

Date: August 29, 2024

GENTLEMEN:

**REQUEST FOR QUOTATION**

Kindly quote to us your latest price(s) on the following item(s):

QTY	UNIT	ITEM/DESCRIPTION/SPECIFICATION	UNIT PRICE
1 (One)	Lot	<b>PROJECT NAME : SUPPLY, DELIVERY, AND INSTALLATION OF TELEPHONE LINES AT DOT-NCR'S NEW OFFICE LOCATION</b>	
		<p><b>I. BRIEF BACKGROUND :</b></p> <p>The Department of Tourism (DOT) is mandated as the primary planning, programming, coordinating, implementing and regulatory government agency in the development and promotion of the tourism industry, both domestic and international, in coordination with attached agencies and other government instrumentalities.</p> <p>To effectively perform its mandate, the DOT-NCR Regional Office seeks to engage a qualified and experienced telephone/landline service provider to deliver reliable and high quality voice communication services. This engagement aims to enhance communication efficiency and support the Department's strategic objectives.</p>	
		<p><b>II. OBJECTIVES :</b></p> <ul style="list-style-type: none"> <li>▪ To procure telephone lines from a reputable supplier/service provider to meet and respond to the needs of the DOT-NCR Regional Office in facilitating seamless and efficient communications within the organization and to support the day-to-day tourism operations and initiatives of the Regional Office.</li> </ul>	
		<p><b>III. SCOPE OF WORK / SPECIFICATIONS :</b></p>	
		<p><b>PERIOD OF IMPLEMENTATION :</b> August 2024 to July 2025 or 12 months upon installation and activation</p> <p><b>A. Telephone Lines</b></p> <ul style="list-style-type: none"> <li>• Number of Direct Line/s : Eight (8) (2 – Ground Floor; 4 – Second Floor; and 2 – Third Floor)</li> <li>• Two Telephone Units with : NDD : 3-Party Conference : Caller ID : Call Barring</li> <li>• Eight Telephone Units with : Call Forwarding : Call Waiting</li> </ul> <p><b>B. Manpower Requirements</b></p> <ul style="list-style-type: none"> <li>▪ The service provider will provide manpower for the delivery and installation of lines.</li> </ul> <p><b>C. Support/Service Requirement</b></p> <ul style="list-style-type: none"> <li>▪ The service provider will provide necessary technical support services during the subscription period;</li> <li>▪ Must immediately advice DOT NCR any downtime occurrence; and</li> <li>▪ Must have standby equipment to replace immediately the existing equipment used once found defective</li> </ul> <p><b>D. Warranty and After-Sales Service Requirements</b></p> <ul style="list-style-type: none"> <li>▪ Shall warrant that the telephone units to be provided are free from manufacturing/hidden defects.</li> <li>▪ With one-year warranty of telephone units</li> </ul> <p><b>E. Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Shall respond to request for maintenance;</li> <li>▪ Provide not less than 7 days' proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; and</li> </ul>	

		<b>F. Schedule and Place of Delivery</b> <ul style="list-style-type: none"> <li>▪ The telephone lines must be supplied, installed, and must become operational within fifteen (15) calendar days from receipt by the winning service provider of the Purchase Order; and</li> <li>▪ The place of delivery is at Department of Tourism-NCR Regional Office 7840 Raya Regenerative Bldg., Brgy. Poblacion, Makati Ave., Makati City.</li> </ul>	
		<b>IV. TERMS OF PAYMENT</b>	
		<ul style="list-style-type: none"> <li>▪ Billing shall commence thirty (30) days following the service activation as indicated in the Endorsement of Property and Service Form (EPS), duly signed by the Subscriber's duly authorized or designated representative;</li> <li>▪ The service provider may be paid on a monthly or quarterly basis;</li> <li>▪ The service provider has to provide the Subscriber with the printed bill and sent through courier or mail; and</li> <li>▪ Subject to the acceptance of Department of Tourism-NCR Regional Office of the services provided and the required documents such billing statement.</li> </ul>	
		<b>Documentary Requirements to be Submitted:</b>	
		<ol style="list-style-type: none"> <li>1. Mayor's Business Permit;</li> <li>2. PHILGEPS Registration Number;</li> <li>3. Duly Notarized Omnibus Sworn Statement;</li> <li>4. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority CDA) for cooperatives or its equivalent document;</li> <li>5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</li> </ol>	
		<p style="text-align: center;"><b>Approved Budget for the Contract (ABC):</b>  <b>Php 202,000.00</b>  <b>Pesos : Two Hundred Two Thousand Only</b></p> <p style="text-align: center;"><small>* 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</small></p>	
		<b>Contact Persons:</b> <b>Ms. Olivia Nicole Maniti</b> - <a href="mailto:ocmaniti@tourism.gov.ph">ocmaniti@tourism.gov.ph</a> <b>Ms. Collins Karla E. Telmo</b> - <a href="mailto:cetelmo@tourism.gov.ph">cetelmo@tourism.gov.ph</a>	
		Please quote your lowest price for the above requirements and submit your quotation along with documentary requirements VIA PERSONAL SERVICE AND/ OR COURIER in three (3) original sets IN A SEALED ENVELOPE to this office address:  <b>DOT NCR BAC SECRETARIAT</b> <b>Mr. Lawrence J. Alcantara - Head, NCR BAC Secretariat</b> <b>7840 Makati Avenue, Poblacion, Makati City</b>	
		Note: Deadline of submission is on <b>September 06, 2024 at 8:00am</b>	

This office desires to place an order for the above item(s) with the minimum delay. Your firm quotation will help us very much in placing the order.

Thank you

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**PRINT NAME OF DEALER/SUPPLIER**

\_\_\_\_\_  
**ADDRESS OF DEALER/SUPPLIER**

\_\_\_\_\_  
**CONTACT NUMBER(s)**

\_\_\_\_\_  
**Email Address**

**TIN:** \_\_\_\_\_

\_\_\_\_\_  
**LANDBANK ACCOUNT NUMBER**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE OVER PRINT NAME**