



BIDS AND AWARDS COMMITTEE I

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF IP-PBX SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE

Bid Reference No.: GPG-B1-2020-223

Approved Budget for the Contract: ₱ 2,870,585.76

This **Supplemental/Bid Bulletin No. 2** is being issued to advise concerned parties on the amendments to some provisions of the Bidding Documents and reply to queries raised by suppliers through letters/emails for the information of all bidders for the aforesaid project.

A) SCHEDULE FOR THE SUBMISSION OF BIDS:

On or Before 13 August 2020, Thursday, 10:00 AM - Philippine Standard Time (PST)

SCHEDULE OF OPENING OF BIDS:

13 August 2020, Thursday, 10:00 AM - Philippine Standard Time (PST)

B) AMENDMENT TO BIDDING DOCUMENTS:

FROM							
SECTION I. INVITATION TO BID							
...XXX...							
Item No.	DESCRIPTION	QTY	UNIT PRICE (₱)	TOTAL ABC (₱) (VAT Inclusive)	Funding Source	Bid Security* in any of the following forms:	Cost/Price of Bid Documents (cash payment only) (₱)
...XXX...							
TO							
...XXX...							
Item No.	DESCRIPTION	QTY	UNIT PRICE (₱)	TOTAL ABC (₱) (VAT Inclusive)	Funding Source	Bid Security* in any of the following forms:	Cost/Price of Bid Documents (Cash OR Cash Deposit) (₱)
...XXX...							

FROM	TO										
SECTION I. INVITATION TO BID											
<p>6. The complete set of Bidding Documents may be acquired by interested bidders during office hours (8:00am-4:00pm) but not later than 4:00pm upon payment of a nonrefundable fee as indicated above. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.</p> <p>It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website, PROVIDED that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p> <p>7. Interested bidders may obtain further information from PITC and inspect the Bidding Documents at the address given below during office hours.</p> <p>For the Pre-Bid Conference, bidders are encouraged to send their authorized technical representatives or personnel who are familiar with the bid requirements and will prepare the documents for the bidder.</p> <p>9. Interested bidders may obtain further information from the BAC Secretariat c/o Ms. Ana DG. Asprec at the 5/F NDC Building, 116 Tordesillas Street, Salcedo Village, 1227 Makati City, from 8:00 AM to 4:00 PM only, Mondays to Fridays starting 20 Feb 2020, or call tel. No. 818-98-01 loc. 308. However, any queries relative to the contents of the bidding documents and the project requirements can only be made by suppliers not later than ten (10) calendar days prior to the Submission and Opening of Bids.</p> <p>10. PITC reserves the right to accept or reject any bid proposal, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.</p>	<p>6. The complete set of Bidding Documents may be acquired by interested bidders from Monday to Friday between 9:00AM to 2:00PM upon payment of a non-refundable fee as indicated above and look for the following BAC Secretariat:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">Monday</td> <td style="text-align: center;">Jane Arcilla / Veronica Morales</td> </tr> <tr> <td style="text-align: center;">Tuesday</td> <td style="text-align: center;">Veronica Morales</td> </tr> <tr> <td style="text-align: center;">Wednesday</td> <td style="text-align: center;">Jane Arcilla / Veronica Morales</td> </tr> <tr> <td style="text-align: center;">Thursday</td> <td style="text-align: center;">Irissa Ordillano</td> </tr> <tr> <td style="text-align: center;">Friday</td> <td style="text-align: center;">Irissa Ordillano</td> </tr> </tbody> </table> <p>It may be also downloaded free of charge from the website of the PhilGEPS and the PITC website. However, only those who have paid the cost of Bidding Documents at least one (1) day before the submission of their bids will be allowed to bid.</p> <p>Bidders may pay for the cost of Bidding Documents thru any of the following modes of payment:</p> <p>1) Cash Payment</p> <p>PITC Cashier will be available from Tuesday to Thursday between 10:00 AM to 2:00 PM;</p> <p style="text-align: center;">OR</p> <p>2) Cash Deposit</p> <p>Interested Bidders may send a request letter for Bank Details to the BAC Secretariat c/o Ma. Theresa Elima at myette.elima@pitc1973.onmicrosoft.com. Thereafter, proof of payment must be emailed back to the BAC Secretariat</p>	Monday	Jane Arcilla / Veronica Morales	Tuesday	Veronica Morales	Wednesday	Jane Arcilla / Veronica Morales	Thursday	Irissa Ordillano	Friday	Irissa Ordillano
Monday	Jane Arcilla / Veronica Morales										
Tuesday	Veronica Morales										
Wednesday	Jane Arcilla / Veronica Morales										
Thursday	Irissa Ordillano										
Friday	Irissa Ordillano										

