



Republic of the Philippines  
Department of Health

## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

Name of the Procuring Entity: Department of Health

Name of the Project: **PROCUREMENT OF PRIMARY LINK INTERNET SERVICE  
PROVIDER FOR PBC BUILDING**

Project Site: Philippine Blood Center Building, Lung Center Compound, Quezon Ave., Quezon City  
SVP No. **2023-025**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address

Please submit your lowest price quotation on the lot listed below duly signed by your representative not later than **27 September 2023; 9:00 A.M.**, Ground Floor, Building No. 6, Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila:

| Lot No. | Particular  | Quantity | Unit | Total Approved Budget for the Contract (PhP) |
|---------|---|----------|------|--|
| 1       | Primary Link Internet Service Provider for PBC Building | 1        | Lot  | 734,640.00                                   |

**Your quotation is subject to the following General Conditions:**

- Price validity shall be for a period of Ninety (90) calendar days from the Opening of Bids.**
- Project Duration:** Twelve (12) months upon receipt of the approved Contract/Purchase Order
- Date of Delivery:** Thirty (30) calendar days from the receipt of approved Purchase Order/Contract
- Delivery Site:** Philippine Blood Center Building, Lung Center Compound, Quezon Avenue, Quezon City
- Terms of Payment:** Monthly Basis (upon receipt of monthly billing)
- Bidders are entitled to one (1) bid only, otherwise, all bids made shall automatically be rejected.**
- The prospective bidder shall submit three (3) sets of true copies of the original certified as such by the bidder or his authorized signatory of the following requirements arranged, numbered and tabbed in a sealed envelope:**
  - Duly accomplished and signed Price Quotation inclusive of all taxes;
  - Duly accomplished and signed Technical Specifications using the attached form;

**NOTE: The supplier shall indicate the page(s) where the specific technical data in each technical specification can be found and attach these documents referred to with this form.**

**NOTE: In case of award, kindly send a soft copy of technical specification being offered (Word & PDF format) to this email address: [cobacc@doh.gov.ph](mailto:cobacc@doh.gov.ph)**

- c. Duly signed Schedule of Requirements using the attached form including the duly signed Terms of Reference;
- d. Mayor's/ Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA9184) **together with corresponding copy of the receipt of payment of the said permit;**
- e. PhilGEPS Registration Number;
- f. Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable);
- g. Omnibus Sworn Statement using the attached form;
- h. Duly notarized authority of the signatory using the attached form, whichever is applicable:
  1. Secretary's Certificate (i.e. corporation; joint venture agreement); or
  2. Special Power of Attorney (i.e. sole proprietor, partnership); or
  3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate/Valid PhilGEPS Platinum Certificate.

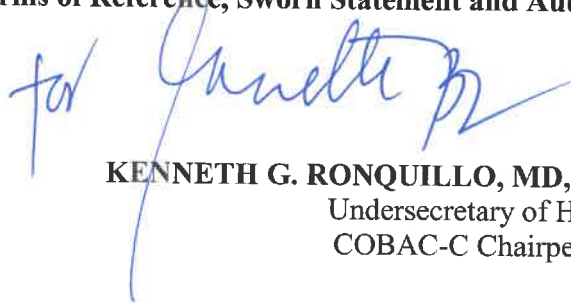
**NOTE: Bidders may submit their bid proposal on or before *27 September 2023, 9:00 AM.* to the COBAC-C Secretariat through any of the following options:**

1. In printed copy to be submitted at the *G/F, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila;* or
2. In soft copy via e-mail to [cobacc@doh.gov.ph](mailto:cobacc@doh.gov.ph) provided that it complies with the following condition:
  - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Request for Quotation in compressed archive folders pursuant to *GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184;*
  - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
  - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
  - iv. *For electronic bid submission, the password for accessing the Request for Quotation will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 Revised IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Request for Quotation not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 Revised IRR of RA No. 9184)*

Further, once the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

**Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements, Terms of Reference, Sworn Statement and Authority of the Signatory Forms.**

