

TERMS OF REFERENCE

| TITLE | Straight Leased of Managed Communication Equipment (PABX) CY 2025 |
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| I. BACKGROUND | This Terms of Reference shall cover the lease of PABX equipment within the OWWA Center Building for the period Ten (10) Months |
| II. LIST OF EQUIPMENTS TO BE LEASED | <ol style="list-style-type: none"> 1. 24 Analog Trunk Ports 2. 48 Digital Ports 3. 96 Analog Locals 4. OSB Attendant Console 5. Back Up Battery 6. 40 Digital Phones |
| III. THE SERVICES TO BE INCLUDED IN THE LEASE AGREEMENT SHALL COVER THE FOLLOWING | <ol style="list-style-type: none"> 1. Provide On-Site Engineer during normal office working hours Monday to Friday, 6:30am to 5:30pm as needed. 2. Perform MONTHLY Preventive Maintenance activities such as: <ul style="list-style-type: none"> • A thorough inspection of the equipment to ascertain operational reliability, performances, and operational safety. • Check the application and integrity of the system databases. • Perform evaluation on the call logs application. • A review of typical, encountered and potential problems. 3. Provide On-Site Corrective Maintenance Support. 4. Provide Minor Move and Change Request. 5. Unlimited Phone Support during normal working hours from Monday to Friday, 6:00am to 5:00pm. 6. Furnish OWWA a written report of every on-call service done and the trouble shooting performed in order to have a readily available data of the maintenance service. 7. Provide Emergency Service. The Emergency Service offers 24-hours, 7-days a week (24/7) service in case of acute and serious problems relating to the operation of the network or severe impairment to system availability. Emergency Service thru our Hotline numbers will be provided upon signing of contract. |
| IV. EQUIPMENT INSTALLATION | <p>The installation of the proposed system shall commence within fifteen (15) working days from date of delivery;</p> <ol style="list-style-type: none"> a. Customer-provided requirements such as PABX room, electrical power, house wiring, etc. are prepared and ready for installation. b. Tested operational carrier provided lines are available and accessible. (The customer shall be responsible for negotiations and transactions with carriers and their provided lines and/or services) |

V. BUDGETARY REQUIREMENTS

An approved budget for the contract (ABC) in the amount equal **Four Hundred Sixty Thousand Pesos (Php460,000.00)** for Ten (10) Months shall be charged against the approved budget of MOOE – Rent / Lease Expenses and allocated for the contract subject the provision of R.A 9184.

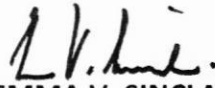
Prepared by:



JUAN M. PARCO JR.

Officer-in-Charge
Engineering and General Services Division

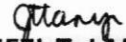
Recommending Approval:



EMMA V. SINCLAIR

Deputy Administrator for
Administration and Fund Management *Hum*

Certified Funds Availability:



MA. GIEZL T. LANUZA

Officer-in-Charge
Accounting Division *a*

Amount: ~~₱~~ 460,000.00

Approved by:



ARNALDO A. IGNACIO

Administrator *ji*

DBN:2025-03-404