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Project Management Office: 2/F, Damosa Business Center, Damosa Complex, Anglionto Ave., Lanang, Davao City 8000 Philippines Tel: (63-82) 234-7720 Fax: (63-82) 234-8937 E-mail: gem@mindanao.org

# COMPUTER LITERACY AND INTERNET CONNECTION (CLIC) PROGRAM
# REQUEST FOR QUOTATION (RFQ)
## Provision of Internet Connection – Standard CLIC/ SAF No. 357

**To :** Interested Internet Service Providers **Date:** **April 24, 2009**

**From: Ester R. Pura** **No. of Pages: 7**
Contracts Manager

1. The Louis Berger Group, Inc. (LBGI), the U.S. firm contracted by the United States Agency for International Development (USAID) to implement the 5-year Growth with Equity in Mindanao-3 (GEM-3) Program, is inviting interested and qualified Internet Service Providers to submit price quotation relative to the provision of internet connection to **three (3)** high schools in the Autonomous Region in Muslim Mindanao and other Conflict Affected Areas in Mindanao.

2. The GEM Program has a Workforce Preparation component which is the Computer Literacy and Internet Connection (CLIC) Program. The CLIC program is an education initiative which integrates the use of internet and computers into the programs of the schools. Prospective Internet Service Providers are advised to carefully review and evaluate technical specifications and installation schedule per school.

3. **Interested firms should accomplish the request for quotation by filling-up the price offer for internet connection. Price quotations are to be submitted based on "CIF Site" (specific school) using the format provided in pages 4 to 5. Firms are cautioned that it should only offer to connect school that can be realistically accomplished within the prescribed installation date where the provider's representative will be onsite. Firms must also indicate equipment availability and confirm feasibility of the proposed installation schedule.**

4. Product specifications and services are indicated in page 3 and shall be completed based on the installation schedule or as may be amended. The selected firm may only claim and be authorized payment for each completed installation and after one week observation period to make sure that the internet connection is working.

5. LBGI shall not in any way be obligated to accept the lowest price quotation, or any low price quotation.

6. LBGI reserves the right to reject any firm without offering any reason, to waive any defect or informality therein, and to award to any firm whose quote is deemed most advantageous to the GEM Program, without incurring any liability whatsoever to the losing firm or firms who will be adversely affected by such award or rejection. LBGI assumes no obligation for whatever expenses or losses that may be incurred by any firm in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

7. Interested firms are strongly recommended to visit and examine the school site and its surroundings and obtain for themselves all information that may be necessary for preparing the Request for Quotation. The cost of visiting the site shall be at the firms' own expense.

8. LBGI shall follow the U.S. Government procurement procedures in selecting the winning firm. LBGI will award Firm Fixed-Price Purchase Order with no provision for price increase. Only the LBGI Contracts Manager is authorized to negotiate with the firm and/or agree to any changes in the Purchase Order terms including adjustment in delivery dates.

9. **In the event that the selected firm fails to deliver or perform services with the agreed delivery schedule, liquidated damages shall be imposed to the firm, for default and not as a penalty, equivalent to one half (1/2) of one percent (1%) of the total cost per school for each calendar day of delay, until the work is completed and accepted or taken over by the CLIC Program Technical Representative. The LBGI Contracts Manager may deduct liquidated damages from payments due to the firm, but payment of liquidated damages does not affect the firm's responsibilities under the Purchase Order. The amount of liquidated damages to be paid by the firm shall not exceed 15% of the total Purchase Price. FAR clause 52.211-11 Liquidated Damages will be incorporated in the Purchase Order and shall be enforced in the event of default or delays or non-performance.**

10. Any inquiries should be addressed to Ms. Edcelle Evangelio through email add: edcelle@mindanao.org or through fax no. (082) 234-8937. Technical queries will be forwarded to the CLIC Technical Representative and addressed appropriately.