for 

**KENNETH G. RONQUILLO, MD, MPH, CESO III**  
Undersecretary of Health  
COBAC-C Chairperson

## ELIGIBILITY REQUIREMENTS CHECKLIST

### PROCUREMENT OF PRIMARY LINK INTERNET SERVICE PROVIDER FOR PBC BUILDING SVP No. 2023-025

| ITEM NO. | REQUIREMENTS  |
|----------|---|
| A.       | Duly accomplished and signed Price Quotation inclusive of all taxes;  |
| B        | <p>Duly accomplished and signed Technical Specifications using the attached form</p> <p>B.1 Technical Documents. Any proof of Documents (Brochure/Certification) that include the following information</p> <p style="padding-left: 40px;">a. Technical proposal to include the following information:</p> <p style="padding-left: 80px;">a1. Type of Company whether an ISP-Telco, ISP. If only an ISP indicate partner TelCo</p> <p style="padding-left: 80px;">a2. Access speed to Internet Backbone Hub. Type of lease line.</p> <p style="padding-left: 80px;">a3. Bandwidth to be provided.</p> <p style="padding-left: 80px;">a4. Network monitoring and provision of information thereof to DOH</p> <p style="padding-left: 80px;">a5. Local connections</p> <p style="padding-left: 80px;">a6. Point of presence</p> <p style="padding-left: 80px;">a7. Regional presence</p> <p style="padding-left: 80px;">a8. Specification of router to be supplied to PBC Building</p> <p style="padding-left: 80px;">a9. Special package or value-added services to be provided, if any.</p> <p>B.2 Certified true copy of an NTC permit or license to operate;</p> <p>B.3 Certification to supply the services in full and on time</p> <p>B.4 List of at least 3 technical support staff with CV indicating details on qualifications such as education, training certificate, Certificate of Employment and related experience that will be assigned to provide technical support to DOH.</p> <p>B.5 Detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from Data Center up to the last mile, and network diagram</p> <p>B.6 Company Profile</p> <p>B.7 Certification of 99.5% target service availability</p> <p>B.8 Service Level Agreement</p> <p>B.9 Rebates</p> |
| C        | Duly signed Schedule of Requirements using the attached form including the duly signed Terms of Reference;  |
| D        | Mayor's / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Executive Economic zones or areas (2016 Revised IRR of RA9184) together with corresponding copy of the receipt of payment of the said permit;  |
| E        | PhilGEPS Registration Number;   |
| F        | Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable);  |
| G        | Omnibus Sworn Statement;  |

|   |  |
|---|--|
| H | <p>Duly notarized authority of the signatory using the attached form, whichever is applicable:</p> <ol style="list-style-type: none"><li>1. Secretary's Certificate (i.e. corporation; joint venture agreement); or</li><li>2. Special Power of Attorney (i.e. sole proprietor, partnership); or</li><li>3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate/Valid PhilGEPS Platinum Certificate</li></ol> |
|---|--|

## PRICE QUOTATION

### PROCUREMENT OF PRIMARY LINK INTERNET SERVICE PROVIDER FOR PBC BUILDING SVP No. 2023-025

| Lot No. | Item Description  | Quantity | Unit | Unit Cost (PhP) | Total Cost (PhP) |
|---------|---|----------|------|-----------------|------------------|
| 1       | Primary Link Internet Service Provider for PBC Building | 1        | Lot  |                 |                  |

- Price shall be valid for Ninety (90) calendar days from the Opening of Bids.
- All price offered (unit price and total bid price) inclusive of all taxes must be type or written in indelible ink.

After having carefully read and accepted your conditions, I / We quote you on the item at prices noted above.

\_\_\_\_\_  
Signature over Printed Name  
[date of signing]

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]  
[Name of Company]  
[Complete office address]  
[Telephone No.]  
[Fax No.]  
[Email Address]

## ANNEX "A"

### FINANCIAL PROPOSAL FORM PROCUREMENT OF PRIMARY LINK INTERNET SERVICE PROVIDER FOR PBC BUILDING

Company Name:

Contact Person:

Contact Number:

Email Address:

| Type of Charges                               | Amount |
|---|--------|
| a. One time installation charges              |        |
| b. One time ISP and TelCo connection charges  |        |
| c. Monthly ISP and TelCo subscription charges |        |
| d. Monthly total charges                      |        |
| e. Annual Total Cost                          |        |

Proposal Details:

Please provide a breakdown of all costs associated with the respective charges  
Listed above

Signature:

Date

# Technical Specifications

Republic of the Philippines  
Department of Health

## TECHNICAL SPECIFICATIONS

|                                  |   |          |  |
|----------------------------------|---|----------|--|
| Lot No.                          |   | Quantity |  |
| ABC:                             |   |          |  |
| <b>PURCHASER'S SPECIFICATION</b> | <b>STATEMENT OF COMPLIANCE</b>  |          |  |
|                                  | <p>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. <b><u>Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate.</u></b> A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.</p> |          |  |



# Technical Specifications

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Department of Health  
**TECHNICAL SPECIFICATIONS**

