

TERMS OF REFERENCE (TOR)

SUBSCRIPTION OF RELIABLE INTERNET (MOBILE) DATA SERVICE FOR THE SUSTAINABLE CONNECTIVITY OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD) SYSTEMS

I. BACKGROUND/ANTECEDENT

In its commitment to digital innovation, transparency, and compliance with the Ease of Doing Business Act, the Quezon City Business Permits and Licensing Department (BPLD) has implemented advanced systems to streamline business permitting, licensing, and regulatory processes. Among these initiatives are the Online Unified Business Permit Application System (OUBPAS) and the Automated Inspection Audit System (AIAS), which have significantly improved the efficiency and accessibility of permit applications and compliance monitoring.

Additionally, BPLD has incorporated services for the issuance of occupational permits to cater to companies requesting on-site processing for their employees. This service enables businesses to meet the legal requirements for employee permits without disrupting operations, offering convenience and ensuring compliance with local regulations.

To ensure the effectiveness of these systems, continuous and reliable internet connectivity is essential. BPLD recognizes the need for a reliable internet connection, particularly in remote areas, where Wi-Fi access may be limited. This backup connection will support uninterrupted data transmission and ensure the smooth functioning of both business permit processes and on-site occupational permit issuance.

II. OBJECTIVE

The main objective of this project is to procure a reliable Internet Data Service to optimize BPLD's digital systems in the field, including the Online Unified Business Permit Application System (OUBPAS), the Automated Inspection Audit System (AIAS), and the on-site issuance of occupational permits for company employees. Specific objectives include:

- 1) Provide internet connection to maintain continuous access to BPLD's digital systems, ensuring smooth operations even in remote areas.
- 2) Support the efficient issuance of occupational permits, particularly for companies requesting on-site processing for their employees.
- 3) Enable real-time data handling for inspection audits, and on-site occupational permit processing, minimizing operational disruptions.
- 4) Reinforce BPLD's mandate under the Ease of Doing Business Act by improving the accessibility and reliability of its digital services through dependable internet connections.
- 5) Ensure that inspectors and licensing officers working in less-connected areas can utilize BPLD's digital systems without interruption, promoting operational efficiency and compliance.

III. PROJECT SCOPE OF WORK

- 1) The project covers the supply and delivery of Eighty Four (84) mobile data subscriptions. Out of the Eighty Four (84) subscriptions, twenty (20) subscriptions shall have unlimited call and text capabilities.
- 2) Engagement of the service will be until December 31, 2025, which shall commence from the issuance of the Notice to Proceed and execution of the contract.

- 3) Monthly mobile data allocation must be for a maximum of 100 gigabytes (GB) only per subscriber identity module (SIM) card with a minimum internet connection speed of at least 20 megabits per second (Mbps). If the data cap of 100 GB is reached within a given billing period, the service shall be temporarily cut off until it is automatically replenished for the next billing period. Access to data shall be restored upon replenishment.
- 4) Dashboard for data usage shall be provided by the service provider for monitoring purposes of the subscriber.
- 5) Service provider shall replace any and all defective, lost, or damaged SIM cards immediately after receipt of written notification by the BLPD.

IV. PROJECT STANDARDS AND REQUIREMENTS

The Internet Service Provider should have the required qualifications under the Government Procurement Reform Act or the Republic Act No. 9184 (RA 9184) to be eligible to submit bids and other applicable existing Auditing Rules and Regulations. In addition, the Internet Service Provider should have the following minimum qualifications:

- 1) At least three (3) years actual operation as an Internet Service Provider in the Philippines.
- 2) Must possess the necessary National Telecommunications Commission (NTC).
- 3) Must have the capacity and ability to provide 24/7 help desk support for technical issues concerning internet (mobile) data services.

V. PROJECT DURATION, BILLING STATEMENT AND TERMS OF SERVICE

- 1) The internet (mobile) data subscription services shall commence within thirty (30) days upon receipt of the Notice to Proceed (NTP). The contract shall be until December 31, 2025.
- 2) The paper-based billing statement shall be submitted by the service provider to the Business Permits and Licensing Department (BPLD) within five (5) working days from the end of the billing period. Electronic billing statements shall not be accepted for payment processing.
- 3) All billing statements shall be addressed as follows:

QUEZON CITY GOVERNMENT
c/o Business Permits and Licensing Department (BPLD)
Ground Floor, Civic Center Building A
Quezon City Hall Complex, Elliptical Road, Quezon City

- 4) Any delay incurred on the part of the service provider in the submission of the paper-based billing statement due to its own fault which will result to delay in payment shall not be applicable as cause for disconnection of the service and imposition of penalties and/or reconnection fees to the BPLD.
- 5) The non-usage of a SIM card for any period of time shall not warrant the disconnection/disruption of the subscription service and payment of charges and/or penalties for reconnection.