FROM

SECTION I. INVITATION TO BID

9. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	TIME	VENUE
Submission and Opening of Bid Documents*	17 March 2020 (Tuesday), 3:00PM	5/F Conference Room, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City

**Late Bids shall not be accepted.*

TO

9. The Schedule of Bidding Activities shall be as follows:

ACTIVITIES	TIME	VENUE/MODE
Submission of Bid Documents*	13 August 2020, Thursday, 10:00 AM*	3/F, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City
Bid Opening	13 August 2020, Thursday, 10:00 AM	Via Video conference**

**Late Bids shall not be accepted.*

***Only two (2) representatives per bidder shall be allowed to participate in the Zoom Conference.*

In line with the precautionary health measures being adopted by the agency, only bidders who purchased the bidding documents may join the **Opening of Bids** and send their request for Zoom Link Password to the bac1secretariat@pitc1973.onmicrosoft.com with the above information together with proof of identity of the attendee **a day before** the scheduled conference.

Name of Project
Bid Reference No.
Activity
Company Name
Address
Name of Representative
Contact Nos.
Email Address
Scanned or Photo of Proof of Identity pls attach:

FROM

SECTION III. BID DATA SHEET (BDS)

Clause 20.4

...XXX...

TO	:	THE BIDS AND AWARDS COMMITTEE I PHILIPPINE INTERNATIONAL TRADING CORPORATION
FROM	:	_____
		<i>(Name of Bidder in Capital Letters)</i>
ADDRESS:	:	_____
		<i>(Address of Bidder in Capital Letters)</i>
:	:	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF IP-PBX SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE
BID REF NO:	:	GPG-B1-2020-223
		(In Capital Letters, Indicate the Phrase):
		“DO NOT OPEN BEFORE: 17 March 2020 (Tuesday), 3:00PM

TO

...XXX...

TO	:	THE BIDS AND AWARDS COMMITTEE I PHILIPPINE INTERNATIONAL TRADING CORPORATION
FROM	:	_____
		<i>(Name of Bidder in Capital Letters)</i>
ADDRESS:	:	_____
		<i>(Address of Bidder in Capital Letters)</i>
:	:	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF IP-PBX SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE
BID REF NO:	:	GPG-B1-2020-223
		(In Capital Letters, Indicate the Phrase):
		“DO NOT OPEN BEFORE: 13 August 2020, Thursday, 10:00 AM

FROM	TO
-------------	-----------

SECTION III. BID DATA SHEET (BDS)

12.1 (b) TECHNICAL DOCUMENTS

(ii) Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as Revised Annex V.	(ii) Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as 2nd Revised Annex V.
(iii) Duly signed/conformed Terms of Reference of PRC attached as Revised Annex V-A.	(iii) Duly signed/conformed Terms of Reference of PRC attached as 2nd Revised Annex V-A.

Clause 21	
<p>The address for submission of bids is Philippine International Trading Corporation, Ground Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.</p> <p>The deadline for submission of bids: 17 March 2020 (Tuesday), 3:00PM</p>	<p>The address for submission of bids is 3/F Philippine International Trading Corporation, Ground Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, 13 August 2020, Thursday, 10:00 AM.</p>

C) BIDDER'S QUERY

MITEL

REQUIREMENTS	
Query	<p>The SYSTEM shall be backed up by a Battery system that will operate for 12 hours (minimum) continuous full operation. Unfortunately, having a requirement of 12 hours back up time for and IP-PBX is not ideal because of the following reasons:</p> <p>Typical battery backup power deployment of datacenter equipment, including IP-PBX utilize 30 minutes to 1 hour backup time only.</p> <p>A backup generator is more suitable for a requirement of 12 hours back-up time</p> <p>If we still push through with the battery system setup to comply with your requirement, the setup requires a large footprint area because of multiple battery equipment that will be deployed and would entail additional cost that exceeds the Approved Budget for the Contract</p> <p><u>Hoping that you would consider in changing the battery backup time specifications to 1 hour only</u> because of the mentioned reasons above.</p>
Reply	<p>Request Granted.</p> <p>As included in this Supplemental Bid Bulletin #2, the Terms of Reference of PRC was revised and hereto attached as 2nd Revised Annex V-A.</p>

Bidders are advised to use the attached **2nd Revised Annex V and 2nd Revised Annex V-A** and submit together with all other required documents for the Submission and Opening of Bids scheduled on **13 August 2020, Thursday, 10:00 AM.** Also please use the 2nd Revised Checklist of Requirements as guide/reference.

This **Supplemental/Bid Bulletin No. 2** shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 6th day of August 2020 in Makati City.