|  |  |                                |       |
|--|--|--------------------------------|-------|
| Lot No. 1  | <b>Primary Link Internet Service Provider for PBC Building</b> | Qty./Unit                      | 1 Lot |
| ABC: PhP734,640.00   |  |                                |       |
| <b>PURCHASER'S SPECIFICATION</b>   |  | <b>STATEMENT OF COMPLIANCE</b> |       |
| <p><b>A. Detailed Technical Specifications:</b></p> <p><b>Scope of Work:</b></p> <ol style="list-style-type: none"> <li>1. Provide a dedicated leased-line (1:1) Internet connection with a CIR of 75 Mbps to the PBC, PD and HTAU that is stable and reliable for a nationwide coverage.</li> <li>2. Provide a brand-new router, capable of monitoring Bandwidth usage for internal IMU monitoring tool, and Border Gateway Protocol capable for peering with other IMU sites in the future. PBC shall manage the router, however the winning bidder shall troubleshoot or replace the router if necessary.</li> <li>3. Provide Ticketing System for every technical issue that will be reported;</li> <li>4. Provide diagnostic reports and updates in case of connection failure;</li> <li>5. Provide monthly report on utilization graphs and/or MRTG tool for monitoring of link quality and bandwidth utilization;</li> <li>6. Provide IPv6 ready and/or compliant connection;</li> <li>7. Provide 24x7 support services;</li> <li>8. Enter into a Service Level Agreement (SLA) with PBC which includes parameters of rebates for nonperformance, etc. and;</li> <li>9. In the event of accidental disconnection/loose connection, the service provider must transfer or fix the connection at no cost to PBC.</li> </ol> |  |                                |       |
| <p><b>B. Expected Deliverables or Outputs:</b></p> <ol style="list-style-type: none"> <li>1. Inception Report, which will include work plan</li> <li>2. Full 75 Mbps leased line connection for Philippine Blood Center Bldg.</li> <li>3. Fully configured Router supporting 75 Mbps Internet connection and with OK Status from Internet Monitoring Tool</li> <li>4. /28 IP Address Space (Block of 5)</li> <li>5. Result of line quality test, 24-hour latency point to point testing.</li> <li>6. Monthly reports of traffics and usage i.e. MRTG report</li> </ol>   |  |                                |       |

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| <p>from IMU to Internet.</p> <p>7. Unlimited Full Internet Access of corporate users via router/firewall.</p> <p>8. List of at least 3 of technical support staff with details on qualifications such as education, training and related experience that will be assigned to provide technical support to PBC</p>  |  |                                |       |
| <p><b>C. Technical Requirements</b></p> <p><b>Internet Connection:</b></p> <p>1. Prospected Bidders must submit detailed work plan specifying installation design, detailed activities, connectivity diagram and timelines. Prospected Bidders are required to conduct site inspection.</p> <p>2. The technical requirements are the following but not limited to these:</p> <ul style="list-style-type: none"> <li>a. Dedicated leased-line (1:1) Internet connection with a CIR of 75 Mbps bandwidth</li> <li>b. Provision, installation and configuration of router for 75 Mbps bandwidth for direct internet connection.</li> <li>c. Configuration of router bandwidth monitoring for internal IMU monitoring tool.</li> <li>d. Provide modem, media converter or similar devices to attain physical connection from IMU firewall to the ISP and to the Internet.</li> <li>e. Provide a /28 public IPv4 address block (Block of 5) for PBC hosting use</li> <li>f. Assessment, Reconfiguration and fine tuning of IMU DNS servers</li> </ul> <p>3. Provide PBC, PD and HTAU network access to the Internet, 24hrs x 7 days a week unlimited access</p> |  |                                |       |
| <p><b>D. Duties and Responsibilities of the Internet Service Provider (ISP):</b></p> <p><b>1. Pre-Installation</b></p> <ul style="list-style-type: none"> <li>a. Provide detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from PBC Office to Service Provider</li> <li>b. Shall coordinate with their TelCo partner and act as its representative. PBC will only deal with the ISP but the</li> </ul>  |  |                                |       |

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| <p>TelCo partner should be transparent to PBC.</p> <p>c. Shall coordinate with PBC with regards to operational issues if any and to the Assistant Secretary for Internal Financial Management Technical Cluster for policy issues through the Director of KMITS</p> <p>d. TelCo bills should be incorporated within the ISP's bill with the appropriate breakdown of their rendered services</p> <p><b>2. Actual Installation</b></p> <p>a. Set up dedicated, 1:1 Internet Connection with the Committed Information Rate (CIR) of 75 Mbps.</p> <p>b. Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem and media converter at both ends of the Internet connections.</p> <p>c. Provide and install a new Router at both ends of the Internet connections.</p> <p>d. Provide internet connectivity directly to IMU Office on 5th Floor Philippine Blood Center Bldg, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard, materials and best practices.</p> <p><b>3. Configuration</b></p> <p>a. Configure modem, media converter or similar devices for dedicated direct internet speed connection;</p> <p>b. Configure router to the equivalent direct Internet connection speed and to support two links for redundancy/fail over;</p> <p>c. Configure the router Internet Connectivity and Monitoring.</p> <p>d. Configure backup router, if any.</p> <p>e. Assign at least /28 public Internet Protocol (IP) Addresses for PBC hosting needs</p> <p><b>4. Testing Period</b></p> <p>a. The ISP shall notify the PBC in writing seven (7) days prior to the required inspection/testing of the internet service connection.</p> <p>b. The acceptance test procedure shall be in accordance with the following:</p> <p>i. The acceptance testing will be undertaken for a</p> |  |                                |       |

