



## REQUEST FOR QUOTATION

Date: 20 April 2026  
RFQ No.: RFQ-IMD-2026-007

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

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

PhilGEPS Registration Number (**required**): \_\_\_\_\_

The **Government Procurement Policy Board – Technical Support Office (GPPB-TSO)**, through the authority delegated by the Bids and Awards Committee (BAC) to the Information Management Division (IMD), intends to procure **Internet Services** with an Approved Budget for the Contract (ABC) of **One Million Three Hundred Twenty-Two Thousand Pesos (PhP 1,322,000.00)**, through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the IMD and to the given address below, on or before **5:00 PM of 23 April 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

### INFORMATION MANAGEMENT DIVISION

GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus, Quezon City  
Telephone No. (02) 5322-6BAC (6222)  
Email: [imd@gppb.gov.ph](mailto:imd@gppb.gov.ph)

Interested service provider shall also submit a copy of the following documents along with the duly filled-out RFQ on or before the above specified deadline of submission of quotation:

- Mayor's/Business Permit**
- PhilGEPS Registration Number**
- Income/Business Tax Return**
- Notarized Omnibus Sworn Statement** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: [https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA\\_Omnibus-Sworn-Statement.pdf](https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf)

The Head of the Procuring Entity (HoPE) of the GPPB-TSO reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the IMD at (02)5322-6BAC (6222) local 3001 or send email to [imd@gppb.gov.ph](mailto:imd@gppb.gov.ph).

  
**DENNIS C. MUNCHUA**  
End-User Representative



### **INSTRUCTIONS:**

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.  
  
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.  
  
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [imd@gppb.gov.ph](mailto:imd@gppb.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the GPPB-TSO. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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. The GPPB-TSO may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement of Internet Services			
Minimum Technical Specifications	Quantity  put N/A if not applicable	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification			
<b>Procurement of Internet Services</b>		<b>One (1) Lot</b>	
<b>Technical Specifications:</b>			
<b>A. Qualification of Service Provider</b>			
- The SP must be a telecommunication-grade provider, that has a dedicated internet gateway service that delivers a dedicated (1:1) 1st-level carrier- grade bandwidth from the customer directly to the global internet. It also has a robust international network cable supporting even the most complicated networks. The SP must hold multiple points of presence from leading local and international telecommunications providers and carriers.			
- Must have full telecommunications redundancy and continuous power.			
- Must have the capacity and ability to provide maintenance services and technical support, physical and online on a 24/7 basis.			
- Must have rendered at least five (5) years of contract of internet services to different government agencies and/or private companies with at least a satisfactory rating. Thus, the interested bidder shall submit a Certificate of Satisfactory performance from at least three (3) of its government or private clients.			
<b>B. Technical Requirements</b>			
- The SP shall submit a proposed detailed Work Plan which shall include installation and connectivity design/diagram from the tapping point to the server room with the detailed activities and work schedule presented through GANTT Chart, S-Curve, or in any similar tool for project monitoring.			
<b>The SP shall comply with the following project requirements:</b>			
Bandwidth and Connectivity Support			
Guaranteed dedicated 1:1 ratio and bandwidth from clients to the global internet.			
Immediate service restoration within four (4) hours mean Time to Restore per Occurrence of Network Outage.			
Provide corrective service information and configuration.			
Bandwidth and Connectivity Support of 1000 Mbps Committed Information Rate (CIR) full bandwidth.			
Service Restoration and Quality of Service (QoS) Levels			

8am x 5pm NBD (Next Business Day) response time.			
Down / Disconnected WAN must be up and running within 4 hours upon report.			
<b>C. Duties and Responsibilities of the Internet Service Provider</b>			
(Please refer to Annex "A" - Terms of Reference)			
<b>E. Delivery Period:</b>			
15 to 30 Calendar days upon receipt of P.O.			
---Nothing Follows---			

**Terms of Payment:**

*Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) days after receipt of service invoice and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank): \_\_\_\_\_

Bank Branch: \_\_\_\_\_

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Development of the Dashboard System for the Procurement Reports	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
<b>One Million Three Hundred and Twenty-Two Thousand Pesos (PhP1,322,000.00)</b>	<b>In words:</b>
	<b>In figures:</b>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**

**TERMS OF REFERENCE**  
**PROCUREMENT OF INTERNET SERVICES**

**1.0 OBJECTIVE**

- 1.1 To provide an additional reliable and efficient dedicated internet connection for the Government Procurement Policy Board-Technical Support Office (GPPB-TSO).

