



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7947425  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF 10MBPS LEASED LINE INTERNET SERVICE AT THE MARINO PARTYLIST OFFICE LOCATED AT PIERRE N PAUL BLDG., A FLORES ST., CORNER MABINI ST., ERMITA MANILA  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2021-04-131	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Internet Services		
<b>Approved Budget for the Contract:</b>	PHP 240,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	5 Day/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	VADM Rene V. Medina AFP (Ret) The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	<b>Date Published</b>	25/08/2021
		<b>Last Updated / Time</b>	24/08/2021 12:05 PM
		<b>Closing Date / Time</b>	31/08/2021 13:00 PM

#### Description

SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF 10MBPS LEASED LINE INTERNET SERVICE AT THE MARINO PARTYLIST OFFICE LOCATED AT PIERRE N PAUL BLDG., A FLORES ST., CORNER MABINI ST., ERMITA MANILA

Please see attached file.

You may visit our website at [marina.gov.ph](http://marina.gov.ph) (under transparency tab)

**Created by** VADM Rene V. Medina AFP (Ret)  
**Date Created** 24/08/2021

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## MARITIME INDUSTRY AUTHORITY

### REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Small Value Procurement for the **SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF 10MBPS LEASED LINE INTERNET SERVICE AT THE MARINO PARTYLIST OFFICE LOCATED AT PIERRE N PAUL BLDG., A FLORES ST., CORNER MABINI ST., ERMITA MANILA (2<sup>nd</sup> Posting)** for FY 2021 in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184

Please quote your **best offer** for the item described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your representative **not later than (31 August 2021 , 01:00 P.M.)** at the MARINA BAC Office, located at 10th Floor MARINA Building, Bonifacio Drive cor. 20th Street, Port Area, Manila, Philippines.

A copy of your **2021 Business/Mayor's Permit<sup>1</sup>, PhilGEPS Registration Number, Latest Income Tax Return, and Omnibus Sworn Statement<sup>2</sup>** are required to be submitted along with your quotation/proposal.

**Additional MARINA Qualification Requirements:**

- a. The Internet Service Provider (ISP) 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 customer direct to the global internet. It also has a robust international network cable of supporting even most complicated networks. The Internet Service Provider (ISP) must hold multiple points of presence from leading local and international telecommunications providers and carries.
- b. Internet Service Provider (ISP) must have full telecommunications redundancy and continuous power.
- c. Internet Service Provider (ISP) must have the capacity and ability to provide maintenance services and technical support.
- d. Internet Service Provider (ISP) must have rendered at least five (5) years of internet service to the different government agencies and private companies.

For any clarification, you may contact us at [2021marinabac@gmail.com](mailto:2021marinabac@gmail.com) .

**VADM RENE V MEDINA AFP (RET)**  
MARINA BAC Chairperson

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<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the Internet Service Provider (ISP) has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020.

**DATE:** \_\_\_\_\_

**NAME OF COMPANY:**

**ADDRESS:**

**COMPANY ADDRESS:**

**COMPANY TIN NUMBER:**

**PHILGEPS REGISTRATION NUMBER:**

**NAME OF REPRESENTATIVE & DESIGNATION:**

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Internet Service Provider (ISP)'s must state here either "Comply" or any equivalent term in the column "Internet Service Provider (ISP)'s Statement of Compliance" against each of the individual parameters of each specification.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