Reviewed and Approved by:

(SGD)CHRISTABELLE P. EBRIEGA
Chair, Bids and Awards Committee - I

(SGD)ATTY. MARIA GUDELIA C. GUESE
Vice Chair

(SGD)MYRA CHITELLA T. ALVAREZ
Member

DAVID A. INOCENCIO
Member

(SGD)JOEL S. RODRIGUEZ
Member

(SGD)ATTY. MITZELL ARTHUR R. MAGDAONG
Alternate Member

Concurred by:

(SGD)ALDRICH LUNAG
BAC Provisional Member – PRC

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

2nd Revised Annex V (page 2 of 3)

PHILIPPINE INTERNATIONAL TRADING CORPORATION

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF IP-PBX SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE

Bid Reference No.: GPG-B1-2020-223

TECHNICAL BID FORM

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTION TO THE BIDDER: Indicate "COMPLY" (per line no.) under Bidder's Statement of Compliance if bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES OR NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

Line No.	OTHER REQUIREMENTS		Bidder's Statement of Compliance
3)	Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS subject of the bid.		
4)	Bidder has no overdue deliveries or unperformed services intended for PITC and PRC		
Line No.	REQUIREMENTS IF AWARDED THE CONTRACT		Bidder's Statement of Compliance
5)	Delivery and Installation Period:	Within sixty (60) calendar days upon receipt of Notice to Proceed.	
	Delivery Place:	PRC Central Office, P. Paredes St., Sampaloc Manila, 1008, Metro Manila.	
6)	Gantt Chart	Shall submit Gantt Chart showing the activities required in this project within seven (7) calendar days upon receipt of Notice to Proceed.	
7)	Warranty and Support	Two (2) years warranty and support on all proposed hardware and software upon acceptance.	

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the items in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER

2nd Revised Annex V (page 3 of 3)

PHILIPPINE INTERNATIONAL TRADING CORPORATION

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF IP-PBX SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE

Bid Reference No.: GPG-B1-2020-223

TECHNICAL BID FORM

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTION TO THE BIDDER: Indicate "COMPLY" (per line no.) under Bidder's Statement of Compliance if bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A "YES OR NO" ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF "FAILED".

Line No.	REQUIREMENTS IF AWARDED THE CONTRACT		Bidder's Statement of Compliance
8)	Scope of Work	The supplier shall submit Implementation and Project Documentations to include but not limited to Project schedule, System Installation/Commissioning Manuals, Repair/Maintenance manuals and other relevant documents for the seamless installation and commissioning of the offered System within seven (7) calendar days upon receipt of Notice to Proceed.	
9)	Testing Parameters/ Procedures Acceptance	Actual demonstration and testing of all features/functionalities of equipment.	
10)	Training	One-day Enablement Training a. Operator Client Training (maximum of 5 PRC personnel) b. IP Phone Training (maximum 100 users) c. Administrator/Maintenance Training (maximum of 10 PRC staff)	
11)	As one of documentary requirements for payment (as applicable), submit certified true copies of pertinent tax receipts and duties paid on the imported parts/equipment pursuant to COA Memo No. 90-684 dated Dec. 5, 1990/Administrative Order No. 200 dated November 20, 1990. For locally purchased materials, the BIR registered sales invoice of the seller is acceptable.		

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform) the above described items.

I/We undertake, if our bid is accepted, to deliver the items in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

TERMS OF REFERENCE



Republic of the Philippines
Professional Regulation Commission
Manila



TERMS OF REFERENCE

(as of July 7, 2020)

1	Name of Project: IP-PBX System for PROFESSIONAL REGULATION COMMISSION (PRC) office at P. Paredes St., Sampaloc, Manila
2	Requirements
	<p>Supply, Delivery, Installation, Testing and Commissioning of IP-PBX SYSTEM for the PROFESSIONAL REGULATION COMMISSION (PRC) Central Office located at P. Paredes St., Sampaloc, Manila with the following minimum wired and installed hardware and software capacity:</p> <ul style="list-style-type: none"> a) 1 lot IP-PBX equipment wired for minimum of 100 IP Phone ports b) 1 unit ISDN PRI c) 65 units entry level IP phones d) 4 units Executive IP Phone e) 1 Operator Console f) 50 ports (Minimum) Auto Attendant g) 1 E1 Trunk (programmable for DID, DOD, IDD, NDD) h) 2 Analog Trunks (minimum) i) 1 lot Built-in Programmable Voice Mail system j) 1 lot telephony software package <p><u>Note: E1 trunk (item g) is no longer necessary if (item b) ISDN PRI is programmable for DID, DOD, IDD, NDD.</u></p> <p>The following shall be complied:</p> <ol style="list-style-type: none"> 1. The IP-PBX system (SYSTEM) shall be 100% non-blocking. 2. The SYSTEM should be scalable (expandable) up to 300 users without equipment model change. 3. There should be an LED indication on each appliance /card, which can help determine the state of the card. 4. The SYSTEM shall be backed up by a Battery system that will operate for at least an hour of continuous full operation. 5. The SYSTEM shall have the capability to support integrated mobility solution where in the users can always be reached under one and of the same office number, whether they are in the office or on the move outside office so that mobile numbers may not be given to the callers. 6. MDF and other installation and/or terminating accessories shall be provided. 7. All supplied equipment/appliances/apparatus/system shall have perpetual license to operate. 8. The SYSTEM shall have minimum standard system features <ul style="list-style-type: none"> o Call forwarding o Do not disturb o Override do not disturb o Speed dialing: system numbers o Speed dialing: individual numbers o Barge in o Call back o Paging, both external and internal o Call parking o Class of service, calling line identification (CLIP) on digital as well as analog extension and external Lines. 9. Supplier shall prepare and submit Gantt Chart showing the activities required in the supply, installation and commissioning of the SYSTEM (to be submitted 7 Calendar days upon receipt of Notice to Proceed). 10. Supplier shall submit manufacturer's installation and testing procedures plus two (2) sets of operation and maintenance manuals of the supplied equipment/system.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

