REQUEST FOR QUOTATION

REFERENCE NO.: **MR25-11-140**

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE PRIVATE AUTOMATIC BRANCH EXCHANGE (PABX) OF THE NATIONAL DEVELOPMENT COMPANY, INCLUDING SUPPLY OF DIGITAL PHONES:**

SCOPE OF WORK:

I. OBJECTIVE:

To provide preventive maintenance, corrective, and predictive strategies to ensure the continuous and reliable operation of NDC's PABX System, aiming to minimize downtime, prevent issues, and extend the lifespan of the system through activities like software updates, hardware checks, power surge protection, and monitoring network stability.

II. SCOPE OF WORK:

A. Monthly Preventive Maintenance of the NEC SL2100:

A.1. The preventive maintenance services shall include a monthly visit by a technically equipped personnel of the service provider. It shall include, but not limited to the following activities:

a. Diagnostic read-out of possible errors and failures encountered for the past month;
b. Testing of battery voltage and power supplies;
c. Visual check-up of MDF cables (PABX equipment wiring) for possible loose connection;
d. Testing of all local lines and outside lines at the Main Telephone Terminal cabinet; and
e. Submit to NDC a report on the result of the preventive maintenance undertaken, including the recommendations, if any.

A.2. Time and Support Availability:

Regular and on-call services shall be available from Mondays to Fridays, 8:00 AM to 5:00 PM and on Saturdays, 8:00 AM to 12:00 NN.

A.3. Remote Checking and Troubleshooting:

a. Response Time: Within One (1) hour from the time the issue is reported.
b. Service Description: Upon notification of an issue, a technician will remotely access the NEC SL2100 system to perform initial diagnostics, check system status, and attempt to resolve the problem through remote troubleshooting.

A.4. On-Site Deployment:

a. Deployment Time: Within one business day of receiving the service report indicating that on-site support is necessary.

b. Service Description: After remote diagnostics, if the issue cannot be resolved remotely, an on-site technician will be dispatched to address the issue in person.
c. Expected Outcome: Full resolution of the issue upon technician's visit or identification of any additional parts or actions required to complete the repair.

A.5. Guaranteed Spare Parts Two-Hour Response

a. The supplier shall maintain adequate spare parts of the equipment covered by the monthly preventive maintenance activity. Should there be a need for replacement parts to correct system failure, it shall temporarily provide at no cost the required parts to ensure the continuous normal operation of the system.
b. If the spare parts are not readily available, the supplier shall provide a similar and/or better replacement of the said item(s).
c. The supplier shall submit to NDC the quotation/proposal for the required part/s to be replaced within seven (7) calendar days.
d. The supplier shall guaranty a two-hour response time to replace the required parts upon availability.

A.6. Programming Services

This will be rendered free-of-charge per preventive maintenance visit (if necessary):
a. Installation and programming of additional locals or trunk lines;
b. Reprogramming of local number assignment;
c. Reprogramming of class of restrictions (for incoming and outgoing calls);
d. Reprogramming of class of service (for NDD, IDD access); and
e. Relocation of locals.

A.7. List of Equipment Covered by Preventive Maintenance

Model Number	Code	Qty	Description
SL2100	**Main Unit:**		
	NEC-BE116493	3	NEC SL2100 IP7WW – 4KSU – C1
	NEC-BE116499	1	NEC SL2100 IP7WW – CPU – C1
	NEC-BE116500	1	NEC SL2100 SYSTEM IP7WW – VOIPDB – C1
	NEC-BE120716	1	NEC SL2100 SYSTEM IP7WW – EXIFB – C2
	NEC-BE116504	2	NEC SL2100 SYSTEM IP7WW – EXIFE – C1
	Expansion Cards:		
	NEC-BE116505	4	NEC SL2100 IP7WW-308U-A1
	NEC-BE116507	8	NEC SL2100 SYSTEM IP7WW-008U-C1
	Telephone Station:		
	NEC-BE116514	1	NEC SL2100 SYSTEM IP7WW-24XH-A1 TEL (BK)
	NEC-BE116518	1	NEC SL2100 SYSTEM IP7WW-60D DSS-A1 CONSOLE (BK)
	NEC-BE117876	10	NEC ITX-1615-1W (BK) TEL GT210 SIP PHONE

	AT40	20	
	Licenses:		
	NEC-BE116746	16	NEC SL2100 SYSTEM IP EXT-01 LICENSE

B. Supply of Twenty (20) Units of Digital Phones

Item No.	Description	Model	Qty
1	NEC 12 Keys, Hybrid (4W) Multi-Line Terminal (Black)	BE116513, IP7WW-12TXH-A1 TEL(BK)	20 units
2	Programming service fee	-	1 lot

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is Two Hundred Thirty-Seven Thousand One Hundred Ninety Pesos (₱ 237,190.00), inclusive of all applicable taxes, broken down as follows:

Item No.	Description	Model	Qty	Unit Cost	Amount
1	Monthly Preventive Maintenance	NEC SL2100	12 months	₱ 7,500.00	₱ 90,000.00
2	NEC 12 Keys, Hybrid (4W) Multi-Line Terminal (Black)	BE116513, IP7WW-12TXH-A1 TEL(BK)	20 units	6,000.00	120,000.00
3	Programming service fee (for the new units of Digital Phones)	-	1 lot	₱ 27,190.00	₱ 27,190.00
				Total Amount	₱ 237,190.00

IV. OTHER TERMS

1. The supplier shall be responsible to restore any damage/s to NDC or any other properties incurred during work;
2. The supplier shall maintain the cleanliness of the job site surroundings after undertaking the works; and
3. The supplier shall provide all necessary accessories, usage of tools and equipment to complete the work.
4. The winning bidder shall provide performance security and warranty security as required by R.A. 12009.

Approved Budget : ₱237,190.00 (VAT Inclusive)

Submission of Quotation and Eligibility Requirements : December 15, 2025

Mode of Procurement : Small Value Procurement (34.1)

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Number (certified true copy)
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

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: 840-4862
Attention: BAC Secretariat

Reference Number**:** **MR25-11-140**

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

1. Terms of Payment - For item II-A, payment shall be upon completion of the preventive maintenance activity and submission of all necessary reports and invoice.

   For item II-B, payment shall be upon complete delivery of the units and submission of all necessary reports and invoice.

2. Delivery Period - For item II-A – one (1) year
   For item II-B – thirty (30) calendar days

3. Warranty - For item II-B – One (1) year warranty against defects and poor workmanship.

(SIGNED)
AGM LEOPOLDO JOHN F. ACOT
Chairperson, Bids and Awards Committee