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| <p>period of seven (7) days.</p> <p>ii. Direct Internet leased line will have no service interruption during the agreed test period.</p> <p>iii. Direct Internet bandwidth</p> <p>iv. with Committed Information Rate (CIR) of 75 Mbps internet connection is attained 24x7x365</p> <p>v. MRTG should be in place</p> <p>vi. Assignment of at least /28 Public IPV4 subnet</p> <p>vii. The provider must conduct a Bit Error Rate (BER) and or equivalent test for FOC during the testing period to eliminate cyclic redundancy check (CRC) errors and ensure that both links are working</p> <p><b>5. Implementation</b></p> <p>a. Shall maintain all equipment in proper working order.</p> <p>b. Provide an escalation list and procedure in reporting fault and outages.</p> <p>c. Must immediately advice DOH any downtime occurrence or if any case the internet rerouted to a backup link.</p> <p>d. Must have standby equipment to replace immediately the existing equipment used once found defective.</p> <p><b>6. Rebates</b></p> <p>a. Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of DOH should any of the committed parameters mentioned below are not met.</p> <p>b. Should be able to render the following services:</p> <p>i. Availability<br/>Provide 99.5% link uptime in a month.</p> <p>ii. Latency</p> <ul style="list-style-type: none"> <li>• Provide not more than 50 milliseconds average round trip latency from IMU to local ISP port; and</li> <li>• Provide not more than 200 milliseconds average round trip latency from local ISP port to</li> </ul> |  |                                |       |

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|-----------|--|-----------|-------|

ABC: PhP734,640.00

|                                  |                                |
|----------------------------------|--------------------------------|
| <b>PURCHASER'S SPECIFICATION</b> | <b>STATEMENT OF COMPLIANCE</b> |
|----------------------------------|--------------------------------|

US/International port

- c. Render 24 hours x 7 days customer service support
  - i. Support response time, i.e., 30 minutes for emergency tickets for the following categories:
    - Link connection is down
    - Packet loss, variation in latency
    - Routing issue
  - ii. Two (2) hours response time for technical problem that requires on-site services.
- d. Rebate Schedule for Downtime Connection Interruption/Outage

If the interruption is attributable to the ISP, as acknowledged by the ISP's Network Operation Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to the PBC and PD 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: The prospective bidder must fill up the necessary Credit equivalent for each Length of Interruption.

Interruptions of 24 Hours or less

| Length of Interruption | Credit |
|------------------------|--------|
| Less than 30 minutes   |        |
| 30 – 179 minutes       |        |
| 180 – 359 minutes      |        |
| 360 – 539 minutes      |        |
| 540 – 719 minutes      |        |
| 720 – 899 minutes      |        |
| 900 – 1440 minutes     |        |

- e. Must provide backup unit once the Next Generation Firewall is under repair or pull-out.

**7. Maintenance**

- a. Provide a single point of contact for customer support in

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| <b>PURCHASER'S SPECIFICATION</b>   |  | <b>STATEMENT OF COMPLIANCE</b> |       |
| <p>both areas of network connectivity and Internet access;</p> <p>b. Shall respond to request for maintenance at no cost to DOH Center;</p> <p>c. Provide not less than 3 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of PBC;</p> <p>d. Submit monthly access/usage reports to attest compliance to the SLA; and,</p> <p>e. Submit monthly subscription bill to KMITS including MRTG reports and other documents required for payment</p>  |  |                                |       |
| <p><b>E. Qualification of Prospective Internet Service Providers (PISP)</b></p> <p>1. Must have a stable fiber interconnection throughout the Philippines. PISP must own at least two (2) landing stations going to International Landing stations (Internet).</p> <p>2. Must have a digital Fiber Optic Network, covering major points nationwide.</p> <p>3. Must have the capability of Internet connectivity in the Philippines, running at min 800 Mbps</p> <p>4. Must have peering with major ISPs within Metro Manila and remote provinces. The PISP must be connected to Philippines major Internet Exchange (IX) such as but not limited to:</p> <p style="margin-left: 20px;">a. Philippine Open Internet Exchange (PhOpenIX)</p> <p style="margin-left: 20px;">b. Philippine Internet eXchange (PhIX)</p> <p style="margin-left: 20px;">c. Manila Internet Exchange (MIX)</p> <p>5. Must be in the business of primarily supplying internet connections related equipment and peripherals, of providing technical services for the installation of an Internet Connectivity and of providing technical support services on these for at least three (3 years).</p> |  |                                |       |
| <p><b>F. Bidding Requirements:</b></p> <p>1. Technical Documents. Any proof of Documents (Brochure/Certification) that include the following information</p> <p style="margin-left: 20px;">a. Technical proposal to include the following information:</p>   |  |                                |       |

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|           |  |           |       |
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| Lot No. 1 | <b>Primary Link Internet Service Provider for PBC Building</b> | Qty./Unit | 1 Lot |
|-----------|--|-----------|-------|

ABC: PhP734,640.00

**PURCHASER'S SPECIFICATION**

**STATEMENT OF COMPLIANCE**

- a1. Type of Company whether an ISP-Telco, ISP. If only an ISP indicate partner TelCo
- a2. Access speed to Internet Backbone Hub. Type of lease line.
- a3. Bandwidth to be provided.
- a4. Network monitoring and provision of information thereof to DOH
- a5. Local connections
- a6. Point of presence
- a7. Regional presence
- a8. Specification of router to be supplied to PBC Building
- a9. Special package or value-added services to be provided, if any.
- b. Certified true copy of an NTC permit or license to operate;
- c. Certification to supply the services in full and on time
- d. List of at least 3 technical support staff with CV indicating details on qualifications such as education, training certificate, Certificate of Employment and related experience that will be assigned to provide technical support to DOH.