**2.0 SCOPE OF WORK**

- 2.1. The project covers the supply, delivery, installation, and provisioning of a dedicated internet connection with 1000 Mbps (1 Gb) for the GPPB-TSO.
- 2.2. The Service Provider (SP) shall:
- 2.2.1. Provide all the necessary hardware, terminations, and other services, materials, and equipment that are required and necessary to set up the internet connection from the tapping point to the server room located at the 3<sup>rd</sup> Floor of the building, which shall include but not limited to ODF and fiber optic cable.
  - 2.2.2. Provide a network layout plan prior to installation which must be submitted and approved by GPPB-TSO within five (5) calendar days upon receipt of the Purchase Order (PO).
  - 2.2.3. Provide diagnostic reports and updates in case of connection failure.
  - 2.2.4. Provide a Multi Router Traffic Grapher (MRTG) for monitoring of monthly utilization and link quality and bandwidth utilization which shall be accessible by the GPPB-TSO.
  - 2.2.5. Deliver IPv6-ready and/or compliant connection.
  - 2.2.6. Provide 24x7 support services.
  - 2.2.7. Enter into a Service Level Agreement with the GPPB-TSO.
  - 2.2.8. Provide at least 99.5% network availability and reliability each calendar month.



GPPB-TSO Building, Commonwealth Avenue,  
UP Diliman, Quezon City, Philippines, 1121



[gppb@gppb.gov.ph](mailto:gppb@gppb.gov.ph)



(+632) 5322 - 6BAC (6222)



[www.gppb.gov.ph](http://www.gppb.gov.ph)



Management  
System  
ISO 9001:2015



www.tuv.com  
ID 9000030523

### **3.0 QUALIFICATION REQUIREMENTS FOR THE SERVICE PROVIDER**

- 3.1. The SP must be a telecommunication-grade provider, that has a dedicated internet gateway service that delivers a dedicated (1:1) 1<sup>st</sup>-level carrier-grade bandwidth from the customer directly to the global internet. It also has a robust international network cable supporting even the most complicated networks. The SP must hold multiple points of presence from leading local and international telecommunications providers and carriers.
- 3.2. Must have full telecommunications redundancy and continuous power.
- 3.3. Must have the capacity and ability to provide maintenance services and technical support, physical and online on a 24/7 basis.
- 3.4. Must have rendered at least five (5) years contract of internet services to different government agencies and/or private companies with at least satisfactory rating.
- 3.5. Must have no record of delayed service delivery or unsatisfactory rating with any government and/or private entities.

### **4.0 TECHNICAL REQUIREMENTS**

- 4.1. As part of the technical proposal to be submitted as part of bidding documents, the SP shall submit a proposed detailed Work Plan which shall include installation and connectivity design/diagram from the tapping point to the server room with the detailed activities and work schedule presented through GANTT Chart, S-Curve, or any tool.
  - 4.1.1. The SP are encouraged to conduct site inspections prior to submission of proposals. The GPPB-TSO shall not be held liable for any wrong interpretation of the SP on the specifications provided herein.
  - 4.1.2. In case of site inspections, the SP shall coordinate with the GPPB-TSO for assistance and provision of access to the site.
- 4.2. The SP shall comply with the following project requirements:
  - 4.2.1. Bandwidth and Connectivity Support
    - a. Guaranteed dedicated 1:1 ratio and bandwidth from clients to the global internet.

b. Immediate service restoration within four (4) hours Mean Time to Restore per Occurrence of Network Outage.

c. Provide corrective service information and configuration.

4.2.2. Bandwidth and Connectivity Support of 1000 Mbps Committed Information Rate (CIR) full bandwidth.

4.2.3. Service Restoration and Quality of Service (QoS) Levels

a. 8am x 5pm NBD (Next Business Day) response time.

b. Down / Disconnected WAN must be up and running within 4 hours upon report.

