

TERMS OF REFERENCE

PROJECT	Subscription of 350 Mbps Internet Leased Line for One (1) Year
ESTIMATED COST (Fund Source: DOLE-COMPUTERIZATION PROGRAM FY2022)	₱ 2,500,000 (VAT-inclusive)
PROPONENT	Department of Labor and Employment

I. OBJECTIVE

The project requires the subscription and installation of a fiber optic Internet leased line connection with a 350 Mbps bandwidth for one (1) year. The aforementioned leased line will provide additional internet bandwidth capacity for browsing, email, research, and other office-related information dissemination and online office applications/ service requirements of DOLE.

To ensure minimum downtime and uninterrupted internet connection service even in times of disaster and emergencies, the proposed leased line must belong to a telecommunications provider having a separate and distinct communication infrastructure from the existing ISPs having an active contract with the Planning Service, DOLE.

II. PROJECT DESCRIPTION

This project calls for the subscription of internet leased line connection for one (1) year from a Telecommunications Company with 350 Mbps bandwidth at ₱2,500,000.00 per annum or a fixed monthly rate of 208,333.33 vat inclusive.

III. GENERAL PROVISION

The intent of this specification is to prescribe the complete purchase and delivery of services for the project which the prospective supplier will undertake in full compliance with DOLE requirements. If there is any apparent contradiction or ambiguity between the sections of this specification, the supplier shall bring the matter to the attention of the DOLE during the pre-bid conference and shall obtain their decision as to the true meaning or intention before proceeding with the affected supply.

In cases where the bandwidth falls below the guaranteed speed or in instances of service interruptions, the DOLE shall be entitled to rebates/credits indicated in a Service Level Agreement.

Further, in the event of the IS Provider's default or breach such as, but not limited to the failure to render the technical support and warranties within the stipulated period, the DOLE shall have the right to unilaterally terminate the contract and shall not be held liable for payment of any fees.

IV. GENERAL SPECIFICATIONS

ITEM	QTY	TECHNICAL SPECIFICATION	UNIT COST (Per Month)	TOTAL COST
<p>Subscription of 350 Mbps Internet Leased Line for one (1) year (Secondary)</p>	<p>1 Lot</p>	<p>Internet Leased Line (350Mbps)</p> <ul style="list-style-type: none"> ● 350 Mbps CIR (upstream-downstream) ● Contractor must provide online MRTG ● 350 Mbps Port Speed ● 5 valid IPs from one (1) IP block ● Supply and Installation of line (fiber optic) from ISP's exchange/supply area to DOLE Data Center/Server Room ● Inclusive of devices (router/modem) and other required peripherals and cables ● Grounding cables/wires to be provided by the contractor. ● Must have certification from NTC stating that it is "an franchised public telecommunications entity authorized to provide Local Exchange Service and is a holder of Certificate of Registration as Value Added Service Provider (with dates of validity) ▪ Must submit documents showing it has multiple international direct peering uplinks (at least two (2)) ● Provision of 24x7 Technical Support ● Provider must secure all permits/licenses/other related documents within the forty-five (45) calendar day delivery period 	<p>₱208,333.33</p>	<p>₱ 2,500,000.00 (VAT-inclusive)</p>

V. SCOPE OF SERVICE

350 Mbps Internet Leased Line Connection

- 350 Mbps Guaranteed Internet Connection (CIR 1:1) via fiber optic;
- 350 Mbps Port Speed;
- 5 valid IPs from one (1) IP block;
- Supply and installation of line cable (fiber optic) from ISP's exchange/supply area to DOLE Data Center/Server Room;
- (Inclusive of devices: router/modem and other required peripherals);
- Grounding cables to be provided by contractor;
- Must have multiple international direct peering uplinks (at least two (2));
- Provision of online MRTG;
- Provision of 24 x 7 technical support.

VI. RESPONSIBILITY OF THE INTERNET SERVICE PROVIDER (ISP)

- Secure all permits, licenses, certifications, and other pertinent documents required for the implementation and completion of the project within the time stipulated in the purchase request and this TOR;
- Provide and install fiber cable, grounding wires (if needed), metal conduits, attachments, bolts, etc. Up to the Main Distribution Frame (MDF) located at the 6th floor data center/server room DOLE Planning Service (PS);
- Provide and install special cables, connectors, and devices needed for the termination of connection to the existing layer 3 core switch at the server room, PS;
- Provide online real-time monitoring and reporting (MRTG) with hourly, weekly, monthly, and yearly reporting features;
- Provide temporary replacement unit for own equipment/devices which have become inoperable or which need/s repair;
- Test the integrity of the connection from the time of termination and during the operational phase of the contract;
- Submit certificates/agreements as proof of having two (2) or more international direct peering uplinks.

VII. ACCEPTANCE

The contractor must provide DOLE with a ten (10) working days confidence test period upon activation of the service. A Certificate of Acceptance shall be issued by DOLE as proof of acceptability of the project.

VIII. DOCUMENTARY REQUIREMENTS

- Must submit certification from NTC stating that it is “an enfranchised public telecommunications entity authorized to provide Local Exchange Service and is a holder of Certificate of Registration as Value Added Service Provider “ (with dates of validity);
- Must submit documents showing it has multiple international direct peering uplinks (at least two (2)).

IX. SERVICE LEVEL AGREEMENT

DOLE shall maintain a Service Level Agreement (SLA) with the contractor, with provision for credits for service interruptions and liquidated damages for non-compliance.

X. EXPECTED TIMEFRAME

The delivery of the expected output as enumerated above shall be within forty-five (45) calendar days after receipt of notice to proceed from the DOLE.

Prepared by:



ADELIN T. DE CASTRO
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Approved by:



SILVESTRE H. BELLO III
Secretary

CERTIFIED FUND AVAILABLE

MS EPA (2022 GAA)
RICHEIDA L. BALLAD
Chief Accountant *TAM*
Financial Management Service