



**Presidential Communications Operations Office  
BUREAU OF COMMUNICATIONS SERVICES  
310 PCS Bldg., San Rafael St., San Miguel Malacañang Complex, Manila**

**FINANCE AND ADMINISTRATIVE DIVISION  
Property & Supply Section  
TEL. NO. 87342125  
FAX NO. 87342147 / 87342118  
REQUEST FOR QUOTATION / PROPOSAL**

PR/REFERENCE NO. 2022-05-0277 8/5/2022  
MODE OF PROCUREMENT SVP DATE

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Sir/Madam:  
The Bureau of Communications Services would like to request for a quotation for the following item with ABC of Php300,000.00

No.	Qty.	Unit	Particulars/Specification Requirements	Compliant/ Non-Compliant	Unit Price	Total
				(To be filled-up by the supplier)		
			One (1) unit PABX with onsite installation & programming and and wiring (labor and engineering configuration, testing and commissioning) for 9 direct lines, 3 trunklines and 32 locals.			
			<b>Technical Requirements and Specifications</b>			
			•Capacity : 6 CO x 32 Locals (1 cabinet)			
			•Requirements: 3 Trunklines, 32 locals			
			•Configuration 6 CO lines, 2 Digital, 32 locals , hybrid			
			•Basic System:			
			<input type="checkbox"/> Main unit (6 CO, 2 Digital, 18 extensions up to 288 extensions with an Expansion unit,			
			<input type="checkbox"/> 6-port Analogue Trunk Card with caller ID			
			<input type="checkbox"/> 16 Port Single Line Telephone with Caller ID and Message Waiting Extension Card			
			<input type="checkbox"/> Digital Key Telephone Set with LCD 3 liner, 24 function keys or programmable buttons Speaker phone			
			<input type="checkbox"/> 32 Single Line Telephone			
			<input type="checkbox"/> KEBOS Power grade 3KVA/2700W online double conversion Tower UPS			
			<input type="checkbox"/> AVR 1000watts			
			<input type="checkbox"/> Configuration ,testing & commissioning			
			<input type="checkbox"/> Connecting Accessories			
			<input type="checkbox"/> Onsite installation & programming and wiring (Labor and and Engineering for 9 direct lines 3 trunk lines and 32 locals)			
			<input type="checkbox"/> With rack			
			<b>Other requirements:</b>			
			Service Provider/Contractor must conduct actual site visit for the the above requirements for proper assessment			
			Service Center and parts are available within the Philippines .			
			Please see attached Term of Reference (TOR) for other requirements			
					<b>TOTAL:</b>	

Please quote your government price/s including Vat and delivery charges, if any.  
Award shall be made by line item  
For exclusive manufacturer, or distributor, please attach in your quotation a certification.  
As a condition for award, please be noted that you will be required to submit Mayor's/Business Permit, Income/Business Tax Return and proof of PHILGEPS registration.  
Please submit your quotation to BCS, Finance and Administrative Division, Property & Supply Section at ground floor, 310 PCS Bldg., San Rafael St., San Miguel, Malacañang Complex, Manila, or fax it through number 8734-2125 or email to [supplyandprocurement@bcs.gov.ph](mailto:supplyandprocurement@bcs.gov.ph) not later than **August 12, 2022 AT 1:00 P.M.**

**Terms and Conditions:**

- Quotation validity shall not be less than 7 calendar days
- Indicate brand, model.
- Terms of Payment: **within 30 working days upon final inspection and acceptance**
  - Cash on delivery/Cheque on delivery; or
  - Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account)

Please indicate the following details:

Account Name  
Account Number  
Bank Name  
Branch

**Note: Non-Landbank of the Philippines (LBP) account shall be charged service fee.**
- Penalty: one tenth (1/10) of one percent for everyday of delay shall be imposed
- Indicate warranty, if any.
- All transactions are subject to creditable withholding taxes.
- The quotation shall include the signature of the company's representative.