## **5.0 DUTIES AND RESPONSIBILITIES OF THE INTERNET SERVICE PROVIDER (ISP)**

### **5.1. Pre-installation**

5.1.1. The SP shall submit an updated detailed Work Plan which shall include installation and connectivity design/diagram from the tapping point to the server room and the detailed activities and work schedule, subject for approval of the GPPB-TSO, within five (5) working days upon receipt of the Purchase Order (PO).

### **5.2. Actual Installation**

5.2.1. Installation and other related costs shall be at the expense of the SP. The SP shall be responsible for the administrative cost of securing all necessary permits, *if any*, for the installation of the required services.

5.2.2. Set up Internet Connection with 1000 Mbps CIR connection bandwidth for both upstream and downstream network traffic flows.

5.2.3. Provide internet connectivity from the tapping point directly to the GPPB-TSO's core switch in the server room including all other materials needed for the purpose, which shall include but not limited to of cables and/or insulation which are compliant with the industry standards and materials.

5.2.4. Assign at least 8 usable hosts with public IP addresses or classless networks to end-user.

### **5.3. Testing Period**

- 5.3.1. Testing shall be immediately conducted upon completion of all necessary installation and configuration works.
- 5.3.2. The acceptance test procedure shall be in accordance with the following:
  - a. The acceptance testing shall be undertaken for a period of seven (7) working days.
  - b. Leased line internet shall have no service interruption during the agreed testing period.
  - c. The guaranteed internet bandwidth of 1000 Mbps Lease Line Internet with 1000 Mbps CIR is attained during working hours between 7:00 AM to 5:00 PM).
  - d. MRTG shall be accessible by the designated personnel of the GPPB- TSO Information Management Division.
  - e. Show the assigned 8 usable Public IP Addresses.
- 5.3.3. If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all the above conditions have been duly satisfied continuously for 7 working days.
- 5.3.4. During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as building power outages, fluctuations or failure or malfunction of GPPB-TSO's equipment, and international/regional internet backbone problems.

#### 5.4. Implementation

- 5.4.1. The SP shall maintain all provided equipment and connection in proper working condition.
- 5.4.2. The SP shall provide an escalation list and procedure for reporting of faults and outages.
- 5.4.3. The SP shall immediately advise GPPB-TSO of any downtime occurrence or if in any case, the internet is rerouted to a backup link within one (1) hour from occurrence.
- 5.4.4. SP must immediately replace the existing equipment once found defective within 24-hours upon submission and receipt of report.

5.4.5. The SP shall enter into a Service Level Agreement with the GPPB-TSO

## 5.5. Service Level Agreement

### 5.5.1. Network Availability (Key Performance Indicator)

- a. SP shall provide a network availability of 99.5% monthly, including the international local loop provided by an international TELCO (in case of IPL's) who endeavors to maintain Network Availability of 99.5% monthly.
- b. The SP shall provide within four (4) hours mean Time to Restore per Occurrence of Network Outage.
- c. The GPPB-TSO shall be entitled to a rebate in the event the SP fails to meet the Network Availability KPI on the Internet Access and Philippine Local Loop.
- d. The SP shall provide not more than 80 milliseconds average round trip latency from GPPB-TSO to local ISP port.
- e. Provide not more than 200 milliseconds average round trip latency from local ISP port to US/International port.

### 5.5.2. Service Support

- a. The SP shall provide a 24 x 7 help desk customer service support.
- b. The SP shall provide an active contact number, landline and/or mobile phone number and email address, where GPPB-TSO can report problems and occurrence of network outages.
- c. The SP shall provide first-level technical support regarding internet connectivity.
- d. The SP's support response time shall be as follows:
  - i. 30 minutes for emergency tickets when link connection is down, in case of packet loss or variation in latency, and/or any other routing issue.
  - ii. Four (4) hours of response time for a technical problem that requires on-site services. For problems reported after 4:00 PM, services shall be rendered the following working day at 8:00 in the morning. The GPPB-TSO shall report any

issues/complaints within 24-hours from reporting of service restoration, otherwise, the service shall be considered restored.