2. The Financial proposal must indicate the following: **(Refer to Annex-A)**

| <b>Type of Charges</b>                        | <b>Amount in Pesos</b> |
|---|------------------------|
| a. One time installation charges              |                        |
| b. One time ISP and Telco connection charges  |                        |
| c. Monthly ISP and Telco subscription charges |                        |
| d. Monthly total charges                      |                        |
| e. Total annual cost                          |                        |

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|           |   |           |       |
|-----------|---|-----------|-------|
| Lot No. 1 | Primary Link Internet Service Provider for<br><b>PBC Building</b> | Qty./Unit | 1 Lot |
|-----------|---|-----------|-------|

ABC: PhP734,640.00

PURCHASER'S SPECIFICATION

STATEMENT OF COMPLIANCE

**G. Additional Requirements in the Technical Specifications form, arranged, numbered, and tabbed as enumerated below:**

- a. Detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from Data Center up to the last mile, and network diagram
- b. Company Profile
- c. Certification of 99.5% target service availability
- d. Service Level Agreement
- e. Rebates

Interruptions of 24 Hours or Less

| Length of Interruption | Credit |
|------------------------|--------|
| Less than 30 minutes   |        |
| 30 – 179 minutes       |        |
| 180 – 359 minutes      |        |
| 360 – 539 minutes      |        |
| 540 – 719 minutes      |        |
| 720 – 899 minutes      |        |
| 900 – 1440 minutes     |        |

Prospective Bidder must fill up the necessary Credit equivalent for each Length Interruption

Signature over Printed Name

*[date of signing]*

In the capacity of

Duly authorized to sign bid for and on behalf of

*:[title or other appropriate designation]*

*:[Name of Company]*

*[Complete office address]*

*[Contact No.]*

*[Fax No.]*

*[Email Address]*



## *Schedule of Requirements*

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

| Item No. | Description                            | Quantity/ Unit | Total ABC (PhP) | Delivery Site  | Project Duration and Date of Delivery  |
|----------|--|----------------|-----------------|--|--|
| 1        | Primary Link Internet Service Provider | 1 Lot          | 734,640.00      | Philippine Blood Center Building, Lung Center Compound, Quezon Avenue, Quezon City | <b>Project Duration:</b> Twelve (12) months <b>Date of Delivery:</b> Thirty (30) calendar days from the receipt of the approved Purchase Order/ Contract |

**\*Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

\_\_\_\_\_  
Signature over Printed Name  
*[date of signing]*

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Telephone No.]*  
*[Fax No.]*  
*[Email Address]*

## Terms of Reference

**I. Project Title:** Procurement of Primary Link Internet Service Provider (ISP) for the PBC Building

**II. Type of Service:** Contract of Service

**III. ABC: 734,640.00 inclusive of all Taxes**

**IV. Background and Rationale:**

The Philippine Blood Center Building (PBC) has been using the internet for the past 10 years for communication, data management and providing health information to its various stakeholders. It is being used to host the National Blood Bank Network System (NBBNetS), Blood Transfusion System (BTS), and the NBBNETS website (home.nbbnets.net), and basic Internet Access for PBC employees.

With the current undertaking of using the internet to collect more health related data nationwide and with expanding users of NBBNetS, having a very reliable internet connection is critical to IMU operations, particularly in hosting and maintenance of NBBNetS ensuring the least down time possible to its users. The IMU is also tasked to maintain the network infrastructure of Philippine Blood Center and provide internet connection to its employees.

Primarily, with the implementation of various application system required by laws and regulation that requires data uploading or e-transactions, and health information as being a strategic instrument for achieving universal health care, the use of the internet has become obligatory and inevitable. In addition, the expanding number of NBBNetS users and health professionals accessing the website demands a dedicated internet service whose sole purpose is to host IMU systems.

On the other hand, the Pharmaceutical Division (PD) is also occupying the 4<sup>th</sup> floor of the Philippine Blood Center Building, hence, there is a need of installing internet connection in order to effectively and efficiently operationalize the implementation and monitoring of different programs stipulated under RA 9502 "Universally Accessible Cheaper and Quality Medicines Act of 2008", and its implementing rules and regulations which are already in place. Currently, the PBC subdivided their internet connection to the PD, which allow to use the internet.

**V. Objectives:**

To acquire a service from an ISP that can provide PBC Building with 75 Mbps internet bandwidth as primary link to address the demand for better internet connectivity. Specifically, the service should ensure fast, reliable, stable and unlimited internet connection.