11. Under the bilateral agreement between USAID/Philippines and the Government of the Philippines (GOP), development assistance funds are exempt from taxes. As such, USAID does not finance any identifiable host country taxes. The GOP has a Value Added Tax (VAT) of 12% that it levies on all commercial transactions and this is not allowable cost under this procurement. To obtain the tax exemption at point of sale, LBGI will provide the tax exemption certificate upon awarding of the Purchase Order.

12. In view of the urgent nature of this procurement, firms' response must be received no later than **May 5, 2009 (Tuesday)** at the GEM-3 Program Management Office, 2/F Damosa Business Center, Damosa Complex, Angliongto Avenue, Lanang, 8000 Davao City. Responses may be sent via fax no. (082) 234-8937, Attention: Ms. Edcelle Evangelio.

13. **Responding firms must sign the certification below as part of their submission. Non-compliance shall render their submission non-responsive:**

Attest: (Name/Designation & Signature) _____

**To the GEM Program:** The indicated prices constitute our offer, which is good for the period **May 25, 2009**. By our offer, we also certify that no commission, rebates, gratuity shall be paid to any member of the GEM Program contractor, its counterparts or any implementing agency, and such act will disqualify us from this and any procurement action under the GEM Program.

## Product and Technical Specifications for the Provision of Internet Connection under GEM3's Computer Literacy and Internet Connection (CLIC) Program

**School Locations:**

1) Magnaga NHS, Magnaga, Pantukan, Compostela Valley
2) Limbaan NHS, Purok 3, Limbaan, New Corella, Davao del Norte
3) La Filipina NHS, La Filipina, Tagum City, Davao del Norte

Replacement school:

1) Kalawit NHS, Poblacion, Kalawit, Zamboanga del Norte
2) Anibongan NHS-Libay-Libay Annex, Libay-Libay, Maco, Compostela Valley

**Technical Specifications for products & services:**

1. **Minimum acceptable bandwidth at the school site – (i) for VSAT-based internet at least 512 Kbps (burstible upload and download stream) with 12 Kbps minimum CIR and should include APC 600VA UPS or its equivalent; (ii) for fixed wireless broadband at least 488 Kbps with 32 Kbps minimum CIR; (iii) for mobile wireless broadband at least 512 Kbps (burstible); and (iv) for DSL connection at least 512 Kbps with 32 Kbps minimum CIR;**

2. **Networkability – bandwidth must be networkable to at least 10 computer workstations** with acceptable speeds to support basic data services;

3. **Managed Internet Service** – must demonstrate the ability to provide: (i) technical support mechanisms to monitor the health and performance of the internet connections in the schools and a hotline or on-site support facility to resolve Internet problems *in situ*; and (ii) localized and accessible payment centers and systematic billing systems to ensure the provision of uninterrupted internet access at the schools and to facilitate the payments of monthly subscription fees by the school Parent-Teacher Community Associations (PTCA). ***Please note that the GEM Program will be responsible for all expenses pertaining to the installation cost and the first 12 months of the schools' internet access. From the 2nd year and onward, PTCAs will be responsible for the payment of monthly internet fees;***

4. **Written specific step-by-step description of technical support with contact details (should indicate a technical staff/team located in a major city near the schools included in this RFQ);**

5. Written description of how the firm will ensure that the product/service is installed at the school site on-time;

6. ISP must indicate the monthly rate for the 2nd year and 3rd year and commit not to increase the monthly rate up to 2nd or 3rd year;

7. **For ISPs requiring mast/pole, the following should be the minimum specifications of mast/pole: a) Guy Wire or Tie Wire – size 5/8mm; b) Turn Buckle – size 5/8mm; c) Lightning Arrester – Solid Copper not Copper coated only; d) Grounding Cable; e) GI Pipe G40 (diameter 2") – for 50ft and below; f) GI Pipe G40 (diameter 3" for the 1st 50 ft, 2.5" for over 50 ft; and g) Base support of pole tower must be secured or must have a platform; and**

8. Mast/pole or reflector should be reasonably located in such a way that it considers the ff:

    a. Risk of accident or injury to students, teachers and staff of the school;
    b. Removal of vegetation, if any. Damage/destruction of existing local facilities or structures, if any.

