

# PURCHASE ORDER

**DEPARTMENT OF TOURISM - National Capital Region**

<b>Supplier</b>	<b>PHILIPPINE TELEGRAPH AND TELEPHONE CORPORATION</b>	<b>P. O. No.</b>	NCR-24-047
<b>Address</b>	SCC Building, 106 C. Palanca Street, Legaspi Village, Makati City	<b>Date</b>	June 14, 2024
<b>Telephone</b>	8726-8888	<b>Mode of Procurement :</b>	<b>NP 53.9 - Small Value Procurement</b>

**Gentlemen :**

Please furnish this office the following articles subject to the terms & conditions contained herein:

<b>Place of Delivery :</b>	7840 Makati Avenue, Poblacion, Makati City	<b>Delivery Term :</b>	One (1) day
<b>Date of Delivery :</b>	One (1) week upon signing of P.O.	<b>Payment Term :</b>	<b>Government Procedure</b>

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
	LOT	1 (One)	<p><b>PROJECT NAME : PROCUREMENT OF INTERNET SERVICE PROVIDER FOR THE NEW OFFICE LOCATION OF THE DEPARTMENT OF TOURISM - NATIONAL CAPITAL REGION</b></p> <p><b>I. BRIEF BACKGROUND :</b> The Department of Tourism-National Capital Region (DOT-NCR) transferred to its new office location in Poblacion, Makati City. The regional office's day-to-day operations require the smooth flow of information from, to, and within the different operating units and to or from several clientele. Taking into consideration the speed, quality, and redundant links to access the online system for both DOT operating units and clientele with minimum downtime or no downtime at all which is necessary for today's age of information technology. Further, internet connectivity facilitates seamless communication channels within the office and with external stakeholders. Internet is essential for the day-to-day operations in the Regional Office to be able to provide various government services smoothly, communicate effectively with its stakeholders, and deliver online services and manage data efficiently.</p> <p><b>II. SCOPE OF SERVICES:</b></p> <p><b>A. INTERNET SERVICE PROVIDER</b></p> <ol style="list-style-type: none"> <li>1. Provide one (1) 20 Mbps DIA internet connection to DOT-NCR that is stable and reliable for a nationwide coverage. Should be fiber to fiber (end to end point) with no copper in between or inserts.</li> <li>2. Provide SLA of 99.5% to support critical work requirement of Office daily operations.</li> <li>3. Provide Ticketing System for every technical issue that will be reported;</li> <li>4. Provide diagnostic reports and updates in case of connection failure;</li> <li>5. Provide access to MRTG tool for monitoring of link quality and bandwidth utilization;</li> <li>6. Provide IPv6 ready and/or compliant connection;</li> <li>7. Provide 24x7 support services;</li> <li>8. Enter into a Service Level Agreement (SLA) which includes parameters of rebates for non-performance, etc.</li> </ol> <p><b>B. TECHNICAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Prospected Bidders must submit detailed work plan specifying installation design, detailed activities and connectivity diagram. Prospected Bidders are required to conduct site inspection.</li> <li>2. The technical requirements are the following but not limited to these :               <ol style="list-style-type: none"> <li>i. Dedicated leased line connection or 1th a CIR of one (1) 20 Mbps bandwidth from Mbps Direct Internet Connection</li> <li>ii. Provision, installation and configuration of router for one (1) 20 Mbps bandwidth for direct internet connection.</li> <li>iii. Provide modem, media convenes or similar devices to attain physical connection from DOT-NCR router to the ISP and to the Internet.</li> <li>iv. Provide a High Availability, failover/redundancy link (Active/Active) to avoid DOT-NCR Internet downtime</li> <li>v. Testing of High Availability, failover/redundancy link (Active/Active)</li> <li>vi. Provide a Full Class C of public IP address that will be used in peering</li> <li>vii. Provide Domain Name Server (DNS) reverse lookup for entries with the assigned classless network.</li> <li>viii. Provide reliable Forwarding and Secondary DNS.</li> <li>ix. Registration/relocation/ transfer of the existing DOT-NCR Domain Name to gov.ph</li> <li>x. Assessment, Reconfiguration and fine tuning of DOT-NCR DNS servers Configuration of DNS sub-domain names.</li> <li>xii. Designing and implementation of an IP addressing schemes or sub-netting for official/valid IP addresses and unofficial/private IP addresses.</li> <li>xiii. Configuration of private IP workstations to avail unlimited Internet access/services such as surfing, e-mail, and other Internet services via DHCP and proxy.</li> <li>xiv. The ISP/Telco must not be an existing internet service provider of the DOT-NCR as to prevent single point of failure, in case of ISP/Telco breakdown.</li> </ol> </li> <li>3. Provide DOT-NCR a network to the Internet, 24hrs x 7 days a week unlimited access to the Internet.</li> </ol> <p><b>C. EXPECTED DELIVERABLES/OUTPUTS:</b></p> <ol style="list-style-type: none"> <li>1. Inspection Report which will include work plan</li> <li>2. Full one (1) 20Mbps digital leased line connection</li> <li>3. Fully configured System supporting one (1) 20Mbps DIA internet connection</li> <li>4. Fully leased C IP Addresses</li> <li>5. Registration of Fully Qualified Domain Name visible from the Internet</li> </ol>		<b>201,600.00</b>

