii. Complies with ANSI TIA/EIA-56 8-F.2-1
- iii. Backward compatibility to categories 5e, 5 and 3
- iv. Open standard that allows products from different vendors to work together
- v. Plug and Jack Interoperability for modular (RJ-45 type) connections
- vi. Full system specification including testing of components, patch cords, channels and permanent links
- vii. The supplier shall supply and install the necessary connectors, PVC pipe, moldings, patch panel, raceway, conduit, face plate, modular wall jack for RJ- 45, face plate and cluster boxes
- viii. Face plate for I/O ports should be shuttered and modular wall jack for RJ 45 must be match with CAT6 LAN cable
- ix. Patch cords, patch panel and ports should be properly labeled and managed by cable managers
- x. Backbone/Cascading cables must be directly connected to the Edge/Distribution Switch.
- xi. Backbone/Cascading cables that run outside the building must be installed using shielded twisted pair (STP), Stand for Shielded and Foiled Twisted Pair (SFTP) must be installed aerial or underground burial. If aerial, cable

must be provided with cable support (cable trace, messenger wire, cable lashing etc.)

- xii. Twice the bandwidth of category 5e with positive Power Sum
- xiii. All specifications for components and cabling are tested to 250MHZ (250o/o higher than 200 MHz) which complies with IEEE.
- xiv. Laying of CAT 6 or higher cables should not exceed 90 meter on length end to end; Tagging of cables is a must.
- xv. Labeling
  - I. All data cables shall be labeled
  - II. All labeling shall be furnished and with printed labels
  - III. Prior to installing, the contractor shall obtain approval from client on the proposed labeling
- xvi. Testing
  - I. Proposed test plan that is acceptable shall be provided and shall define the test required

**VI. AREA/LOCATION/FLOOR LAYOUT WHERE SERVICES/ITEMS WILL BE PROVIDED AND DELIVERED**



LOCATION	QTY / UNT	DESCRIPTION / ITEMS
North Luzon	7 pcs.	Surface type utility box
	2 Box/Roll	Cat6 UTP Cable

	Lot	Roughing ins, Pipes and fittings
	Lot	Labor, Design, Installation, Configuration and Engineering, and Project Management

## VII. EXPECTED DELIVERABLES (OUTPUTS)

The expected deliverables (outputs) of this project are the following:

- a. An Inception Report describing the activities, methodology, milestones, time table and resources to implement this project;
- b. A fully operational Wireless Local Area Network (LAN) and Voice over Internet Protocol (VoIP) Telephone System for NCMF North Luzon;
- c. A total of Fourteen (14) functional universal I/O ports (VoIP and Data) for NCMF North Luzon;
- d. As built plan for the project, in hard and soft copy.

## VII. Implementation Arrangements Including Roles and Responsibilities:

### A. Within the Project duration , the NCMF shall:

1. Provide a technical working committee to supervise and monitor the project, to wit:

**ABDULAZIZ P. ABUBAKAR (Head)**

Chief

Management and Information Systems Division (MISD)

Planning Service

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**JOHN CHRISTOPHER V. AMAR**

Chief

Admin and Finance Division

NCMF North Luzon

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**ENGR. BEÑAZIR M. TULON**

Computer Programmer II

Management Information System Division (MISD)

Planning Service

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2. Provide person Administrative matters such as access to site, permits and payment etc.
3. Facilitate access to information, documents, facilities and others needed by the Prospective Bidder to perform services.
4. Approve the proposed working schedule of the provider.
5. Provide temporary ID to all personnel involved.

6. Grant authorized representative access to premises as well as equipment and all facilities located therein to perform the Prospective Bidder's obligations.

**B. Within the Project duration the winning Prospective Bidder shall:**

1. Perform services professionally based on industry standards and always protect the interest of the government in general and the NCMF in particular.
2. Secure for the permits, licenses and approvals which are or maybe necessary to perform services.
3. Provide an officer who will be directly in charge of managing the project, and a day-to-day contact personnel in charge of operations.
4. Submit a proposed working schedule for approval in order for NCMF to inform the involved parties and secure security pass and working permit.
5. Ensure that all personnel involved in the project must be in proper uniform, because it will be their identification from the rest of NCMF.
6. Protect privacy of NCMF and ensure that all confidential information and data on its ICT infrastructure are kept confidential. A Non-Disclosure Agreement shall be signed by the authorized representative of the supplier firm and duly notarized.

**VIII. Warranty Service:**

- i. The supplier shall provide One (1) year warranty on LAN installation and workmanship.
- ii. The supplier shall provide a description and a quote on maintenance services for the next One (1) year after the warranty has expired.

Prepared by:

  
**ENGR. BEÑAZIR M. TULON**  
Computer Programmer II, MISD

Recommending Approval:

  
**ABDULAZIZ P. ABUBAKAR**  
Chief, MISD

Approved by:

  
**HAIDEE V. AMPATUAN, MNSA**  
Director III, Planning Service