TERMS OF REFERENCE

	<p>11. Installation shall be done only by trained and skilled personnel certified by the proposed brand supplier under the close supervision of a PRC licensed Professional Electronic Engineer.</p> <p>12. All required Electronics plans (in standard format) relative to the installation and commissioning of the SYSTEM shall be signed and sealed by a PRC licensed Professional Electronic Engineer.</p>	
3	Scope of work	
	<p>1) Conduct of pre-implementation activities such as coordination meetings with PRC's representative and other parties involved in the project to:</p> <ul style="list-style-type: none"> a. ensure site readiness b. ensure security and safety of personnel involved in the project c. ensure resource readiness d. ensure all concerns relative to the smooth installation and commissioning of the system are ironed out <p>2) Supply, Deliver, Installation, Testing and Commissioning of the SYSTEM, in compliance with the following:</p> <ul style="list-style-type: none"> a. Equipment, Power Cable and Grounding installations are in accordance with the Philippine Electronics Code of Manual and Standards b. Programming / Network Configuration and Testing of the SYSTEM shall be in accordance with the manufacturer's standard procedures and protocols. c. Supplier shall ensure that no service interruption of the existing communication system during SYSTEM cutover. <p>3) Conduct of user 's trainings before SYSTEM cutover inclusive of the necessary instruction materials and simulation equipment.</p> <p>4) Conduct of separate maintenance/administration training for the PRC technical personnel inclusive of necessary instruction material and simulation equipment.</p> <p>5) Preparation of as built plans duly signed and sealed by a PRC licensed Professional Electronics Engineer.</p>	
4	Technical Specifications for the the Item/s OR equipment	
	<p>IP-PBX HARDWARE</p> <ul style="list-style-type: none"> 1) The SYSTEM shall be equipped with 1 ISDN PRI Trunk Interface for Service Provider (TELCO) connectivity. 2) The IP-PBX equipment shall be typed-approved by the National Telecommunication Commission (NTC) and by ISDN trunk provider (TELCO). Please submit type-approval certificate (PHONE). <i>Please note that existing TELCO service provider of PRC are PLDT and Eastern Communications.</i> 3) The main IP PBX equipment shall be 19-inch rack mountable. 4) The SYSTEM shall be scalable (expandable) up to 300 users without change of the main equipment or change of the equipment model. 5) The equipment shall have the capability to support third party SIP Phones. 6) The IP-PBX equipment shall be solid-state and appliance based in design and shall not be based on server or line card technology. 7) The IP-PBX's voice hardware shall have dual Local Area Network (LAN) ports. 8) The IP-PBX's voice hardware shall have 10/100/1000 Mbps Ethernet interface. 9) The main IP- PBX and its branch gateways shall function as a single image system and shall be managed in a centralized location. 10) In case of WAN outage, the system shall have the capability for standard local survivability on branch gateway. 11) Voice gateway shall have the capability to survive in case main server fails (e.g. connectivity to outside line using trunk). 12) In case of SYSTEM server failure, on-going extension or trunk connections shall not be disconnected or dropped off until the existing connections are terminated. 13) All IP-PBX hardware and accessories including IP phones and gateways, and all other devices attached to the SYSTEM plus the telephony software must be of the same brand. 14) The SYSTEM shall support for N+1 system redundancy. 	

