



COOPERATIVE DEVELOPMENT AUTHORITY

827 Aurora Blvd., Service Road, Brgy. Inmaculata Concepcion Cubao, 1111 Quezon City, Philippines
http://www.cda.gov.ph | helpdesk@cda.gov.ph | CDA Philippines



REQUEST FOR QUOTATION

Date: August 27, 2024
RFQ No.: 2024-189

Name of Company: _____
Address: _____
Business Permit No.: _____
TIN: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly authorized representative not later than _____

RAY R. ELEVAZO, CESE, MNSA
Chairman, Bids & Awards Committee

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

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget for the Contract	OFFER			Compliance with Technical Specifications (please check)		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
PURPOSE: FOR THE IMPLEMENTATION OF CDA ONLINE RESOURCES, ENHANCE COMMUNICATION AND OPERATIONAL EFFICIENCY AT CDA HEAD OFFICE		₱600,000.00						
<p>PROCUREMENT OF A THIRD INTERNET SERVICE PROVIDER (ISP) FOR THE COOPERATIVE DEVELOPMENT AUTHORITY (CDA) HEAD OFFICE FOR 1-YEAR</p> <p>1. BACKGROUND: The Cooperative Development Authority (CDA) Head Office has been facing persistent issues with unreliable internet connectivity provided by our first ISP, Government-wide Network (Govnet) provided by the Department of Information and Communications Technology (DICT). These issues have resulted in multiple instances of downtime and inconsistent speeds, negatively impacting our productivity. To address this, we propose the acquisition of a third Internet Service Provider (ISP) to enhance network redundancy and ensure continuous, uninterrupted service even during disruptions from DICT. The CDA Head Office is scheduled to relocate to a new building upon the completion of construction, necessitating the transfer of internet services to ensure a seamless transition and maintain continued connectivity.</p> <p>2. OBJECTIVE: To acquire a third Internet Service Provider (ISP) to:</p> <ol style="list-style-type: none"> Enhance network redundancy. Ensure continuous and uninterrupted internet service. Act as a load balancing connection to optimize the utilization of Support the growing bandwidth demand for high-speed internet. Future-proof the network infrastructure for evolving technological demands. Ensure the seamless transfer of internet services to the new building upon the completion of construction at no cost to the CDA. <p>3. SCOPE OF WORK: The selected ISP will be responsible for the following:</p> <ol style="list-style-type: none"> Dedicated Direct Internet Connection: <ol style="list-style-type: none"> Setup a dedicated Direct Internet Connection via end-to-end pure fiber optic cable with at least 300 Mbps Committed Information Rate (CIR) full bandwidth. Router Provision and Configuration: <ol style="list-style-type: none"> Provide and configure one (1) router with DHCP for the 300 Mbps direct internet connection. Domain Name Server (DNS): <ol style="list-style-type: none"> Provide DNS reverse lookup for entries with the assigned classless network and ensure reliable forward and secondary DNS. Termination Block/Box: <ol style="list-style-type: none"> Provide the termination block/box from end-user to last mile connection and install the termination block/box. Connection Specifications: <ol style="list-style-type: none"> Ensure the connection between the ISP router and the CDA firewall is SFP/SFP+ fiber optic, not copper. The transceiver module must be compatible with the existing firewall appliance of the CDA and to be provided by the ISP. Value Added Services: <ol style="list-style-type: none"> Inclusive of 5 usable IP addresses or /29 IP block, free MRTG-bandwidth or equivalent graphing tools, and free 24/7 support. Uptime and Availability: <ol style="list-style-type: none"> Guarantee not less than 99% link uptime in a month. Latency: <ol style="list-style-type: none"> Ensure latency (delay) is not more than 80 milliseconds on average round trip from CDA to ISP port. Customer Support: <ol style="list-style-type: none"> Provide a single point of contact for customer support in both areas of network connectivity and internet access. Proactive Notification: 	1 LOT							