**VI. Scope of Work:**

1. Provide a dedicated leased-line (1:1) Internet connection with a CIR of 75 Mbps to the PBC, PD and HTAU that is stable and reliable for a nationwide coverage.
2. Provide a brand-new router, capable of monitoring Bandwidth usage for internal IMU monitoring tool, and Border Gateway Protocol capable for peering with other IMU sites in the future. PBC shall manage the router, however the winning bidder shall troubleshoot or replace the router if necessary.
3. Provide Ticketing System for every technical issue that will be reported;
4. Provide diagnostic reports and updates in case of connection failure;
5. Provide monthly report on utilization graphs and/or MRTG tool for monitoring of

link quality and bandwidth utilization;

6. Provide IPv6 ready and/or compliant connection;
7. Provide 24x7 support services;
8. Enter into a Service Level Agreement (SLA) with PBC which includes parameters of rebates for nonperformance, etc. and;
9. In the event of accidental disconnection/loose connection, the service provider must transfer or fix the connection at no cost to PBC.

#### **VII. Expected Deliverables/Outputs:**

1. Inception Report, which will include work plan
2. Full 75 Mbps leased line connection for Philippine Blood Center Bldg.
3. Fully configured Router supporting 75 Mbps Internet connection and with OK Status from Internet Monitoring Tool
4. /28 IP Address Space (Block of 5)
5. Result of line quality test, 24-hour latency point to point testing.
6. Monthly reports of traffics and usage i.e. MRTG report from IMU to Internet.
7. Unlimited Full Internet Access of corporate users via router/firewall.
8. List of at least 3 of technical support staff with details on qualifications such as education, training and related experience that will be assigned to provide technical support to PBC

#### **VIII. Technical Requirements**

##### **Internet Connection**

1. Prospected Bidders must submit detailed work plan specifying installation design, detailed activities, connectivity diagram and timelines. Prospected Bidders are required to conduct site inspection.
2. The technical requirements are the following but not limited to these:
  - a. Dedicated leased-line (1:1) Internet connection with a CIR of 75 Mbps bandwidth
  - b. Provision, installation and configuration of router for 75 Mbps bandwidth for direct internet connection.
  - c. Configuration of router bandwidth monitoring for internal IMU monitoring tool.
  - d. Provide modem, media converter or similar devices to attain physical connection from IMU firewall to the ISP and to the Internet.
  - e. Provide a /28 public IPv4 address block (Block of 5) for PBC hosting use
  - f. Assessment, Reconfiguration and fine tuning of IMU DNS servers
3. Provide PBC, PD and HTAU network access to the Internet, 24hrs x 7 days a week unlimited access

**IX. Date of Delivery:** Thirty (30) calendar days from the receipt of approved Purchase Order / Contract

**X. Duration of the Project:** Twelve (12) months

**Terms of Payment:** Monthly Basis (Upon receipt of Monthly Billing)

**XI. Project Sites:**

## **XII. Implementation Arrangement:**

**MELISSA T. SENA, MD, MPH**  
Director III  
Health Facility Development Bureau

Attention:

**MARIA ISABELITA M. ESTRELLA, MD, MHA, FPOGS, CESE**  
Head  
Philippine Blood Center

### **A. Within the Project duration, the DOH Shall**

1. Provide a technical working committee to supervise and monitor the project to be headed by:

**MARK JOSEPH PANTALEON**  
IMU  
Email: [mjpantaleon@nbbnets.net](mailto:mjpantaleon@nbbnets.net)

**JESTER GATDULA**  
IMU  
Email: [jesterperezgatdula@yahoo.com](mailto:jesterperezgatdula@yahoo.com)

**TRISTAN JAKE YAO**  
IMU  
Email: [tjyao@nbbnets.net](mailto:tjyao@nbbnets.net)

2. Provide focal person to handle administrative matters such as access to site, permits, payment and other requirement needed by the PSP to perform this service.
3. Provide day to day contact person for the duration of the project, namely:

**MARK JOSEPH PANTALEON**  
IMU  
Email: [mjpantaleon@nbbnets.net](mailto:mjpantaleon@nbbnets.net)

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

#### **Pre-Installation**

- a. Provide detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from PBC Office to Service Provider
- b. Shall coordinate with their TelCo partner and act as its representative. PBC will only deal with the ISP but the TelCo partner should be transparent to PBC.

- c. Shall coordinate with PBC with regards to operational issues if any and to the Assistant Secretary for Internal Financial Management Technical Cluster for policy issues through the Director of KMITS
- d. TelCo bills should be incorporated within the ISP's bill with the appropriate breakdown of their rendered services.

## **2. Actual Installation**

- a. Set up dedicated, 1:1 Internet Connection with the Committed Information Rate (CIR) of 75 Mbps.
- b. Provide and install a Channel Service Unit/Data Service Unit (CSU/DSU) modem and media converter at both ends of the Internet connections.
- c. Provide and install a new Router at both ends of the Internet connections.
- d. Provide internet connectivity directly to IMU Office on 5th Floor Philippine Blood Center Bldg, including materials needed for the purpose. This includes provision for the installation of cables/insulation using industry standard, materials and best practices.

## **3. Configuration**

- a. Configure modem, media converter or similar devices for dedicated direct internet speed connection;
- b. Configure router to the equivalent direct Internet connection speed and to support two links for redundancy/fail over;
- c. Configure the router Internet Connectivity and Monitoring.
- d. Configure backup router, if any.
- e. Assign at least /28 public Internet Protocol (IP) Addresses for PBC hosting needs.