- iii. Mean Time to Restore: Measured as a monthly average of the time from inception of trouble ticket until outage is repaired to customer satisfaction as follows:

$$\frac{\text{Total Outage Time (in Hours)}}{\text{Total Number of Trouble Tickets}}$$

5.5.3. Rebate Schedule for Downtime Connection Interruption/Outage

- a. The GPPB-TSO shall be entitled to a rebate if the SP fails to maintain Network Availability of 99.5% monthly. However, rebates shall not be claimed if the interruption is directly attributable to the equipment installed owned by the GPPB-TSO or other factors which are beyond the control of the SP and which are not attributable to the SP’s fault and negligence.
- b. If the interruption is attributable to the SP, it shall voluntarily make the appropriate “Performance Credit” or rebate to GPPB-TSO without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month.
- c. The following schedule of Rebate per length of interruption should failure of services occur for causes other than what is stipulated in the above paragraph. The Rebate(s) shall be credited to the succeeding month's billing statement after the reported outage:

**Table I. Schedule of Rebates**

<b><u>Length of Interruption</u></b>	<b><u>Credit (days)</u></b>
4 hours and below (within SLA)	0
more than 4 hours but less than 7 hours	1/10
more than 7 hours but less than 10 hours	1/5
more than 10 hours but less than 13 hours	2/5
more than 13 hours but less than 16 hours	3/5
more than 16 hours but less than 19 hours	4/5
more than 19 hours up to 24 hours	1

- d. For interruption over 24 hours, credit will be allowed in 3/5-day multiples for each 3-hour period of interruption or fraction thereof over 24 hours.

## 5.6. Maintenance

- 5.6.1. The SP Shall respond to the request for maintenance at no cost to GPPB-TSO within the duration of the contract.
- 5.6.2. The SP shall provide not less than 7 calendar days of proactive notice of scheduled downtimes, service interruption, upgrades, or preventive maintenance, if any, subject to the approval of GPPB-TSO
- 5.6.3. The SP shall submit monthly access/usage reports to attest compliance to the SLA to be submitted as part of the monthly billing statement.

## 5.7. Termination of Contract

- 5.7.1. The termination of contract shall be governed by the applicable provisions under Republic Act No. 12009, or the “New Government Procurement Act (NGPA)” and other applicable rules and regulations.

## **7.0. DUTIES AND RESPONSIBILITIES OF THE GPPB-TSO**

- 7.1. Assist all interested SP in the conduct of site survey.
- 7.2. Grant the SP’s authorized representative access to its premises, equipment, and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned GPPB-TSO personnel.
- 7.3. Responsible for the safe custody and use of the equipment installed by the ISP provider.
- 7.4. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the SP.
- 7.5. Issue a Certificate of Acceptance to the SP upon successful service delivery.

## **8.0. CONTRACT DURATION**

- 8.1. Twelve (12) months or 1-year from the issuance of IMD of Certificate of Acceptance of Service Delivery and receipt of the same by the SP.

- 8.2. The 1-year internet service shall commence upon the issuance of the Certificate of Acceptance of Service Delivery and receipt of the same by the SP.
- 8.3. The internet service may be renewed after the expiration of 1-year internet service. For purposes of contract renewal, the 1-year service shall be based on Item 8.2 hereof, subject to the conditions for the Renewal of Regular and Recurring Services under Republic Act No. 12009, or NGPA, and other applicable rules and regulations.

**9.0. DELIVERY PERIOD**

- 9.1. Complete the delivery, installation, and configuration within Fifteen (15) to thirty (30) calendar days from the receipt of the Purchase Order (PO).
- 9.2. Any delay in the delivery service shall be subject to the existing applicable rules, laws, and regulations under RA 12009.

**10.0. APPROVED BUDGET FOR THE CONTRACT (ABC)**

- 10.1. The total ABC for this project is Php1,322,000.00, inclusive of all applicable government taxes and service charges.

**11.0. PAYMENT**

- 11.1. The start of the Contractor's billing shall be based on the date of issuance and receipt of the "Certificate of Acceptance of Service Delivery".
- 11.2. The payment shall be on a monthly basis, subject to existing and applicable budgeting, accounting, and auditing rules.

Prepared by:



**DENNIS C. MUNCHUA**  
*Procurement Management Officer IV*  
Information Management Division

Approved by:



**ENGR. DIPHDALYN A. SALAZAR**  
*Officer-in-Charge*  
Information Management Division