



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



TERMS OF REFERENCE
Internet Subscription

Customer's Name : DFA-Overseas Voting Secretariat
Address : 10th Floor, Double Dragon Tower, Double Dragon
Meridian Park Avenue Edsa Extension, Bay Area,
PASAY CITY

Back Ground	The DFA-OVS acquisition of Fiber Optic Internet connections is needed in view of the large volume of e-mails expected in the implementation of Republic Act No. 10590, an Act Amending RA No. 9189, entitles "An Act Providing for a System of Overseas Absentee Voting by Qualified Citizens of the Philippines Abroad, Appropriating Funds Therefor and For Other Purposes".
Objective	To facilitate the immediate transmission of communications and receipt from OVS to Foreign Service Posts (FSPs) and back especially during Overseas Voter's Registration and Election period.
PARTICULARS/SUMMARY OF SERVICE ORDER/REQUIREMENTS	
Purpose of Order:	New Service
Service Category:	Premium Internet Plan
Bandwidth:	100 Mbps with router
Flexibility Coverage:	Destination points from all over the country to reach four (4) regions – Asia Pacific, Europe, Middle East and African Region and Americas.
Network Diversity:	Connected to multiple cable systems with various IP transit and Internet Exchange facilities.
Security-By-Design:	Option to embed cybersecurity solution to protect from threats and attacks. Note: Should be in compliance with the Department's existing Security System

DURATION AND DELIVERY	<p>Installation and activation of service shall be based on the mutually agreed Ready for Service. Duration of the contract will be from 01 May 2025 until 31 December 2025.</p> <p>Note: Contract will take effect upon release or receipt of NTP.</p>
PAYMENT	<p>Payment shall be in a monthly basis commencing on the date of the contract of subscription is to take effect.</p> <p>The service provider shall indicate its official account bank details in the invoice of Statement of Account. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>Payments shall be inclusive of all applicable taxes and other lawful charges. Failure to comply with the terms and Conditions of the Contract will result in the payment of corresponding penalties based on the Contract price.</p>
APPROVED BUDGET FOR THE CONTRACT (ABC)	<p>The Approved Budget of the Contract (ABC) is Php 671,000.00 effective upon issuance of Notice to Proceed (NTP) or Job Order until December 2025. The ABC includes monthly service fee, one time installation and other lawful charges.</p>
DOCUMENTARY REQUIREMENTS	<p>The Service Provider/Bidder should submit the following requirements:</p> <ul style="list-style-type: none"> • Valid PhilGEPS Registration; • Updated Mayor's Permit/Business Permit; and • Latest Income Tax Return (ITR) with Certificate of Registration (BIR Form No. 2303).

For inquiries, you may reach Mr. Brian Hilongo at mobile number +63 9185914750 or through email addresses : ovs@dfa.gov.ph or @dfa.gov.ph or brianhilongo@gmail.com



ROBERT D. QUINTIN
Vice-Chairperson, OVS

CONFORME:

[Signature/s]

[Name of the Bidder/Bidder's Authorized Representative/s]

[Position]

[Date]