VI. APPROVED BUDGET FOR THE CONTRACT

- 1) The total Approved Budget for the Contract (ABC) is **Two Million Sixteen Thousand Pesos Only (PhP2,016,000.00)**, inclusive of incidental expenses and other applicable government fees and charges.



2) No Price Adjustment

The Project Cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VII. PAYMENT SCHEDULE

Payment shall be based on actual internet (mobile) data services incurred on a monthly send-bill arrangement.

VIII. APPLICABILITY

This Terms of Reference (TOR) shall form part of the bidding documents and contract pertaining to the Subscription of Reliable Internet (Mobile) Data Services of the BPLD.

IX. GOVERNING LAW AND DISPUTE RESOLUTION

- 1) This Agreement shall be governed and constructed in accordance RA 9184 and applicable existing Auditing Rules and Regulations in the Philippines. In the event of any deterrence or dispute arising between the parties relating to the validity, interpretation, construction, or dispute by consultation, negotiation, and mediation within thirty (30) days from notice.
- 2) Should any dispute arise from this contract, the parties shall try to settle them amicably. However, if the parties fail to settle their disputes amicably, the venue for litigation shall be before the competent courts of Quezon City, to the exclusion of all other courts.
- 3) Failure of either party to enforce its rights under this contract at any time for any period shall not be constructed as a waiver of such rights. If any part, term, or provision of this contract is held to be illegal or unenforceable, neither the validity nor enforceability of the remainder of this contract shall be affected. Neither party shall assign or transfer all or any of part of its rights under this contract without the consent of the other party.

X. AMENDMENT

This contract may not be altered, amended, or substituted by another through any act of tolerance or verbal agreement of any party thereto or its representative. Any alteration, amendment or substitution may only be valid if made in writing and duly signed by either contracting parties or their duly authorized representatives. This contract constitutes the entire understanding between the parties relating to the subject matter hereof unless any representation or warranty made about this contract was made fraudulently and, save as may be expressly referred to or referred herein, supersedes all prior representations, writings, negotiations, or understandings with respect hereto.

XI. SEVERABILITY

If any provision of this contract is held to be illegal, invalid, or unenforceable, in whole or in part, the legality, validity, and enforceable of the remainder of this document shall not be affected. In such a case, then unenforceable term had never been included or written.

XII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the Quezon City Government shall constitute an offense and shall subject the service provider to penalties and/or liquidated damages pursuant to the provisions of RA 9184 and its revised Implementing Rules and Regulations (IRR).



XIII. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event that the Quezon City Government terminates the contract due to default, insolvency, or for cause, it may enter into a negotiated procurement pursuant to RA 9184 and its IRR.

The Terms of Reference (TOR) endorsed, reviewed and certified by:



MA MARGARITA MEJIA, DPA
City Government Department Head III
Business Permits and Licensing Department (BPLD)

TSD CALCULATION FORM

PROJECT NUMBER: BPLD-25-IS-0021
REQUESTING OFFICE: Business Permits and Licensing Department
PROJECT TITLE: SUBSCRIPTION OF RELIABLE INTERNET (MOBILE) DATA SERVICES FOR THE SUSTAINABLE CONNECTIVITY OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD SYSTEMS) FOR YEAR 2025 (EARLY PROCUREMENT ACTIVITY)
CATEGORY: Internet Services
ABC: ₱2,016,000.00
FUND YEAR & SOURCE: 2025 General Fund MODE OF EXPENDITURE: MOOE

Item Description		Unit of Issue	Quantity	Unit Cost	Total Cost	
Permits Registration						
Program		5-02-05-030				
1	SUBSCRIPTION OF RELIABLE INTERNET (MOBILE) DATA SERVICES FOR THE SUSTAINABLE CONNECTIVITY OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT (BPLD SYSTEMS)	Lot	1	2,016,000.00		2,016,000.00
						2,016,000.00

Cost Derivation						
1	The project covers the supply and delivery of one hundred (84) mobile data subscriptions. Out of the one hundred (84) subscriptions, twenty (20) subscriptions shall have unlimited call and text capabilities.	line	84	24,000.00		2,016,000.00