## BILL OF PARTICULARS

RFQ Title: **Provision of Internet Access to Three (3) High Schools in the CAAM**
RFQ Date: **April 24, 2009**

| | Name of School and Location | Type of Internet Access & Bandwidth Offered | Charges (Exclusive of VAT) | | | | VAT Charges | Total Charges (Php) | | Installation Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | A | B | C | D | | | | |
| | | | One Time Cost (if applicable) | Monthly Recurring Rate (MRR) | 1 year MRR (Bx12 months) | Other Fees (if applicable) | | VAT Exclusive (A+C+D) | VAT Inclusive (A+C+D+VAT charges) | |
| 1 | Magnaga NHS, Magnaga, Pantukan, Compostela Valley | | | | | | | | | 20-May-09 |
| 2 | Limbaan NHS, Purok 3, Limbaan, New Corella, Davao del Norte | | | | | | | | | 21-May-09 |
| 3 | La Filipina NHS, La Filipina, Tagum City, Davao del Norte | | | | | | | | | 19-May-09 |
| | | | | TOTAL PROJECT COST | | | | | | |

## BILL OF PARTICULARS -REPLACEMENT (BUFFER)

RFQ Title: **Provision of Internet Access to Three (3) High Schools in the ARMM and CAAM**
RFQ Date: **April 24, 2009**

| | Name of School and Location | Type of Internet Access & Bandwidth Offered | Charges (Exclusive of VAT) | | | | VAT Charges | Total Charges (Php) | | Installation Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | A | B | C | D | | | | |
| | | | One Time Cost (if applicable) | Monthly Recurring Rate (MRR) | 1 year MRR (Bx12 months) | Other Fees (if applicable) | | VAT Exclusive (A+C+D) | VAT Inclusive (A+C+D+VAT charges) | |
| 1 | Kalawit NHS, Poblacion, Kalawit, Zamboanga del Norte | | | | | | | | | TBD |
| 2 | Anibongan NHS Libay-libay Annex, Libay-Libay, Maco, Compostela Valley | | | | | | | | | TBD |
| | | | | TOTAL PROJECT COST | | | | | | |

***Sample Purchase Order***

**(The Louis Berger Group, (Philippines) Inc.**

**Growth with Equity in Mindanao (GEM) 3 Program**

2nd Floor,Damosa Business Center, Damosa Complex, Angliongto Ave., Lanang, Davao City, 8000 Philippines

Tel. # (63-82) 234-7720 ; Fax # (63-82) 234-3060

# *SPECIAL ACTIVITY FUND (SAF) PURCHASE ORDER*

To: _____
Address: _____
Tel. No.: _____
Fax No.: _____

**P.O. No.:** _____
Date: _____
Terms: CIF Site

Provide the following goods/services per proposal:

| QTY. | Unit | Particulars | Unit Cost | Amount |
|---|---|---|---|---|
| 1 | Lumpsum | **One time internet installation cost for ___schools (school should be connected and the subcontractor/provider representative be onsite on the prescribed date as indicated below):** | | |
| | | **Name of Schools** | | |
| 1 | Lump Sum | **Monthly recurring charge for 1 year at Php_____ per month** | | |
| 1 | Lump Sum | **Other Fees (Delivery Cost)** | | |
| | | Specifications: | | |
| | | 1. Bandwidth: | | |
| | | 2. One year warranty on transmission medium/equipment | | |
| | | 3. Availablity of technical support via 24/7 helpdesk & field-based technical engineers | | |
| | | | | |
| | | *- Nothing Follows -* | | |
| | | **TOTAL (NET OF VAT)** | **Pesos** | **-** |