<b>SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF 10MBPS LEASED LINE INTERNET SERVICE AT THE MARINO PARTYLIST OFFICE LOCATED AT PIERRE N PAUL BLDG., A FLORES ST., CORNER MABINI ST., ERMITA MANILA</b>		
<b>Code</b>	<b>Description</b>	<b>Internet Service Provider (ISP)'s Statement of Compliance</b>
<b>A</b>	<p><b>SCOPE OF WORK</b></p> <p>The project covers the installation of One (1) Lease Line internet connection (10 Mbps) for MARINA Processing Center at MARINO Party List Office: Pierre N Paul Bldg. A Flores St. Corner Mabini St., Ermita, Manila. It involves the following:</p> <ol style="list-style-type: none"><li>a. The winning Internet Service Provider (ISP) shall provide the necessary hardware, terminations and other services required to setup the internet connection.</li><li>b. Provision of diagnostic reports and updates in case of connection failure;</li><li>c. Provision of monthly utilization graphs and/or MRTG tool for monitoring of linkqualityand bandwidthutilization;</li><li>d. Delivery of an IPv6 ready and/or compliant connection;</li><li>e. Provision of 24x7 support services;and</li><li>f. Entering into a Service Level Agreement which defines parameters of rebates for non-performance, etc.</li></ol>	



<b>B</b>	<p><b>TECHNICAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>a) Internet Service Provider (ISP)s must submit detailed work plan specifying installation design, detailed activities, connectivity diagram from end user premise up to the last mile and timelines. Internet Service Provider (ISP)s are required to conduct site inspection.</li> <li>b) The Internet Service Provider (ISP)s must be compliant with the following parameters: <ul style="list-style-type: none"> <li>(1) Capable to allow and block URL or website access based on database of pre-defined category or end-user customized category <ul style="list-style-type: none"> <li>i. Guaranteed dedicated 1:1 ratio and bandwidth from clients to the global internet</li> <li>ii. Immediate problem isolation and resolution</li> <li>iii. Provide corrective service information and configuration</li> <li>iv. Remote system monitoring and reporting (MRTG of each of the sites)</li> </ul> </li> <li>(2) Internet Bandwidth <ul style="list-style-type: none"> <li>i. Atleast 10mbps Committed Information Rate (CIR) full bandwidth at MARINO Party List Office: Pierre N Paul bldg. A floresst. corner Mabini St., Ermita, Manila</li> </ul> </li> <li>(3) Service Restoration and Quality of Service (QoS) Levels <ul style="list-style-type: none"> <li>i. 8am x 5pm NBD (Next Business Day) response time</li> <li>ii. Down/Disconnected sites must be up and running within reasonable time upon received of the report.</li> </ul> </li> <li>(4) 24 x 7 Help Desk Support Services <ul style="list-style-type: none"> <li>i. Receive and respond to problem reports and user requests</li> <li>ii. Provide first level technical support with regards to internet connectivity</li> </ul> </li> </ul> </li> <li>c) The leased Line internet must have at least 5 Usable Public IP Address.</li> </ul>	
<b>C</b>	<p><b>MAIL ANTI-VIRUS &amp; ANTI-SPAM PROTECTION</b></p> <ul style="list-style-type: none"> <li>a) Incoming and outgoing emails scanning for spam and phishing emails with artificial intelligence and machine learning support.</li> <li>b) Scanning must covered standard and SSL mail ports.</li> <li>c) Support for the following filtering layers: <ul style="list-style-type: none"> <li>(1) Customizable word/phrase filtering</li> <li>(2) Mail Non-Intrusive Learning Pattern</li> <li>(3) Email Header and X-Spam Rules Checking</li> <li>(4) SPF Checking</li> <li>(5) SURBL &amp; RBL (pre-defined and customizable) checking</li> </ul> </li> <li>d) Blocking of attachments based on type (pre-defined and customizable with wildcard support)</li> <li>e) Archival of Mail and Attachments with archived mail viewer.</li> <li>f) Product should be able to take actions on malicious emails based on user defined actions.</li> <li>g) Customizable alert notifications for various level of events in like of virus outbreak and data theft.</li> <li>h) Customizable actions for spam/phishing emails.</li> <li>i) Able to tag spam mails in subject line with SPAM for considered spam mails.</li> <li>j) Capable of domain whitelisting for email attachment</li> </ul>	

