

Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
 OWWA Center Bldg., F.B. Harrison St., Cor. 7th St., Pasay City
 Tel# 833-0113 Telefax# 833-1010

P.R. No. 2025-06-0070

DATE: 17-Jun-25


REQUEST FOR QUOTATION / PROPOSAL


COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **24 June 2025 @ 10:00 a.m.**


MARIAN GABRIELLE F. PIZARRA
 Supply Officer


NIMFA C. UNICA
 OFC, PPMD

PROJECT TITLE/NAME: Proposal for the Subscription of 10Mbps Internet Leased Line for DMW-OWWA Satellite Office					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET PER LINE ITEM (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Subscription of 10Mbps Internet Leased Line for DMW-OWWA Satellite Office	1	lot	P 250,387.20		
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Valid Mayor's / Business Permit					
	3. Latest Income Tax Return / Business Tax Return					
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.					
	Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph					

GENERAL CONDITIONS

1. Entries must be typewritten / if handwritten, it must be clear and legible;
2. Bidders must submit certificate of PHILGEPS Registration;
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
4. All quotation can be submitted through the following means: a) in a **SEALED ENVELOPE**, or b) thru **ELECTRONIC MAIL**, or c) **FACSIMILE**. Label the envelope with the following:
 Bidder's Company Name
 PHILGEPS Reference No.
 Project Title/Name
 PR No.
5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC);
7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted;
8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
9. Price quoted/ submitted on the deadline shall be considered as final and unalterable;
10. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005;
11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: within thirty (30) days upon receipt of Contract/NTP

TERMS OF PAYMENT: Monthly billing

PRICE VALIDITY: 60 days from date of quotation/proposal

 Company Name

 Print Name and Signature of Authorized Representative

 Designation

 Company Tel./Fax/Mobile No.

 Date

TERMS OF REFERENCE

PROJECT	Subscription of 10 Mbps Internet Leased Line for DMW-OWWA Satellite Office
ESTIMATED COST	₱ 250,387.20 (VAT-inclusive)
PROPONENT	Overseas Workers Welfare Administration

I. OBJECTIVE

The project requires the additional subscription and installation of a fiber optic Internet leased line connection with a 20 Mbps bandwidth for one (1) year. The aforementioned leased line will provide internet bandwidth capacity for browsing, email, research, and other office-related information dissemination and online systems of OWWA at the DMW-OWWA Satellite Office

II. PROJECT DESCRIPTION

This project calls for the subscription of internet leased line connection for one (1) year from a Telecommunications Company with 20 Mbps bandwidth at ₱ 250,387.20 per annum or a monthly of 20,865.60 vat inclusive to be installed at DMW-OWWA Satellite Office.

III. GENERAL PROVISION

The intent of this specification is to prescribe the complete purchase and delivery of services for the project which the prospective supplier will undertake in full compliance with OWWA requirements. If there is any apparent contradiction or ambiguity between the sections of this specification, the supplier shall bring the matter to the attention of the OWWA during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding with the affected supply.

In cases where the bandwidth falls below the guaranteed speed or in instances of service interruptions, OWWA shall be entitled to rebates/credits indicated in a Service Level Agreement.

Further, in the event of the Internet Service Provider's default or breach such as, but not limited to the failure to render the technical support and warranties within the stipulated period, OWWA shall have the right to unilaterally terminate the contract and shall not be held liable for payment of any fees.

IV. GENERAL SPECIFICATIONS

ITEM	QTY	TECHNICAL SPECIFICATION	UNIT COST (Per Month)	TOTAL COST
Subscription of 20 Mbps Internet Leased Line	1 Lot	<p>Internet Leased Line (20Mbps)</p> <ul style="list-style-type: none"> • 20 Mbps CIR (upstream-downstream) • Contractor must provide online MRTG • 20 Mbps Port Speed • 5 valid IPs from one (1) IP block • Supply and Installation of line (fiber optic) from ISP's Designated Area at DMW-OWWA Satellite Office • Must have certification from NTC stating that it is "an enfranchised public telecommunications entity authorized to provide Local Exchange Service and is a holder of Certificate of Registration as Value Added Service Provider (with dates of validity) • Must have multiple international direct peering uplinks (at least two (2)) • Provision of 24x7 Technical Support • Provider must secure all permits/licenses/other related documents within the thirty (30) calendar days delivery period upon receipt of Notice to Proceed. 	₱20,865.60 per month	₱ 250,387.20 (VAT-inclusive)

V. SCOPE OF SERVICE

10 Mbps Internet Leased Line Connection

- 20 Mbps Guaranteed Internet Connection (CIR 1:1) via fiber optic;
- 20 Mbps Port Speed;
- 5 valid IPs from one (1) IP block;
- Supply and installation of line cable (fiber optic) from ISP's exchange/supply area to designated area at the DMW-OWWA Satellite Office
- Provision of online MRTG;
- Provision of 24 x 7 technical support.

VI. RESPONSIBILITY OF THE INTERNET SERVICE PROVIDER (ISP)

- Secure all permits, licenses, certifications, and other pertinent documents required for the implementation and completion of the project within the time stipulated in the purchase request and this TOR;
- Provide and install fiber cable, grounding wires (if needed), metal conduits, attachments, bolts, etc. to Designated Area at the DMW-OWWA Satellite Office
- Provide and install special cables, connectors, and devices needed for the termination of connection;
- Provide online real-time monitoring and reporting (MRTG) with hourly, weekly, monthly, and yearly reporting features;
- Provide temporary replacement unit for own equipment/devices which have become inoperable or which need/s repair;
- Test the integrity of the connection from the time of termination and during the operational phase of the contract;

VII. ACCEPTANCE

The contractor must provide OWWA with a ten (10) working days confidence test period upon activation of the service.

VIII. SERVICE LEVEL AGREEMENT

OWWA shall maintain a Service Level Agreement (SLA) with the contractor, with provision for credits for service interruptions and liquidated damages for non-compliance.

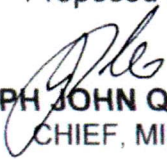
IX. TERMS OF PAYMENT

Terms of payment shall be on a monthly basis.


X. EXPECTED TIMEFRAME

The delivery of the expected output as enumerated above shall be within forty-five (30) calendar days after receipt of notice to proceed from the OWWA.


Proposed By:


JOSEPH JOHN Q. PADILLA
CHIEF, MISD

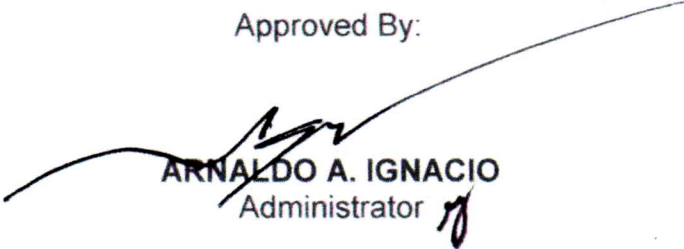
Recommending Approval:


EMMA V. SINCLAIR
Deputy Administrator for Administration and Fund Management
KAR

Certified Funds Available:


MARIA GIEZL T. LANUZA
OIC, Accounting Division
Amount: ₱ 250,387.20

Approved By:


ARNALDO A. IGNACIO
Administrator

ON: 2025-04-541