<p>3.10.1. Provide proactive notice of scheduled downtimes or service interruptions at least 7 days in advance.</p> <p>3.11. 24/7 Customer Service Support:</p> <p>3.11.1. Render customer service support 24 hours a day, 7 days a week.</p> <p>3.12. Performance Credit:</p> <p>3.12.1. Provide "Performance Credit" or rebate in the Service Level Agreement (SLA).</p> <p>3.13. Work Plan and Timeline:</p> <p>3.13.1. Provide a detailed work plan with a timeline.</p> <p>3.13.2. Include the plan and timeline for the transfer of internet services to the new building upon completion of construction, ensuring minimal disruption to CDA operations.</p> <p>4. DELIVERABLES:</p> <p>4.1. A dedicated 300 Mbps Direct Internet Connection via fiber optic cable.</p> <p>4.2. Configuration and provision of one (1) router with DHCP.</p> <p>4.3. Reliable DNS services with reverse lookup capabilities.</p> <p>4.4. Installation of termination block/box.</p> <p>4.5. SFP/SFP+ fiber optic connection compatible with CDA's firewall.</p> <p>4.6. Value added services including usable IP addresses, MRTG-bandwidth tools, and 24/7 support.</p> <p>4.7. Assurance of 99% link uptime and latency not exceeding 80 milliseconds.</p> <p>4.8. A single point of contact for support.</p> <p>4.9. Proactive notifications for scheduled downtimes.</p> <p>4.10. 24/7 customer service support.</p> <p>4.11. Performance credits in SLA.</p> <p>4.12. A comprehensive work plan and timeline, including the plan for transferring services to the new building in 2025 at no cost to the CDA.</p> <p>5. TIMELINE:</p> <p>The project is expected to be completed within 30 days, starting from the date of contract signing. The transfer of services to the new building upon completion of construction at no cost to the CDA. Commencement Date is on or before September 30, 2024</p> <p>6. BUDGET AND FUNDING:</p> <p>The total budget allocated for this procurement is Six Hundred Thousand Pesos (PHP 600,000.00)</p> <p>7. EVALUATION CRITERIA:</p> <p>Proposals will be evaluated based on:</p> <p>7.1. Compliance with technical requirements.</p> <p>7.2. Cost-effectiveness.</p> <p>7.3. Experience and track record of the ISP.</p> <p>7.4. Quality of customer support.</p> <p>7.5. Proposed work plan and timeline, including the plan for the transfer to the new building upon completion of construction at no cost to the CDA..</p> <p>8. SUBMISSION REQUIREMENTS:</p> <p>Interested ISPs are required to submit the following:</p> <p>8.1. Technical proposal detailing how they will meet the requirements.</p> <p>8.2. Financial proposal.</p> <p>8.3. Company profile and experience.</p> <p>8.4. References from previous clients.</p> <p>9. ELIGIBILITY OF THE CONTRACTOR:</p> <p>9.1. PhilGEPS registered.</p> <p>9.2. In the IT business for at least 2 years.</p> <p>9.3. Minimum 1 year of experience with government projects.</p> <p>10. WARRANTIES OF THE CONTRACTOR:</p> <p>10.1. The CONTRACTOR warrants strict conformity to the terms and conditions of this TOR.</p> <p>10.2. The CONTRACTOR shall secure and maintain all necessary registrations, licenses, and permits.</p> <p>10.3. No assignment, transfer, pledge, or sub-contracting of any part or interest is allowed.</p> <p>11. TERMS OF PAYMENT:</p> <p>11.1. Payment will be made according to the following schedule:</p> <p>11.1.1. In consideration of the Network Services to be rendered by the contractor, CDA shall pay the following fees thru monthly payment for Twelve (12) Months and which are inclusive of Value Added Tax (VAT):</p> <p>11.1.1.1. Total Monthly Subscription of Fifty Thousand Pesos (PHP 50,000.00).</p>							
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<p>11.2. Payment shall be processed within a reasonable time upon submission of documentary requirements, including Sales Invoice/Billings and Certificate of Acceptance issued by CDA ICTD.</p> <p>11.3. No advance payment will be made as per Section 88 of PD 1445.</p> <p>12. CONFIDENTIALITY The service provider shall maintain the confidentiality of all data and information related to the Cooperative Development Authority (CDA) and its operations.</p> <p>13. PRE-TERMINATION OF CONTRACT</p> <p>13.1. The CONTRACTOR shall be liable for additional liquidated damages equivalent to 1% of the contract price in case of pre-termination.</p> <p>13.2. The CDA reserves the right to blacklist the CONTRACTOR in case of pre-termination.</p>							
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Note: -Quoted prices must be VAT inclusive.
 -Supplier must have a Land Bank of the Phil. Account.
 -Supplier must submit a sealed quotation.
 -Sealed quotation must be submitted together with the following requirements:
 Company Profile, DTI/SEC Registration, Business/Mayor's Permit, BIR Registration, and PhilGEPS Certificate of Membership

 Signature over Printed Name

 Contact Numbers (Landline and/or
 Cellphone Nos./E-mail address

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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotations/s must be valid for a period of Thirty (30) calendar days from the date of submission.
3. Price quotations, to be denominated in Philippine peso shall include all taxes.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The items shall be delivered within _____ working days from receipt of Purchase/Job Order.
8. The CDA-CO shall have the right to inspect and/or to test the goods
9. Submit your sealed quotation by mail or through your messenger addressed to the Cooperative Development Authority, 827 Aurora Blvd., Brgy. Immaculate Concepcion, Quezon City.
10. The Cooperative Development Authority reserves the right to accept or reject any or all quotations, waive any informality or technically therein and award to any firm whose proposal is deemed most advantageous to the government.