<b>D</b>	<b>DUTIES AND RESPONSIBILITIES OF THE INTERNET SERVICE PROVIDER (ISP)</b> <ol style="list-style-type: none"> <li>a) Pre-Installation               <ol style="list-style-type: none"> <li>(1) Provided detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from end user's data center up to the last mile and timelines.</li> </ol> </li> <li>b) Actual Installation               <ol style="list-style-type: none"> <li>(1) Installation and other related cost shall at the expense of the contractor;</li> <li>(2) Setup Internet Connection with the Committed Information Rate (CIR) connection bandwidth for both upstream and downstream network traffic flows;</li> <li>(3) Provide and install a Channel Service Unit/ Data Service Unit (CSU/DSU) modem at both ends of the Internet connections.</li> <li>(4) Provide and install a Router at both ends of the Internet connections.</li> <li>(5) Provide internet connectivity directly to end user's server room, including materials needed for the purpose. This includes provision for the installation of cables/ insulation using industry standard and materials.</li> <li>(6) Complete the delivery, installation and configuration within <b>five(5) calendar days from the receipt of the Notice to Proceed</b>. Otherwise, the winning Internet Service Provider (ISP) shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.</li> </ol> </li> </ol>	
<b>E</b>	<b>CONFIGURATION</b> <ol style="list-style-type: none"> <li>a) Configuration modem for dedicated lease line internet connection;</li> <li>b) Configure router to the equivalent direct Internet connection speed;</li> <li>c) Configure back up router, if any;</li> <li>d) Provide DNS reverse lookup for entries with the assigned classless network</li> </ol>	
<b>F</b>	<b>TESTING PERIOD</b> <ol style="list-style-type: none"> <li>a) The selected ISP shall notify the MARINA in writing five(5)days prior to the required inspection/testing of the internet service connection.</li> <li>b) The acceptance test procedure shall be in accordance with the following:               <ol style="list-style-type: none"> <li>(1) The acceptance testing will be undertaken for a period of two (2) days.</li> <li>(2) Leased line internet will have no service interruption during the agreed test period.</li> <li>(3) The guaranteed Internet bandwidth of 10Mbps Lease Line Internet with 10Mbps Committed Information Rate (CIR) is attained during working hours (i.e., 7:00a.m.to7:00p.m.).</li> <li>(4) MRTG should be in place</li> <li>(5) Assignment of atleast 5 usable Public IP Addresses</li> </ol> </li> </ol> <p>If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for 7 working days.</p> <p>Start of the Contractor's billing shall be based on the date of issuance of "Certificate of Acceptance".</p> <p>During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of MARINA's own equipment, and international/regional internet back bone problems.</p>	
<b>G</b>	<b>IMPLEMENTATION</b> <ol style="list-style-type: none"> <li>a) Shall maintain all equipment in proper working order</li> <li>b) Provide an escalation list and procedure in reporting fault and outages.</li> <li>c) Provider must immediately advise MARINA any downtime occurrence or if any case the internet rerouted to a back uplink.</li> <li>d) Providers must have standby equipment to replace immediately the existing equipment once found defective.</li> </ol>	