Conforme:		Date
	Name & Signature of Authorized Representative	Designation
	Bidder's Company Name	

TERMS OF REFERENCE

IP-PBX SOFTWARE

- 1) The licenses of the IP-PBX equipment and IP Phones shall be perpetual in nature meaning no recurring license rental.
- 2) Phone licenses shall be applicable for either IP or analog telephone devices.
- 3) **SYSTEM** licenses shall exhibit a global licensing scheme whereby licenses are transferable to any site of system deployment.
- 4) Major software upgrade during the warranty period shall not bear any cost to the owner including software patches, bug fixes and repairs.
- 5) The IP-PBX software shall have the capability to be deployed in a virtual environment such as VMware and HyperV.
- 6) The IP-PBX management system shall be able to display connectivity and service status for all IP-PBX hardware and IP phones in any site of the telephony deployment.
- 7) The IP-PBX management system shall have the capability to monitor at least 50 sites under a single application window.
- 8) The IP-PBX management system for administration and monitoring shall support premise and remote access mode.
- 9) The IP-PBX management system configuration shall be accessible using the following web browsers: Internet Explorer, Firefox, Chrome, and Safari
- 10) **SYSTEM** software configuration, including management and reporting configurations done from a centralized location or at the main site shall be replicated at the remote branches automatically.
- 11) The **SYSTEM** shall be able to notify PRC through e-mail in case of any minor or major failure within **SYSTEM**.
- 12) The **SYSTEM** shall have the capability to manage and control the bandwidth of the voice calls processed by the main site or by the remote branches. (Within NCR)
- 13) The **SYSTEM** shall have the capability to monitor all PSTN trunks condition at real time
- 14) The IP-PBX server shall be able to manage the System Directory of the IP phones. Any changes done in the **SYSTEM** directory shall automatically populate in all IP phones.
- 15) The **SYSTEM** shall have only a single server deployment for the following applications:
 - a. IP-PBX management portal
 - b. Auto Attendant
 - c. Voice Mail application and storage
 - d. Automatic Call Distribution (ACD)
 - e. Call Detail or Call Accounting Reports minimum 6 months retention
 - f. Unified Communications

IP-PBX FEATURES

The **SYSTEM** shall have but not limited to the following features:

- 1) Account Codes or PIN Codes
- 2) Automated Attendant (AA) with
 - a. at least 50 channels to support all Telco trunks and for future expansion
 - b. at least 200 sub-menus
 - c. backup Auto Attendant in case the main AA source fails
 - d. functionality to dial by name
 - e. the capability to execute Scheduled Greetings (On and Off Hours, Holiday)
- 3) Automatic Call Distribution (ACD) with historical reports for
 - a. Individual User Report
 - b. Group Report
 - c. Abandoned Call Report
 - d. Service Level Report
- 4) Call Detail or Call Accounting Reports (CDR) for all users to include
 - a. Trunk Traffic Reports
 - b. Account or PIN Codes Reports
 - c. LAN / WAN Reports
 - d. User Activity Reports
- 5) Call Quality reports to include the following:
 - a. Packet Loss
 - b. Mean Opinion Score (MOS)
 - c. Jitter
 - d. Delay

Conforme:

Date

Designation

Name & Signature of Authorized Representative

Bidder's Company Name

TERMS OF REFERENCE

<ul style="list-style-type: none"> e. IP Route f. PCAP capturing 6) Call Forwarding 7) Call Pick-up 8) Call Waiting 9) Conferencing (3-party) Phone but with option for 6 party conferencing capability. 10) Direct Inward Dialing (DID) 11) Last Number Redial 12) Least Cost Routing 13) Music on Hold 14) Paging 15) Transfer 16) Intercom 17) Voice Mail for <ul style="list-style-type: none"> a. at least 60 voice mail ports b. 30 hours of voice mail storage 18) Voicemail to E-mail capability 19) Unified Communications for 60 users <ul style="list-style-type: none"> a. UC Windows/ MAC client b. Presence Information c. Softphone d. Skype for Business Integration e. Google Chrome Integration f. E-mail Integration g. Web Dialer 	<p>Date</p>
<p>ENTRY LEVEL IP PHONES - 65 units</p> <p>The entry level IP phones must meet the following specifications:</p> <ul style="list-style-type: none"> 1) Monochrome Colored graphics display 2) Minimum of 1-line key 3) Shall support industry standard protocol such SIP protocol 4) Shall have standards-based support for the following codecs: <ul style="list-style-type: none"> a. G.711 uLaw/aLaw b. G.722, G.723, G.726 c. G.729a, iLBC, Linear 16bit 5) Must have built-in 10/100 Ethernet switch 6) Speakerphone capability 7) Feature buttons <ul style="list-style-type: none"> a. Mute b. Volume c. Hold d. Conference e. Voicemail f. Transfer g. Call History 8) Ring tone selection 9) Caller ID name display and number 10) Message Waiting Indicator 11) Supports VLAN configuration 12) Synchronization of Time and Date to a Network Time Protocol (NTP) Server 13) Supports at least 6 octaves of sound quality 	<p>Designation</p>
<p>EXECUTIVE IP PHONES – 4 units</p> <p>The executive level IP phones must meet the following specifications:</p> <ul style="list-style-type: none"> 1) Colored graphics display 2) Minimum of 4-line key 3) Must support industry standard protocol such SIP protocol 4) Must have standards-based support for the following codecs: <ul style="list-style-type: none"> a. G.711 uLaw/aLaw b. G.722, G.723, G.726 	<p>Name & Signature of Authorized Representative</p>