Very truly yours,  
  
**ESTHER G. GUIBONE**  
BAC-Chairman

Received by:  
Date:

## TERMS OF REFERENCE

Procurement of the **Private Automatic Branch Exchange (PABX)**  
for the Bureau of Communications Services, PCS Building 310, San Rafael St., San Miguel,  
Malacañang, Manila

### I. BACKGROUND

Bureau of Communications Services is a government office duly organized under and by virtue of the laws of the Republic of the Philippines with main office located at 310 PCS Bldg., San Rafael St., San Miguel, Manila.

The Bureau of Communications Services provides and develops communication services relating to policy formulation, communication planning, project development, research and evaluation, and coordination of information planning within the framework of the overall thrust and priorities of the national development plan.

### II. OBJECTIVES

The purpose on the acquisition of Private Automatic Branch Exchange (PABX) is to provide effective communication services both to the internal and external stakeholders and comply with bureau's mandate.

This communication system offers various lines for external callers to enable easy access to the intended parties/officials of the Bureau. The end-users ensure that all calls made are essential and intended for official purposes only. The acquisition of said Private Automatic Branch Exchange (PABX) shall be in accordance with the Government Procurement Reform Act (Republic Act No. 9184) and its Implementing Rules and Regulations (IRR), as well as the usual accounting, budgeting, and auditing rules and regulations

### III. DESCRIPTION AND SCOPE OF SERVICES

#### A- General Requirements:

- One (1) unit PABX with onsite installation & programming and wiring (labor and engineering configuration, testing and commissioning) for 9 direct lines, 3 trunklines and 32 locals.

#### B. Technical Requirements and Specifications

- Capacity : 6 CO x 32 Locals (1 cabinet)
- Requirements: 3 Trunklines, 32 locals
- Configuration 6 CO lines, 2 Digital, 32 locals , hybrid
- Basic System:
  - Main unit (6 CO, 2 Digital, 18 extensions up to 288 extensions with an Expansion unit,
  - 6-port Analogue Trunk Card with caller ID
  - 16 Port Single Line Telephone with Caller ID and Message Waiting Extension Card
  - Digital Key Telephone Set with LCD 3 liner, 24 function keys or programmable buttons Speaker phone
  - 32 Single Line Telephone
  - KEBOS Power grade 3KVA/2700W online double conversion, Tower UPS
  - AVR 1000watts
  - Configuration ,testing & commissioning
  - Connecting Accessories
  - Onsite installation & programming and wiring (Labor and Engineering for 9 direct lines 3 trunk lines and 32 locals)

➤ With rack |

Other requirements:

Service Provider/Contractor must conduct actual site visit for the above requirements for proper assessment .  
Service Center and parts are available within the Philippines .

#### **IV. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) for this procurement of Private Automatic Branch Exchange (PABX) in the amount of Three Hundred Thousand Pesos & 00/100 (Php300,000.00).

#### **V. MODE OF PROCUREMENT**

The mode shall be undertaken through a Small Value Procurement following the prescribed rules, regulations and procedures of RA 9184 and its revised IRR.

#### **VI. DELIVERY TERMS**

The Winning Bidder or Supplier shall deliver the goods (one) unit PABX and services (installation, programming and wiring )within 30 days after the issuance of obligated and approved Purchase Order (PO) and Notice to Proceed.

#### **VII. PAYMENT**

Payment shall be made to the Winning Bidders or Supplier after complete delivery and thorough inspections or test that the goods (PABX) conform to the required specifications and accordance to existing accounting and auditing rules and regulations.

#### **VIII. PENALTY CLAUSE**

In case the Supplier fail to comply with the specifications and delivery schedule of good (PABX)) on time, the Supplier shall be liable to pay damages on account of such delay and shall pay the BCS in an amount equal to one-tenth (1/10) of one percent (1%) of the Contract Price for every delay, until the goods are fully delivered.

**After having carefully read and accepted the Terms and Conditions in the Term of Reference (TOR). I hereby certify to comply and deliver all the above requirements.**

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

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

\_\_\_\_\_  
**Office Telephone No.**

\_\_\_\_\_  
**FAX/Mobile No.**

\_\_\_\_\_  
**Email Address/es**