H	<div>REBATES</div> <div><div><div>a) Provide industry standard Service Level Agreement(SLA) which shall carry a corresponding "PerformanceCredit" or rebate infavor of MARINA should any of the committed parameters mentioned below is not met.</div><div>b) The selected ISP provider/s should be able to render the following services:<div><div>(1) Availability<div>Provided 99.5% link uptime in a month.</div></div><div>(2) Latency<div><div>i. Provided not more than 80 milliseconds average round trip latency from MARINA to local ISP port;and</div><div>ii. Provide not more than 200 milliseconds average round triplateny from local ISP port to US/International port</div></div></div><div>(3) Support response time<div><div>i. 30 minutes for emergency tickets for the following categories:<div><div>• Link connection is down</div><div>• Packet loss, variation in latency</div><div>• Routing issue</div></div></div><div>ii. Two (2) hours response time for technical problem that requires on-site services. For problem reported after 4:00PM, services shall be rendered 8:00 in the morning of the following business day</div></div></div></div></div><div>Rebate Schedule for Downtime Connection Interruption/Outage</div><div>If the interruption is attributable to the ISP, as acknowledged by the ISP's Fault Management Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to MARINA without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month.</div><div>Credit for Interruptions to service will be allowed as follows: Interruptions of 24Hours or less</div><table><tr><th>LENGTH OF INTERRUPTION</th><th>CREDIT</th></tr><tr><td>Less than 30minutes</td><td>None</td></tr><tr><td>30–179minutes</td><td>3/10day</td></tr><tr><td>180 –359minutes</td><td>3/5day</td></tr><tr><td>360 –539minutes</td><td>11/5 day</td></tr><tr><td>540 –719minutes</td><td>14/5 day</td></tr><tr><td>720 –899minutes</td><td>22/5days</td></tr><tr><td>900 –1440minutes</td><td>3days</td></tr></table><div>For interruption over 24hours, credit will be allowed in 3/5 day multiples for each 3-hour period of interruption or fraction there of over 24hours.</div></div></div>	LENGTH OF INTERRUPTION	CREDIT	Less than 30minutes	None	30–179minutes	3/10day	180 –359minutes	3/5day	360 –539minutes	11/5 day	540 –719minutes	14/5 day	720 –899minutes	22/5days	900 –1440minutes	3days	
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UNIT COST		TOTAL COST																

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

The delivery schedule expressed as week/months stipulates hereafter a delivery date which is the date to the project site.

<b>SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF 10MBPS LEASED LINE INTERNET SERVICE AT THE MARINO PARTYLIST OFFICE LOCATED AT PIERRE N PAUL BLDG., A FLORES ST., CORNER MABINI ST., ERMITA MANILA</b>		
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<b>G</b>	<b>IMPLEMENTATION</b> <ol style="list-style-type: none"> <li>a) Shall maintain all equipment in proper working order</li> <li>b) Provide an escalation list and procedure in reporting fault and outages.</li> <li>c) Provider must immediately advise MARINA any downtime occurrence or if any case the internet rerouted to a back uplink.</li> <li>d) Providers must have standby equipment to replace immediately the existing equipment once found defective.</li> </ol>	

H

REBATES

- a) Provide industry standard Service Level Agreement(SLA) which shall carry a corresponding "PerformanceCredit" or rebate infavor of MARINA should any of the committed parameters mentioned below is not met.
- b) The selected ISP provider/s should be able to render the following services:
  - (1) Availability  
Provided 99.5% link uptime in a month.
  - (2) Latency
    - i. Provided not more than 80 milliseconds average round trip latency from MARINA to local ISP port;and
    - ii. Provide not more than 200 milliseconds average round triplatency from local ISP port to US/International port
  - (3) Support response time
    - iii. 30 minutes for emergency tickets for the following categories:
      - Link connection is down
      - Packet loss, variation in latency
      - Routing issue
    - iv. Two (2) hours response time for technical problem that requires on-site services. For problem reported after 4:00PM, services shall be rendered 8:00 in the morning of the following business day

Rebate Schedule for Downtime Connection Interruption/Outage

If the interruption is attributable to the ISP, as acknowledged by the ISP's Fault Management Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to MARINA without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month.

Credit for Interruptions to service will be allowed as follows: Interruptions of 24Hours or less

LENGTH OF INTERRUPTION	CREDIT
Less than 30minutes	None
30–179minutes	3/10day
180 –359minutes	3/5day
360 –539minutes	11/5 day
540 –719minutes	14/5 day
720 –899minutes	22/5days
900 –1440minutes	3days

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

I

MAINTENANCE

- a) Grant the ISP's authorized representative access to its premises, equipment and facilities located there in to perform its obligations, provided that such representative shall be accompanied by the duly assigned MARINA personnel;
- b) Responsible for the safe custody and use of the equipment installed by the IPS provider;
- c) Monitor the provided services and verify if the parameter sunder the Service Level Agreement are met and performed by the ISP provider;
- d) Issue Certificate of Inspection and Acceptance.