**D. ACTUAL INSTALLATION**

1. Provide internet connectivity directly to DOT NCR, including materials needed for the purpose. This includes provision for the installation of cables/insulation Using Industry standard, materials and best practices.
2. Complete the delivery, installation and configuration immediately upon receipt of the Notice to Proceed (NTP).

**E. CONFIGURATION**

1. Configure modem, media converter or similar devices for dedicated direct internet speed connection;
2. Configure router to the equivalent direct Internet connection speed and to support two links for redundancy/fail over;
3. Configure backup router, if any.
4. Provide DNS reverse lookup for entries with the assigned IP addresses; and,
5. Provide reliable Forwarding and Secondary DNS.

**F. IMPLEMENTATION**

1. Shall maintain all equipment in proper working order.
2. Provide an escalation list and procedure in reporting fault and outages.
3. Must immediately advice DOT NCR any downtime occurrence or it any case the internet rerouted to a backup link.
4. Must have standby equipment to replace immediately the existing equipment used once found defective

**G. REBATES**

1. Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of DOT-NCR+ should any of IN committed parameters mentioned below are not met.
2. Should be able to render the following services:
  - i. Availability - Provide 99.5% link uptime in a month.
3. Render 24 hours x 7 days customer service support
  - i. Support response time, i.e., 30 minutes for emergency tickets for the following categories:
    - Link connection is down
    - Packet loss, variation in latency
    - Routing issue
  - ii. Four (4) hours response time for technical problem that requires on-site services
4. Rebate Schedule for Downtime Connection Interruption/outage
  - i. If the interruption is attributable to the ISP, as acknowledged by the ISP's Network Operation Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to DOT NCR without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month. Credit for interruptions to service will be allowed as follows: The prospective bidder must fill up the necessary Credit equivalent for each Length of Interruption.

**H. MAINTENANCE**

1. Shall respond to request for maintenance.
2. Provide not less than 7 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any;
3. Submit monthly subscription bill to DOT NCR and other documents required for payment.

**SUMMARY**

Item Description	Duration	Monthly Recurring Rate	Amount
New dedicated internet bandwidth of 20Mbps DIA for DOT NCR	12 Months	Php 20,160.00	Php 241,920

**III. DURATION OF THE SERVICES**

- > June 2024-May 2025 (12 months)

**IV. TERMS OF PAYMENT**

- > The Internet Service Provider may be paid on a monthly or quarterly basis as may be proposed by the prospective Internet Service Provider. This is subject to the acceptance of Department of Tourism - NCR of the services provided and the required documents such billing statement.

Approved Budget for the Contract (ABC):  
Php 241,920.00

**Pesos : Two Hundred Forty One Thousand Nine Hundred Twenty Only**

\* Inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges net upon completion of the project and delivery of all requirements as agreed upon.  
Government procedure and subject to appropriate government taxes

-----nothing follows-----

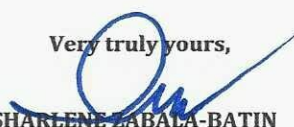
(Total Amount in Words)

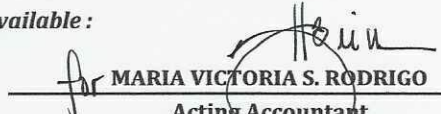
**Pesos : TWO HUNDRED ONE THOUSAND AND SIX HUNDRED ONLY**  
(inclusive of all applicable government taxes)

201,600.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conformed:   
**MAY SARCEDA**  
 Signature over printed name  
 Date 6/24/24

Very truly yours,  
  
**SHARLENE ZABALA-BATIN**  
 Regional Director, NCR Regional Office

Funds Available :  
 for   
**MARIA VICTORIA S. RODRIGO**  
 Acting Accountant

Amount: ₱ 201,600.00  
 ALOBS No. 24-07-0267