## **4. Testing Period**

- a. The ISP shall notify the PBC in writing seven (7) days prior to the required inspection/testing of the internet service connection.
- b. The acceptance test procedure shall be in accordance with the following:
  - i. The acceptance testing will be undertaken for a period of seven (7) days.
  - ii. Direct Internet leased line will have no service interruption during the agreed test period.
  - iii. Direct Internet bandwidth
  - iv. with Committed Information Rate (CIR) of 75 Mbps internet connection is attained 24x7x365
  - v. MRTG should be in place
  - vi. Assignment of at least /28 Public IPV4 subnet
  - vii. The provider must conduct a Bit Error Rate (BER) and or equivalent test for FOC during the testing period to eliminate cyclic redundancy check

(CRC) errors and ensure that both links are working

## 5. Implementation

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

## 6. Rebates

- a. Provide industry standard Service Level Agreement (SLA) which shall carry a corresponding "Performance Credit" or rebate in favor of DOH should any of the committed parameters mentioned below are not met.
- b. Should be able to render the following services:
  - i. Availability  
Provide 99.5% link uptime in a month.
  - ii. Latency
    - Provide not more than 50 milliseconds average round trip latency from IMU to local ISP port; and
    - Provide not more than 200 milliseconds average round trip latency from local ISP port to US/International port
- c. Render 24 hours x 7 days customer service support
  - i. Support response time, i.e., 30 minutes for emergency tickets for the following categories:
    - Link connection is down
    - Packet loss, variation in latency
    - Routing issue
  - ii. Two (2) hours response time for technical problem that requires on-site services.
- d. Rebate Schedule for Downtime Connection Interruption/Outage  
  
If the interruption is attributable to the ISP, as acknowledged by the ISP's Network Operation Center, the ISP shall voluntarily make the appropriate "Performance Credit" or rebate to the PBC and PD 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: The prospective

bidder must fill up the necessary Credit equivalent for each Length of Interruption.

#### Interruptions of 24 Hours or less

| Length of Interruption | Credit |
|------------------------|--------|
| Less than 30 minutes   |        |
| 30 - 179 minutes       |        |
| 180 - 359 minutes      |        |
| 360 - 539 minutes      |        |
| 540 - 719 minutes      |        |
| 720 - 899 minutes      |        |
| 900 - 1440 minutes     |        |

- e. Must provide backup unit once the Next Generation Firewall is under repair or pull-out.

#### 7. 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 DOH Center;
- c. Provide not less than 3 days proactive notice of scheduled downtimes, service interruption, upgrades or preventive maintenance, if any; subject to the approval of PBC and
- d. Submit monthly access/usage reports to attest compliance to the SLA.
- e. Submit monthly subscription bill to KMITS including MRTG reports and other documents required for payment

#### Duties and Responsibilities of the PBC

1. The project will be spearheaded by Philippine Blood Center (PBC) through its Network and Systems Support Team. They are responsible for the final technical acceptance and approval of project outputs.
2. PBC will provide Counterpart Technical staff that will provide guidance and information with regards to the PBC local area network and Internet Servers. They will facilitate access to various workstations and other information that may be needed to complete this project satisfactory.
3. 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 DOH personnel;
4. Responsible for the safe custody and use of the equipment installed by the ISP provider;
5. Monitor the provided services and verify if the parameters under the Service Level Agreement are met and performed by the ISP provider;
6. Issue Certificate of Inspection and Acceptance Report
7. Conducts assessment/evaluation of the ISP 60 days before the end of the

contract. PBC may renew the contract for another year depending on the ISP performance

8. Process payment for the services provided as soon as complete documentation are made available.

### **XIII. Qualification of Prospective Internet Service Providers (PISP)**

1. Must have a stable fiber interconnection throughout the Philippines. PISP must own at least two (2) landing stations going to International Landing stations (Internet).
2. Must have a digital Fiber Optic Network, covering major points nationwide.
3. Must have the capability of Internet connectivity in the Philippines, running at min 800 Mbps
4. Must have peering with major ISPs within Metro Manila and remote provinces. The PISP must be connected to Philippines major Internet Exchange (IX) such as but not limited to:
  - a. Philippine Open Internet Exchange (PhOpenIX)
  - b. Philippine Internet eXchange (PhIX)
  - c. Manila Internet Exchange (MIX)
5. Must be in the business of primarily supplying internet connections related equipment and peripherals, of providing technical services for the installation of an Internet Connectivity and of providing technical support services on these for at least three (3 years).

### **XIV. Bidding Requirements:**

1. Technical Documents. Any proof of Documents (Brochure/Certification) that include the following information
  - a. Technical proposal to include the following information:
    - a1. Type of Company whether an ISP-Telco, ISP. If only an ISP indicate partner TelCo
    - a2. Access speed to Internet Backbone Hub. Type of lease line.
    - a3. Bandwidth to be provided.
    - a4. Network monitoring and provision of information thereof to DOH
    - a5. Local connections
    - a6. Point of presence
    - a7. Regional presence
    - a8. Specification of router to be supplied to PBC Building
    - a9. Special package or value-added services to be provided, if any.
  - b. Certified true copy of an NTC permit or license to operate;
  - c. Certification to supply the services in full and on time
  - d. List of at least 3 technical support staff with CV indicating details on qualifications such as education, training certificate, Certificate of



Employment and related experience that will be assigned to provide technical support to DOH.