Five(5)  
calendar  
days  
from the  
receipt  
of the  
Notice  
to  
Proceed  
(NTP)

**FINANCIAL OFFER:**

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

<b>PROVISION INTERNET CONNECTION SERVICE TO MARINA PROCESSING CENTER AT MARINO PARTY LIST OFFICE: PIERRE N PAUL BLDG. A FLORES ST. CORNER MABINI ST., ERMITA, MANILA</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Total Offered Quotation</b>
<b>Two Hundred Forty Thousand Pesos (Php240,000.00)</b>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**PAYMENT DETAILS:**

<i>Banking Institution:</i> _____
<i>Account Number:</i> _____
<i>Account Name:</i> _____
<i>Branch:</i> _____

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

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

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

\_\_\_\_\_  
Fax/Mobile No.

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

### TERMS AND CONDITIONS:

1. Internet Service Provider (ISP)s shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to lowest calculated and responsive 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more Internet Service Provider (ISP)s are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC 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.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind 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.

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Signature over Printed Name

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Position/Designation



## **TERMS OF REFERENCE**

### **PROVISION INTERNET CONNECTION SERVICE TO MARINA PROCESSING CENTER AT MARINO PARTY LIST OFFICE: PIERRE N PAUL BLDG. A FLORES ST. CORNER MABINI ST., ERMITA, MANILA**

#### **I. Introduction**

The Maritime Industry Authority (MARINA) was created on 01 June 1974 as an attached Agency to the Office of the President (OP) with the issuance of Presidential Decree No. 474, otherwise known as the Maritime Industry Decree of 1974, to integrate the development, promotion and regulation of the maritime industry in the country. With the creation of the Ministry (now Department) of Transportation (DOTr) by virtue of Executive Order No. 546, the MARINA was attached to the DOTr for policy and program coordination on 23 July 1979. By virtue of Republic Act No. 10635, the Maritime Industry Authority (MARINA) is established as the "Single Maritime Administration" responsible for the implementation and enforcement of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, as amended, and International Agreements or Covenants related thereto. One of the major requirements of the information system being used by the MARINA Office is the availability of internet facility that has efficient capability to access electronic data and information from different sources and share electronic data and information for the processing and issuances of various certificates and online registration and viewing of records by the seafarers.

#### **II. Rationale**

GPPB Guidelines on the Procurement of Water, Electricity, Telecommunications and Internet Service Providers (ISPs), states that:

"3.3.1.2 At the end of each year, however, the procuring entity must assess the quality of service provided by its ISP. For instance, it must compare the cost charged by its ISP and the range of service it offers as against other service providers in the area. It may also consider new technologies that may prove less costly. In assessing the quality of service provided by its ISP, procuring entities are encourage to consult the National Telecommunications Commission, or the Information and Communication Technology Office, or other relevant government agencies regarding any new policy or directive in the implementation or use of new technology."

Considering the above premise, upon verification of the current market prices and the quality of service for internet connectivity, as well as, its internal policies, the MARINA can acquire an internet connection viz the allocated budget for the implementation. Thus, this Terms of Reference (TOR)



### **III. Scope of Work**

The project covers the installation of One (1) Lease Line internet connection (10 Mbps) for MARINA Processing Center at MARINO Party List Office: Pierre N Paul Bldg. A Flores St. Corner Mabini St., Ermita, Manila. It involves the following:

- a. The winning Bidder shall provide the necessary hardware, terminations and other services required to setup the internet connection. Details of the technical requirements are indicated in Section IV of this TOR.
- b. Provision of diagnostic reports and updates in case of connection failure;
- c. Provision of monthly utilization graphs and/or MRTG tool for monitoring of link quality and bandwidth utilization;
- d. Delivery of an IPv6 ready and/or compliant connection;
- e. Provision of 24x7 support services; and
- f. Entering into a Service Level Agreement which defines parameters of rebates for non-performance, etc.

