

## REQUEST FOR QUOTATION

REFERENCE NO.: MR22-05-058

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT FOR THE ONE (1) YEAR PREVENTIVE MAINTENANCE OF NDC'S PABX SYSTEM INCLUDING INSTALLATION OF A VOICE MAIL SYSTEM AND SUPPLY AND DELIVERY OF TELEPHONE UNITS.**

### I. SCOPE OF WORK:

<b>A. Preventive Maintenance for One (1) year:</b> <ol style="list-style-type: none"><li>Quarterly Preventive Maintenance<ul style="list-style-type: none"><li>This shall include inspection, cleaning, diagnosis, necessary adjustment and programming of the unit/s</li><li>Cleaning of the Main Control Cabinet</li><li>Check Expansion Cards and Power Supply unit</li><li>Inspection of Individual Locals</li><li>Check exhaust air filters for proper airflow</li><li>Check abnormal noise, heat and vibration</li><li>Check power connection including back up batteries</li><li>Evaluate status of cables and wirings and re-terminate loose connection</li><li>Systems check-up, programming and error logs and other system status indicators</li></ul></li><li>Support on Regular Business Days</li><li>Check and make necessary repair if needed:<ul style="list-style-type: none"><li>1 pc Panasonic KX-TDA100D PABX Main Unit</li><li>1 pc Power Supply Unit</li><li>1 pc OPB3 Base Card</li><li>1 pc MSG4 Message Card</li><li>1 pc CLCOT8</li><li>1 pc MCSLC16 Extension Card</li><li>1 pc MCSLC24 Extension Card</li></ul></li><li>Unlimited PABX Programming</li><li>Upgrade for every new Firmware Version</li><li>System Enhancement recommendation</li><li>Priority Service</li></ol>	<b>P80,000.00</b>
<b>B. Voice Mail System for Panasonic KX-TDA100D PABX:</b> <ol style="list-style-type: none"><li>Initial Documentation/Gather Data</li><li>Assemble &amp; Mounting Voice Processing System</li><li>Installation of Hybrid Card for the PABX System</li><li>Termination</li><li>Programming and Configuration</li><li>Policy &amp; Limitation Set-up</li><li>Testing &amp; Commissioning</li><li>Final documentation, training and turn over.</li><li>Replacement of PABX battery – 1 set</li></ol>	<b>P144,000.00</b>
<b>C. Supply and Delivery of Telephones:</b> <ol style="list-style-type: none"><li>KX-DT543 black 3-line Digital Proprietary Phone with display – <b><u>3 units</u></b></li><li>KX-T7703X black telephone with display – <b><u>3 units</u></b></li></ol>	<b>P26,000.00</b>
<b>GRAND TOTAL:</b>	<b>P 250,000.00</b>

### II. OTHER TERMS

- The contractor shall be responsible to restore any damage/s to NDC or any other properties incurred during work.
- The contractor shall maintain the cleanliness of the surroundings after undertaking the work.
- The contractor shall provide all necessary accessories, usage of tools, and equipment to complete the work.

**Approved Budget** : ₱ 250,000.00 (VAT Inclusive)

**Submission of Quotation and Eligibility Requirements** : May 16, 2022

**Mode of Procurement** : Small Value Procurement

**Eligibility Requirements :**

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2021 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

**BIDS AND AWARDS COMMITTEE**

National Development Company  
7/F NDC Building, 116 Tordesillas St.  
Salcedo Village, Makati City  
Fax: 8840-4862  
Attention: BAC Secretariat

Reference Number: MR22-05-058

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

- 1. Terms of Payment: For Item I.A:** Preventive Maintenance Service payment shall be made upon completion of every service (quarterly over a period of 1year) and submission of a service report witnessed and signed by NDC's Authorized Personnel.  
**For Item I.B & C:** Payment shall be made upon completion of the project and upon issuance by the National Development Company (NDC) of a certificate of completion.
- 2. Delivery Period:** One (1) year of preventive maintenance done on a quarterly basis; Fifteen (15) calendar days for the installation of a Voice Mail System & supply of Telephone Units from receipt of the Notice to Proceed.
- 3. Warranty:** One (1) year service warranty against defects in materials and poor workmanship

**(SIGNED)**

**AGM SATURNINO H. MEJIA**

Chairperson, Bids and Awards Committee