2/ - 40,320.00
5/ - 100,800

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Year 2025

END-USER/UNIT: BUSINESS PERMITS AND LICENSING DEPARTMENT

Charge to (Source of Fund): General Fund

Projects, Programs and Activities (PAPs): Permits Registration Program

Annex B4-1

Page 5 of 9 Pages

CODE	GENERAL DESCRIPTION	QUANTITY/	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		SIZE			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
5-02-05-030	Subscription of Reliable Internet (Mobile) Data Services for the Sustainable Connectivity of the Business Permits and Licensing Department (BPLD) Systems	84	2,016,000.00	PB	X											
	I. BACKGROUND/ANTECEDENT Driven by the desire towards Digital Innovation and to create a culture of transparency as well as in compliance with the Ease of Doing Business Act, the Business Permits and Licensing Department (BPLD) has established systems for effective and efficient processes in business permitting and licensing through the use of the digital technology, one of which is the Online Unified Business Permit Application System (OUBPAS) and the Automated Inspection Audit System (AIAS).															
	II. OBJECTIVE To optimize these systems, reliable and sustainable Internet Data Services are needed to serve as the secondary Internet connection, acting as a backup to support the primary connection. This redundancy is valuable in remote areas where Wifi accessibility may be limited, ensuring uninterrupted data transmission and efficient operations.															

SUB-TOTAL

2,016,000.00

TOTAL BUDGET FOR ACCOUNT CODE (ACCOUNT TITLE)

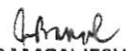
2,016,000.00 Internet Subscription Expenses


GRAND TOTAL

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Approved by:


RAMON JESUS K. AFRICA
 Chief Administrative Officer
 Administrative Division


MA. MARGARITA S. MEJIA, DPA
 City Government Department Head III

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Year 2025

END-USER/UNIT: BUSINESS PERMITS AND LICENSING DEPARTMENT

Charge to (Source of Fund): General Fund

Projects, Programs and Activities (PAPs): Permits Registration Program

Annex B4-1

Page 6 of 9 Pages

CODE	GENERAL DESCRIPTION	QUANTITY/	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		SIZE			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	III. QUALIFICATIONS OF THE SERVICE PROVIDER The Internet Service Provider should have the required qualifications under the Government Procurement Reform Act or the Republic Act No. 9184 (RA 9184) to be eligible to submit bids and other applicable existing Auditing Rules and Regulations. In addition, the Internet Service Provider should have the following minimum qualifications: 1. At least three (3) years actual operation as an Internet Service Provider in the Philippines. 2. Must possess the necessary National Telecommunications Commission (NTC). 3. Must have the capacity and ability to provide 24/7 help desk support for technical issues concerning internet (mobile) data services. IV. PROJECT SCOPE OF WORK 1. The project covers the supply and delivery of Eighty Four (84) mobile data subscriptions. 2. Engagement of the service will be until December 31, 2025, which shall commence from the issuance of the Notice to Proceed and execution of the contract.															

SUB-TOTAL

TOTAL BUDGET FOR ACCOUNT CODE (ACCOUNT TITLE)

GRAND TOTAL

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


RAMON JESUS K. AFRICA
 Chief Administrative Officer
 Administrative Division

Approved by:


MA. MARGARITA S. MEJIA, DPA
 City Government Department Head III

INDICATIVE PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Year 2025

END-USER/UNIT: BUSINESS PERMITS AND LICENSING DEPARTMENT

Charge to (Source of Fund): General Fund

Projects, Programs and Activities (PAPs): Permits Registration Program

Annex B4-1

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CODE	GENERAL DESCRIPTION	QUANTITY/	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES											
		SIZE			Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	3) Monthly mobile data allocation must be for a maximum of 100 gigabytes (GB) only per subscriber identity module (SIM) card with a minimum internet connection speed of at least 20 megabits per second (Mbps). If the data cap of 100 GB is reached within a given billing period, the service shall be temporarily cut off until it is automatically replenished for the next billing period. Access to data shall be restored upon replenishment															
	4) Dashboard for data usage shall be provided by the service provider for monitoring purposes of the subscriber															
	5) Service provider shall replace any and all defective, lost, or damaged SIM cards immediately after receipt of written notification by the BLPD.															
5-02-13-050	FK-7125 ASSEMBLY, for kyocera copying machine	7	196,000.00	PB	X											
5-02-13-050	PARTS PULLEY Set SP, for Kyocera copying machine	7	28,000.00	PB	X											
5-02-13-050	Preventive Maintenance of Airconditioning Unit indoor and outdoor cleaning 1st-4th Quarter a. 10 units ground floor b. 12 units 2nd floor c. 12 units 3rd floor d. 6 units basement	40	240,000.00	PB	X											

SUB-TOTAL**464,000.00****TOTAL BUDGET FOR ACCOUNT CODE (ACCOUNT TITLE)**

464,000.00 RM-Machinery and Equipment

GRAND TOTALNOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

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Approved by:

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Chief Administrative Officer

Administrative Division

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City Government Department Head III