### **IV. Qualification Requirements**

- a. The Bidder 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 customer direct to the global internet. It also has a robust international network cable of supporting even most complicated networks. The service provider must hold multiple points of presence from leading local and international telecommunications providers and carries.
- b. Bidder must have full telecommunications redundancy and continuous power.
- c. Bidder must have the capacity and ability to provide maintenance services and technical support.
- d. Bidder must have rendered at least five (5) years of internet service to the different government agencies and private companies.

### **V. Technical Requirements**

- g. Bidders must submit detailed work plan specifying installation design, detailed activities, connectivity diagram from end user premise up to the last mile and timelines. Bidders are required to conduct site inspection.
- h. The bidders must be compliant with the following parameters:
  1. Bandwidth and Connectivity Support
    - a. Guaranteed dedicated 1:1 ratio and bandwidth from clients to the global internet
    - b. Immediate problem isolation and resolution
    - c. Provide corrective service information and configuration
    - d. Remote system monitoring and reporting (MRTG of each of the sites)



2. Internet Bandwidth

- a. At least 10mbps Committed Information Rate (CIR) full bandwidth at MARINO Party List Office: Pierre N Paul bldg. A flores st. corner Mabini St., Ermita, Manila

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

- a. 8am x 5pm NBD (Next Business Day) response time
- b. Down / Disconnected sites must be up and running within reasonable time upon received of the report.

4. 24 x 7 Help Desk Support Services

- a. Receive and respond to problem reports and user requests
- b. Provide first level technical support with regards to internet connectivity

- c. The Lease Line internet must have at least 5 Usable Public IP Address.

**VI. Approved Budget for the Contract (ABC)**

The total ABC for the project is **₱ 240,000.00** inclusive of all applicable government taxes and service charges.

**VII. Duties and Responsibilities of the Internet Service Provider (ISP)**

**a. Pre-Installation**

Provide detailed work plan specifying installation design, detailed activities, network diagram showing connectivity from end user's datacenter up to the last mile and timelines.

**b. Actual Installation**

1. Installation and other related cost shall at the expense of the contractor;
2. Set up Internet Connection with the Committed Information Rate (CIR) connection bandwidth for both upstream and downstream network traffic flows;
3. Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem at both ends of the Internet connections.
4. Provide and install a Router at both ends of the Internet connections.
5. Provide internet connectivity directly to end user's server room, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard and materials.
6. Complete the delivery, installation and configuration within five (5) calendar days from the receipt of the Notice to Proceed. Otherwise, the winning bidder shall pay the corresponding penalties/liquidated damages in the amount of one tenth of one percent (1/10 of 1%) of the total contract price for every calendar day of delay.



### **c. Configuration**

1. Configure modem for dedicated lease line internet connection;
2. Configure router to the equivalent direct Internet connection speed;
3. Configure backup router, if any;
4. Provide DNS reverse lookup for entries with the assigned classless network;and,

### **d. Testing Period**

- a. The selected ISP shall notify the MARINA in writing five (5) days prior to therequired inspection/testing of the internet service connection.
- b. The acceptance test procedure shall be in accordance with the following:
  1. The acceptance testing will be undertaken for a period of two (2) days.
  2. Leased line internet will have no service interruption during the agreed test period.
  3. The guaranteed Internet bandwidth of 10Mbps Lease Line Internet with 10Mbps Committed Information Rate (CIR) is attained during working hours(i.e., 7:00 a.m. to 7:00 p.m.).
  4. MRTG should be in place
  5. Assignment of at least 5 usable Public IP Addresses

If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all of these conditions have been duly satisfied continuously for 7 working days.

Start of the Contractor's billing shall be based on the date of issuance of "Certificate of Acceptance".

During the testing period, the Contractor shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, fluctuations or failure or malfunction of MARINA's own equipment, and international/regional internet backbone problems.

- c. MARINA shall issue Certificate of Inspection and Acceptance to the Provider upon successful completion of the testing certifying that the Service Provider conforms to Section IV and Section VI Item 4.b, respectively.

### **e. Implementation**

- a. Shall maintain all equipment in proper working order
- b. Provide an escalation list and procedure in reporting fault and outages.
- c. Provider must immediately advise MARINA any downtime occurrence or if any casethe internet rerouted to a backup link.
- d. Providers must have standby equipment to replace immediately the existing equipment once found defective.