<p>Conforme:</p>	<p>Bidder's Company Name</p>	<p>Date</p>
------------------	------------------------------	-------------

TERMS OF REFERENCE

	<p>c. G.729a, iLBC, Linear 16bit</p> <p>5) Must have built-in 10/100 Ethernet switch</p> <p>6) Speakerphone capability</p> <p>7) Feature buttons</p> <ul style="list-style-type: none"> a. Mute b. Volume c. Hold d. Conference e. Voicemail f. Transfer g. Call History <p>8) Ring tone selection</p> <p>9) Caller ID name display and number</p> <p>10) Message Waiting Indicator</p> <p>11) Supports VLAN configuration</p> <p>12) Must have at least 6 programmable buttons</p> <p>13) Synchronization of Time and Date to a Network Time Protocol (NTP) Server</p> <p>14) Supports at least 6 octaves of sound quality</p>
	<p><u>OPERATOR CONSOLE - 1 units</u></p> <p>The operator console must meet the following specifications:</p> <ul style="list-style-type: none"> 1) Colored graphics display 2) Must have at least 20 programmable buttons 3) Programmable Buttons should have built-in different colored LEDs for call appearances
	<p><u>POE SWITCHES</u></p> <ul style="list-style-type: none"> 1) 4 units OF 8 port POE Switches 2) 1 unit of 16 port POE Switches 3) 30 pcs. POE injector
	<p><u>SUPPLIER QUALIFICATIONS</u></p> <ul style="list-style-type: none"> 1) The supplier must be certified distributor and authorize to "Bid, Sell, Support and Maintain the SYSTEM". 2) The supplier shall submit the list (minimum of two) including their credentials of the "Manufacturer's Certified Trained Technical" personnel who will install, configure/program/test and commission the IP PBX system. 3) The supplier shall submit the name(s) of the licensed Professional Electronics Engineer(s) including their credentials who will supervise the installation and commissioning of the SYSTEM. 4) The supplier shall present proof of their technical capability to install/maintain and commission offered SYSTEM through their list of installed SYSTEM in the Philippines.
	<p><u>WARRANTY AND SCOPE OF WORK</u></p> <ul style="list-style-type: none"> 1) Two (2) Years warranty and support on all proposed hardware and software upon acceptance. 2) The supplier shall submit within seven (7) calendar days upon receipt of Notice to Proceed the Implementation and Project Documentations to include but not limited to Project Schedule, System Installation /Commissioning Manuals, Repair/Maintenance manuals and other relevant documents for the seamless installation and commissioning of the offered SYSTEM. 3) The supplier shall conduct the following Enablement Training (One-day training): <ul style="list-style-type: none"> a. Operator Client Training (maximum of 5 PRC Personnel) b. IP Phone Training (maximum 100 users) c. Administrator/Maintenance Training (maximum 10 PRC staff)
5	<p>Requirement/s if awarded the Contract</p> <ul style="list-style-type: none"> 1) Delivery and Installation Period: <u>Within sixty (60) calendar days upon receipt of Notice to Proceed</u> 2) Delivery Place: <u>PRC Central Office, P Paredes St., Sampaloc Manila, 1008 Metro Manila</u>

<p>Conforme:</p>	<p>Bidder's Company Name</p>
<p>Name & Signature of Authorized Representative</p>	
<p>Designation</p>	
<p>Date</p>	


TERMS OF REFERENCE

	<ul style="list-style-type: none"> 3) Testing Parameters/Procedures acceptance: Actual demonstration and testing of all features/ functionalities of equipment 4) Manuals: Operation and maintenance manual and other documents per type of equipment.
6	Other requirements to be submitted by the Bidder during bid opening
	<ul style="list-style-type: none"> 1) Brochures – provide brochures to all component (as applicable) to validate compliance to all requirements of this TOR 2) Certificate of Site Inspection 3) List of Service Center/s within the Philippines 4) Required Licenses or Certification <ul style="list-style-type: none"> a. Certification that all supplied equipment/ appliances/ apparatus/ system shall have perpetual license to operate (refer to item 7 of "Requirement" section of this TOR) b. Certificate issued by the Manufacturer/ Principal that the supplier is authorized to "Bid, Sell, Support and Maintain the offered SYSTEM", (refer to item 1 of "Supplier's Qualifications" section of this TOR) c. Certificate of Distributorship 5) List of Key Personnel (refer to item 2 and 3 of "Supplier's Qualifications" section of this TOR) 6) List of installed SYSTEM (same brand) in the Philippines (refer to item 4 of "Supplier's Qualifications" section of this TOR) 7) ISO 9001:2015 Certificate or Equivalent for the Brand of IP-PBX System offered 8) List of manufacturer's / branch offices/ sales offices in the following: any country in Western Europe, US/Canada and Japan.