2. The Financial proposal must indicate the following: **(Refer to Annex –A)**

| Type of Charge                                | Amount in Pesos |
|---|-----------------|
| a. One time installation charges              |                 |
| b. One time ISP and TelCo connection charges  |                 |
| c. Monthly ISP and TelCO subscription charges |                 |
| d. Monthly total charges                      |                 |
| e. Total annual cost                          |                 |

3. **Additional Technical Documents**

- a. Detailed work plan specifying installation design, detailed activities, and network diagram showing connectivity from Data Center up to the last mile, and network diagram
- b. Company Profile
- c. Certification of 99.5% target service availability
- d. Service Level Agreement
- e. Rebates

Interruptions of 24 Hours or less

| Length of Interruption | Credit |
|------------------------|--------|
| Less than 30 minutes   |        |
| 30 – 179 minutes       |        |
| 180 – 359 minutes      |        |
| 360 – 539 minutes      |        |
| 540 – 719 minutes      |        |
| 720 – 899 minutes      |        |
| 900 – 1440 minutes     |        |

Prospective bidder must fill up the necessary Credit equivalent for each Length of Interruption.

Signature over Printed Name

*[date of signing]*

In the capacity of:

Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Telephone No.]*

*[Fax No.]*

*[Email Address]*

# Omnibus Sworn Statement

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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure 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.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

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

X-----X

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. \_\_\_\_\_)

**RESOLVED**, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hands this \_\_\_\_ day of [month] [year] at [place of execution].

\_\_\_\_\_  
[Corporate Secretary]

**SUBSCRIBED AND SWORN** to before me this \_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

## SPECIAL POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS** that the undersigned [name], [title] of [name of Company], is lawfully authorized to represent and act on behalf of the [name of company], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [name], [title] of [name of company] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

**HEREBY GIVING AND GRANTING** unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hands this \_\_\_ day of [month] [year] at [place of execution].

\_\_\_\_\_  
*[Principal]*

\_\_\_\_\_  
*[Legal Representative/s]*

Attorney-in-Fact SIGNED IN THE PRESENCE OF

\_\_\_\_\_  
**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_

## Manufacturer's Authorization

To: [name and address of Procurement Agent]

We [complete name of Manufacturer], who are official manufacturers of [type of goods manufactured], having factories at [full address of Manufacturer's factories], do hereby appoint [complete name of Bidder] as the authorized distributor of [Importer/Distributor and address] to participate in Government Bidding for the following Goods/Products [name and or brief description of the Goods], manufactured by us and to subsequently enter into a Contract with the **DEPARTMENT OF HEALTH**.

This authorization/certification is valid for [years] from the [date of issuance] and being issued to [Bidder] unless revoked for any justifiable reason(s) by either party.

Notes:

1. If the Main Importer/Distributor is also the bidder, the existing Distributorship Agreement/Certificate of Exclusive Distributorship with the Manufacturer (whichever is applicable), may be submitted in lieu of this form.
2. This letter of authority should be on the letterhead of the Manufacturer.
3. Bidders are highly encouraged to use the template provided to minimize errors or omissions in the form submitted. However, bidders may use their own template for as long as the essential portion/details of the said document are present.

Signature over Printed Name  
[date of signing]

In the capacity of  
Duly authorized to sign bid for and on behalf of

: [title or other appropriate designation]  
: [Name of Company]  
[Complete office address]  
[Contact No.]  
[Fax No.]

## Authorization from the Main Distributor of the Manufacturer

To: [name and address of Procurement Agent]

We [complete name of Main distributor], who are main/principal distributor of [type of goods distributed] manufactured/developed by [Manufacturer/Owner's Name ], located at [full address of Main distributor], do hereby appoint/authorize [complete name of Bidder] a Value Added Reseller/Reseller to participate in Government Bidding for the following Goods/Products [name and or brief description of the Goods], distributed by our company and to subsequently enter into a Contract with the **DEPARTMENT OF HEALTH**.

This authorization/certification is valid for [years] from the [date of issuance] and being issued to [Bidder] unless revoked for any justifiable reason(s) by either party.

Notes:

1. If the Main Importer/Distributor is also the bidder, the existing Distributorship Agreement/Certificate of Exclusive Distributorship with the Manufacturer (whichever is applicable), may be submitted in lieu of this form.
2. This letter of authority should be on the letterhead of the Main distributor.
3. Bidders are highly encouraged to use the template provided to minimize errors or omissions in the form submitted. However, bidders may use their own template for as long as the essential portion/details of the said document are present.

Signature over Printed Name  
[date of signing]

In the capacity of  
Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]  
:[Name of Company]  
[Complete office address]  
[Contact No.]  
[Fax No.]