**f. Rebates**

- a. Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of MARINA should any of the committed parameters mentioned below is not met.
- b. The selected ISP provider/s should be able to render the following services:
  - i. Availability  
Provide 99.5% link uptime in a month.
  - ii. Latency
    - Provide not more than 80 milliseconds average round trip latency from MARINA to local ISP port; and
    - Provide not more than 200 milliseconds average round trip latency from local ISP port to US/International port
  - iii. Render 24 hours x 7 days customer service support
    - Support response time
      - 30 minutes for emergency tickets for the following categories:
        - Link connection is down
        - Packet loss, variation in latency
        - Routing issue
      - Two (2) hours response time for technical problem that requires on-site services. For problem reported after 4:00 PM, services shall be rendered 8:00 in the morning of the following business day

**Rebate Schedule for Downtime Connection Interruption/Outage**

If the interruption is attributable to the ISP, as acknowledged by the ISP's Fault Management Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to MARINA without the need to report or claim on the outage. The credit allowance/rebate shall be applied to the next billing month.

Credit for Interruptions to service will be allowed as follows: Interruptions of 24 Hours or less

Length of Interruption	Credit
Less than 30 minutes	None
30 – 179 minutes	3/10 day
180 – 359 minutes	3/5 day
360 – 539 minutes	1 1/5 day
540 – 719 minutes	1 4/5 day
720 – 899 minutes	2 2/5 days
900 – 1440 minutes	3 days



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.

**g. Maintenance**

- a. Provide a single point of contact for customer support in both areas of network connectivity and Internet access;
- b. Shall respond to request for maintenance at no cost to MARINA;
- c. Provide not less than 7 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of MARINA and


**VIII Duties and Responsibilities of MARINA**

- a. Grant the ISP'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 MARINA personnel;
- b. Responsible for the safe custody and use of the equipment installed by the ISP provider;
- c. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the ISP provider;
- d. Issue Certificate of Inspection and Acceptance

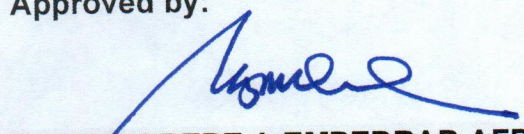
**IX. Duration and Billing Statement**

Twelve (12) months service subscription and payment will be done on monthly basis. Statement of Account (Inclusive of Tax) will arrive in the 1<sup>st</sup> week of the preceding month.

**Recommending Approval:**

  
**ARNIE F. SANTIAGO MSc MSA**  
Officer-In-Charge  
MARINA Central Office Processing Center

**Approved by:**

  
**VADM ROBERT A EMPEDRAD AFP (Ret)**  
Administrator





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: <u>MRO NCR</u>	PR No. : <u>2021- 04-131</u>
Division/Section: _____	SAI No. : <u>APR 26 2021</u>
Date Request: <u>April 14, 2021</u>	

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		Supply, Delivery, Installation and Configuration 10 mbps Leased Line Internet Subscription at MARINO Party List Office: Pierre N Paul Bldg. A Flores St. Corner Mabini St., Ermita, Manila			240,000.00
*****	*****	*****	*****	*****	*****

Requisitioning Officer

Signature:	
Printed Name:	ARNIE F. SANTIAGO MSc MSA
Designation	Officer-In-Charge MARINA Central Office Processing Center

Purpose:

To be used for Online Application of Different Offices of MARINA

CERTIFICATION

- ☒ FUNDS AVAILABLE  
☐ NO FUNDS AVAILABLE

RALPH A. NARVAEZ  
Chief, Budget Division

☐ Approved ☐ Disapproved

PR Approver

Signature:	
Printed Name:	VADM ROBERT A EMPEDRAD AFP (Ret)
Designation	Administrator

Note:



## Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the



BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**[Jurat]**  
*[Format shall be based on the latest Rules on Notarial Practice]*