Prepared by:


PETER D. RETERBA
 Technical Working Group

Recommended by:


REGIE O. TORRES
 Officer-in-Charge, Network Infrastructure and Security Division

Approved by:


ENGR. EDGAR ALLAN A. ROCHA
 Officer-in-Charge, General Services Division

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

PITC BIDS AND AWARDS COMMITTEE I
2nd REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Company: _____

Project: **SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF IP-PBX SYSTEM FOR THE PROFESSIONAL REGULATION COMMISSION (PRC) – CENTRAL OFFICE**

Bid Reference No.: **GPG-B1-2020-223**

APPROVED BUDGET FOR THE CONTRACT: ₱ 2,870,585.76

Ref. No.	Particulars	
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS		
In accordance with Clause 19.4 of the Instructions to Bidders, the bid, except for the unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.		
12.1 (a)	<i>ELIGIBILITY DOCUMENTS</i>	
	CLASS "A" DOCUMENTS	
12.1 (a.1.)	<u>ELIGIBILITY DOCUMENTS</u>	
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;	
(ii)	Valid and current Business/Mayor's Permit for issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas; In cases of recently expired Mayor's/ Business permits, said permit shall be submitted together with the official receipt for 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 as a post-qualification requirement;	
(iii)	Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018	
(iv)	Copy of each of the following Audited Financial Statements for 2018 and 2017 (in comparative format or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income) Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions;	
OR	Submission of valid and current Certificate of PHILGEPS Registration (Platinum Membership*) in lieu of (Items (i), (ii), (iii) and (iv)) Eligibility Documents *Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of Certificate of PHILGEPS Registration (Platinum Membership).	
(v)	Statement of the prospective bidder's all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I);	

(vi)	<p>Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the item being bid (Annex I-A).</p> <p>“Similar” contract shall refer to contracts pertaining to the Supply, Delivery, Installation, Testing and Commissioning of IP-PBX.</p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <ul style="list-style-type: none"> (a) Copy of End User’s Acceptance; or (b) Copy of Official Receipt/s; or (c) Copy of Sales Invoice with Collection Receipt/s 	
(vii)	<p>Duly signed Net Financial Contracting Capacity (NFCC) per Annex II, in accordance with ITB Clause 5.5 OR Committed Line of Credit</p> <ul style="list-style-type: none"> a) Should the bidder opts to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II. <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR. 2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I. 3. The detailed computation must be shown using the required formula provided above. 4. The NFCC computation must at least be equal to the ABC of the project. <p>OR</p> <ul style="list-style-type: none"> a) Should the bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED. (See sample Bank Form per Annex II-A). 	

	<p>Class “B” Document: (For Joint Venture)</p>	
	<p><i>The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.</i></p> <p>Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or PITC shall apply to the JVA as the JV is deemed as one bidder.</p> <p>a) For Joint Ventures, Bidder to submit either:</p> <ul style="list-style-type: none"> (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. (Annex III) <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) of the 2016 Revised IRR of RA 9184]</p> <p><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></p> <p>b) <u>Local JV Partner</u></p> <ul style="list-style-type: none"> (i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives; (ii) Valid and current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas; <p>In cases of recently expired Mayor's/ Business permits, said permit shall be submitted together with the 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 as a post-qualification requirement</p> <ul style="list-style-type: none"> (iii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018 	

Foreign JV Partner

- (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based. (If not in English, must be translated to English pursuant to Clause 11 of the Instructions to Bidders);
- (ii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018

Note: The partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements [as per Section 23.1 (b), of the 2016 Revised IRR of RA 9184.

OR

Submission of valid and current **Certificate of PHILGEPS Registration (Platinum Membership*)** together with Annex A.

***Note:** Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of **Certificate of PHILGEPS Registration (Platinum Membership)** In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:

In case the JV Partners opt to submit their Class “A” Documents, the **Certificate of PHILGEPS Registration (Platinum Membership)** shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. “GPPB Circular 07-2017 dated 31 July 2017”.

