



## REQUEST FOR PROPOSAL (RFP)

The National Housing Authority (NHA) Region II & CAR 2, through its Regional Office Bids and Awards Committee (ROBAC), intends to procure telecommunication service provider which will be undertaken through Small Value Procurements in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of RA 9184 for the contact

<b>Name of Project</b>	<b>Ref. No. NHAR2CAR2-ROBAC-GOODS-2022-001:</b> Procurement of Mobile Postpaid Lines for Region II & CAR 2 Office
<b>Brief Description</b>	Telecommunication Service Provider
<b>Location</b>	#24 Dalan na Pappabalo cor. Matunung, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan
<b>Approved Budget for the Contract (ABC)</b>	144,000.00
<b>Source of Fund</b>	Corporate Receipts
<b>Contract Duration</b>	Two (2) years

Interested Service Provider/s are required to submit in three (3) sets certified true copies of the following documents, together with the accomplished proposal:

- a. Mayor's/Business Permit including the Official Receipt;
- b. PhilGEPS Registration Number; and
- c. Notarized Omnibus Sworn Statement

Award of contract shall be made to the lowest quotation which complies with the items description. The Service Provider's offer or quote above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Quotations may be submitted manually at the Region II & CAR 2 Office, #24 Dalan na Pappabalo cor. Matunung, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan or through email on or before July 29, 2022 not later than 4:00 pm at the email address indicated below.

For any clarification, you may contact Engr. Rofelie M. Balagat at CP# 0917-534-4875 and email address at [robacsecretariat.nhar2car2@gmail.com](mailto:robacsecretariat.nhar2car2@gmail.com).

The NHA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

**ENGR. JOCELYN S. SUNICO**  
Chairperson, ROBAC

YOUR PROPOSAL					
Summary of Approved Budget			Offered Quotation		
Item	Qty.	Total Price	Item	Qty.	Total Price (inclusive of VAT)
Procurement of services for mobile phone system as follows	1 lot				
<b>INCLUSIONS</b>					
1. Customized Plan Packages					
a. Plan includes unlimited calls, unlimited texts to all mobile networks and unlimited nationwide calls to landline;					
b. Additional packages may include but not limited to the following:					
b.1. With mobile data allocation for all Plans (at least 30 GB for the base plan, 1999)					
b.2. With handset (iPhones of choices by officials)					
b.3. Free sim card and free replacement					
b.4. With roaming services – upon request					
b.5. Allow private/vanity number to all Plans					
b.6. Capable of broadcasting change of phone number					
b.7. Provide five (5) stand-by mobile units for emergency use (iPhones)					
<b>See attached Terms and Conditions</b>					
<b>Mobile Privileges as follows:</b>					
Regional Manager – 3,000.00					
Division Manager – 2,000.00					

**OTHER TERMS AND CONDITIONS**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a *period of thirty (30) calendar days* from the date of submission.
4. Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of the contract shall be made to the lowest 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.
7. 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.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NHA shall adopt and employ "draw lots" as the tie-breaking method to finally determined the single winning provider in accordance with GPPB Circular 06-2005.
9. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
10. The NHA shall have the right to inspect and/or test the goods to confirm their conformity with the technical specifications.
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of goods not delivered within the prescribed delivery period shall be imposed per day of delay. The NHA shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent 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

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Company Name

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Company Address

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TIN No.

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Office Telephone No./Fax No.

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Mobile Phone No.

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Email address/es

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PhilGEPS Registration No.



## **TERMS OF REFERENCE**

### **PROCUREMENT OF MOBILE POSTPAID LINES FOR REGION II & CAR 2 OFFICE**

#### **I. GENERAL INFORMATION**

As a result of the recent pandemic, the National Housing Authority Region II & CAR 2 has shifted from the usual face-to-face approach to the use of mobile and virtual communications for its regular meetings/seminars/transactions. Also, in response to the recent management's call to impose austerity measures, heads of offices in Region II & CAR 2 are encouraged to attend meetings/seminars via virtual videoconferencing in lieu of face to face scheme unless their physical presence are necessary. Thus, the procurement of services of mobile company shall ensure the continuous operation of the Regional Office and the provision of its services to its partner LGUs, agencies, stakeholders, and beneficiaries.

#### **II. OBJECTIVE**

The objective of this Terms of Reference (TOR) is to determine the most effective service provider that can cater the best plan packages for the managers and officers of the National Housing Authority Region II & CAR 2 Office.

#### **III. INCLUSIONS**

##### **1. Customized Plan Packages**

- a. Plan includes unlimited calls and texts to all mobile networks and unlimited nationwide calls to landline;
- b. Additional packages may include but not limited to the following:
  - b.1. With mobile data allocation for all Plans (at least 30 GB for the base plan, 1,999)
  - b.2. With handset (iPhones of choices by officials)
  - b.3. Free sim card and free replacement
  - b.4. With roaming services – upon request
  - b.5. Allow private/vanity number to all Plans
  - b.6. Capable of broadcasting change of phone number
  - b.7. Provide five (5) stand-by mobile units for emergency use (iPhones of choices by officials)

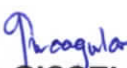
#### **IV. TERMS AND CONDITIONS**

1. Delivery of services, required accessories and free items (mobile units) shall commence within seven (7) calendar days upon receipt of Notice to Proceed (NTP).

- a. Accessories and free mobile units shall be in good condition. Inspection period of units and services shall be within 10 (10) working days from date of delivery. The contract shall be for a period of two (2) years renewable for another Two (2) years subject to a very satisfactory performance by the service provider;
- b. Remittance of payments of monthly dues shall be within 30-40 working days from receipt of the Statement of Accounts;
- c. Plan packages of contracted postpaid lines shall apply to incoming applications for new/additional lines; and
- d. Option to amortize the cash-out of the mobile units at 0% interest.

For succeeding additional lines, the free handset to be issued shall be the latest equivalent or higher model, if the existing handset offered has reached its end-of-life.


2. Delivery of Statement of Accounts should be on the first (1<sup>st</sup>) week after the cut-off of billing period;
3. Grace period of up to 60 days before suspension of mobile services for unpaid accounts due to delays in payment caused by unforeseen events reckoned on (1) day after the due date;
4. Centralized billing system and provide access to electronic Statement of Account;
5. After-Sales Service/Maintenance Warranty
  - a. With dedicated account manager to handle the NHA accounts and to provide assistance on a 24/7 basis;
  - b. During the warranty period, defective handset delivered shall be replaced/repared within reasonable time;
  - c. Pick-up of defective handset shall be within 1-2 working days from date of reporting. If within the warranty period the reported defective/damaged handset is found to be on account of User's negligence, misuse, abuse, and/or unauthorized alteration/repair. The cost of repair shall be charged to NHA. Otherwise, the repair cost shall be free of charge.

  
**GIANINA GISSEL G. AGUILAR**  
Administrative Services Officer B,  
Region II & CAR 2 Office

Recommending Approval:

  
**CHARITA S. RASAY**  
Division Manager A,  
Region II & CAR 2 Office

Approved:

  
**ENGR. FERDINAND C. SALES**  
Acting Regional Manager, Region II & CAR 2 Office  
District Manager, INVIQ District Office

## Omnibus Sworn Statement

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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]*