**This is to certify that none of the SAF budget line item(s) amounts (as may be amended) have or will be exceeded in this purchase request.**

| **Prepared by:** | **Recommended:** | **Cleared:** | **Approved:** |
|---|---|---|---|
| **Edcelle P. Evangelio**<br>Contracts Specialist | **Emma G. Salmani**<br>Program Manager-Workforce preparation & Governance | **Ana Lea B. Masiga**<br>SAF Activity Manager | **Ester R. Pura**<br>Program Manager-Contracts & Admin |

**Terms and Conditions:**

1.) By accepting this Purchase Order, Supplier hereby certifies that it has not, nor shall, in the course of this procurement action, paid, nor offered to pay any commissions, favors or any gratuities to any staff of The Louis Berger Group, Inc., its subcontractors or program counterparts. And that any violation of this certification will result in debarment of the Supplier from future GEM procurement activities.
2.) Contractor must conform to all USAID prescribed procurement regulations., e.g. rules on countery of manufcture, licenses for software and others.
3.) Approval of PO covers only the list and quantity of items to be purchased or scope of work to be done as described.
4.) Original PO must be accepted and attached for processing of payment.

Accepted by: _____ Date: _____

**NOTE: GEM-PMO Check Releases - Wednesday & Friday, 1:30 to 4:00PM**

**REMARKS:** **1)Mode of Payment: 100% of the total contract price upon LBG acceptance of the commisioned work; 2) Work shall be subject to a one week observation period of the internet connection before any recommendation for payment is made 3)Work completed beyond agreed schedule shall be subject to liquidated damages (FAR 52.211-11) equivalent to 1/2 of 1% of the total Purchase Price per school for each calendar day of delay until the work is completed and accepted by LBGI; 4) LBGI may terminate this Purchase Order wholly or partially pursuant to FAR Clause 52.249-4 which is incorporated by reference in this Purchase Order; 5) The internet service provider must inform the CLIC Technical office of problems encountered with the schools and 6) The internet service provider must provide the school with an advance notice of renewal of contract at least 3 months prior to the contract expiration for which GEM has paid and must provide a copy of the notification to the GEM Program; 7) The ISP must commit not to increase its indicated monthly recurring rate in the 2nd or 3rd year and 8) All payments under this PO are exclusive of 12% Value Added Tax (VAT) . See Annex B f**

**Delivery Date:** _____ **Delivery Point:** _____

**Items to be Received by:** **Only _____ or his designee shall accept the subcontractor/provider's work if these conform to the required specifications, and on behalf of the Louis Berger Group, Inc. as a condition for final payment.**

**CLIN # - TYPE OF SAF - SAF NO:** _____

**TITLE OF THE ACTIVITY:** _____

This Purchase Order consist of this cover page, Annex A (FAR clauses incorporated by reference). This purchase Order may only be amended by written instrument signed by each party

## CONTRACT CLAUSES INCORPORATED BY REFERENCE

### 1.0 FAR CLAUSES INCORPORATED BY REFERENCE

The following contract Clauses pertinent to this section are hereby incorporated by reference in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE." See FAR 52.252-2 for an internet address (if specified) for electronic access to the full context of a clause. Reference to "Government" shall heretofore refer to "The Louis Berger Group, Inc. or LBGI," and reference to the "Contractor" shall refer to "_____."

**Fixed-Price Service Contract**

52.202-1 Definitions
52.203-3 Gratuities
52.203-7 Anti-Kickback Procedures
52.211-11 Liquidated Damages, Supplies, Services, or Research and Development
52.232-1 Payments
52.237-1 Site Visit
52.243-7 Notification of Changes
52.246-4 Inspection of Services- Fixed-Price
52.246-20 Warranty of Services
52.249-4 Termination for Convenience of the Government (Services) (Short Form)
52.249-8 Default (Fixed-Price Supply and Service)
52.252-2 Clauses Incorporated by Reference