For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.

b)	TECHNICAL DOCUMENTS									
(i)	<p>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</p> <ol style="list-style-type: none"> 1) Bid Securing Declaration per Annex IV; 2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC; 3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC; OR 4) Surety bond callable upon demand equivalent to at least 5% of the ABC <table border="1" data-bbox="331 434 1372 640"> <thead> <tr> <th data-bbox="338 434 683 506">Description</th> <th data-bbox="689 434 912 506">ABC (P) (VAT Inclusive)</th> <th data-bbox="919 434 1129 506">2%</th> <th data-bbox="1136 434 1369 506">5%</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 515 683 640">Supply, Delivery, Installation, Testing and Commissioning of IP-PBX</td> <td data-bbox="689 515 912 640">2,870,585.76</td> <td data-bbox="919 515 1129 640">57,411.71</td> <td data-bbox="1136 515 1369 640">143,529.28</td> </tr> </tbody> </table> <p>Notes:</p> <ol style="list-style-type: none"> (a) The Cashier's/Manager's check shall be issued by a Local Universal or Commercial Bank. (b) The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Local Commercial Bank. (c) Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must conform with the following: <ol style="list-style-type: none"> (1) Issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. <u>Together with the surety bond, a copy of a valid Certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.</u> (2) Callable upon demand (3) <u>Must specify the grounds for forfeiture of bid security as stated in Section II, ITB Clause 18.5, to wit:</u> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ol style="list-style-type: none"> (i) withdraws its bid during the period of bid validity specified in ITB Clause 17; (ii) does not accept the correction of errors pursuant to ITB Clause (b); (iii) has a finding against their veracity as stated in ITB Clause 29.2; or (iv) submission of eligibility requirements containing false information or falsified documents; (v) submits bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding; (vi) allowing the use of one's name, or using the name of another for purposes of public bidding; (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid; (viii) refusal or failure to post the required performance security within the prescribed time; (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification; 	Description	ABC (P) (VAT Inclusive)	2%	5%	Supply, Delivery, Installation, Testing and Commissioning of IP-PBX	2,870,585.76	57,411.71	143,529.28	
Description	ABC (P) (VAT Inclusive)	2%	5%							
Supply, Delivery, Installation, Testing and Commissioning of IP-PBX	2,870,585.76	57,411.71	143,529.28							

	<p>(x) any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor;</p> <p>(xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or</p> <p>(xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reason.</p> <p>▪ IF THE SUCCESSFUL BIDDER:</p> <p>(xiii) fails to sign the contract in accordance with ITB Clause 32; or</p> <p>(xiv) fails to furnish performance security in accordance with ITB Clause 33.</p>	
(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form attached as <u>2nd Revised Annex V.</u>	
(iii)	Duly signed/conformed Terms of Reference of PRC attached as <u>2nd Revised Annex V-A</u>	
(iv)	Product Brochure and Technical Data Sheet of the equipment/software being offered showing compliance to the technical specifications and features of the following equipment: <ol style="list-style-type: none"> 1. IP-PBX Hardware and Features 2. IP-PBX Software and Features 3. Entry Level IP Phones 4. Executive IP-Phones 5. Operator Console 	
(v)	Valid and current certification from the IP-PBX System Manufacturer/Principal that the supplier/bidder is a certified distributor and authorized to Bid, Sell, Support and Maintain the IP-PBX System.	
(vi)	Bidder shall submit a list of at least two (2) Manufacturer's Certified Trained Technical personnel including their credentials who will install, configure/program/test and commission the IP-PBX system.	
(vii)	Bidder shall submit the name/s of the licensed Professional Electronics Engineer/s including their credentials who will supervise the installation and commissioning of the IP-PBX system.	
(viii)	Bidder shall submit list of installed/maintained and commissioned IP-PBX system in the Philippines same brand of the IP-PBX system being offered.	
(ix)	Certificate of Site Inspection issued by PRC authorized representative.	
(x)	Copy of valid and current ISO 9001:2015 Certificate or Equivalent for the Brand of IP-PBX System (Hardware and Software) offered.	
(xi)	List of manufacturer's/branch offices/ sales offices in the following: <ol style="list-style-type: none"> 1. any country in Western Europe; 2. US/Canada; AND 3. Japan 	
(xii)	Certificate of Performance Evaluation (Annex VI) with a rating of at least Satisfactory , issued by the Single Largest Completed Contract Client of the bidder per Annex I-A;	

(xiii)	<p>Proof of Authority of the bidder's authorized representative/s:</p> <ol style="list-style-type: none"> 1. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>	
(xiv)	<p>Omnibus Sworn Statements using the form prescribed. (Annex VII)</p> <ol style="list-style-type: none"> (a) Authority of the designated representative (b) Non-inclusion in blacklist or under suspension status (c) Authenticity of Submitted Documents (d) Authority to validate Submitted Documents (e) Disclosure of Relations (f) Compliance with existing labor laws and standards (g) Bidders Responsibilities (h) Did not pay any form of consideration 	
	<p>ENVELOPE 2: FINANCIAL DOCUMENTS</p>	
13.1	<p>Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form Attached as Annex VIII:</p> <p>The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.</p>	
<p>Note:</p> <ol style="list-style-type: none"> 1. In case of inconsistency between the Checklist of Requirements for bidders and the provisions in the Instructions to Bidders and Bid Data Sheet, the Instructions to Bidders and Bid Data Sheet shall prevail. 2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents checklist. 		