TERMS OF REFERENCE

A. Project Title: Short Message Service (SMS) Credits Subscription for Official Use of DFA – OCA

B. Description: This is to provide a platform for sending out Short Message Service (SMS) for Consular Advisories of DFA-OCA

C. Approved Budget: Php 50,000.00
for the Contract

D. Project Duration:

1. The project delivery date is within thirty (30) calendar days from the date of receipt of "Notice to Proceed".
2. The project support and maintenance will commence on the delivery date.

E. Technical Specifications:

1. Short Message Service (SMS) Credits Subscription inclusions:
    1.1   At least 100,000 SMS Credits
    1.2   Maximum of 0.45 centavos per SMS credits
    1.3   At least five (5) free sender ID's
    1.4   At least one (1) year expiration
    1.5   It includes Web-based application with SMPP, HTTP, XML and API's
    1.6   Can send bulk SMS
    1.7   Enabled for all local networks
    1.8   Automate advisories to ensure that important notifications are delivered fast, securely and directly to the individual
    1.9   The application has personalized SMS
    1.10   The application has SMS scheduling
    1.11   Can create, edit and delete sub-accounts
    1.12   Can import data from excel
    1.13   The application has huge phonebook capacity
    1.14   The application has API for easy integration
    1.15   Can generate SMS delivery reports for the entire year/contract
    1.16   Can credit, deduct, transfer credits
    1.17   There is no need for SIM; and
    1.18   There is no need for modem

F. Scope of Work/ Deliverables

1. Scope of Work
   1.1   Activation of at least one (1) Year Short Message Service (SMS) Credits Subscription.
2. Warranty and Support
   2.1   Warranty and support starts upon delivery date
   2.2   24x7 Phone, Email and Remote support from Short Message Service (SMS) expert/s.

G. Terms and Conditions:

1. The Service Provider MUST be a VAS Licensed company under the National Telecommunication Commission (NTC).

2. The Service Provider MUST be an accredited cyber-security provider under the Department of Information Technology (DICT).

3. The Service Provider MUST be a Data Privacy registered company under the National Privacy Commission (NPC).

4. The Service Provider shall provide all materials and software necessary for the SMS Credits used for sending Consular Advisories.

5. The Service Provider shall turnover the application and credentials within thirty (30) calendar days upon receipt of Notice to Proceed (NTP)

6. The Service Provider shall provide updates and patches for the application after complete turnover.

7. The Service Provider shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).

8. All Payments shall be inclusive of all applicable taxes and other lawful charges; and

9. Payments to be made by SEND BILL arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account.