



Republic of the Philippines  
**Office of the Solicitor General**  
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for  
Information and Communications Technology

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## TERMS OF REFERENCE

### **Supply, Delivery, and Installation of Semi-Expendable Communication Equipment: Wi-Fi Enabled Voice over IP (VOIP) Phones**

The Office of the Solicitor General (OSG) functions as the government's primary law office, tasked with representing the government, its agencies, and instrumentalities in many legal issues. Effective and efficient communication is essential to the OSG's activities, particularly due to its responsibility in collaborating with other governmental departments, courts, and other organizations.

The OSG is modernizing its infrastructure to improve efficiency and facilitate communication across its offices, making the use of Voice over IP (VoIP) technology a crucial element of its digital transformation strategy. VoIP technology provides a cost-efficient and adaptable alternative by facilitating telephony services via the internet, hence diminishing dependence on conventional telephone lines. The incorporation of Wi-Fi-enabled VoIP phones specifically fulfills the demand for enhanced mobility and flexibility in the workplace, enabling personnel to utilize communication services without being confined to a physical network.

#### **Objective:**

The primary objective of this project is to enhance the OSG's communication capabilities by adding new Wi-Fi-enabled VoIP phones to its existing infrastructure. These additional units will allow staff members to communicate more flexibly within the office, breaking free from the limitations of traditional wired phones. By utilizing VoIP technology, the OSG aims to improve connectivity, streamline internal communication, and support real-time collaboration across its departments, while reducing costs associated with legacy telephone systems.

The project also seeks to future-proof the OSG's communication infrastructure by enabling scalability and adaptability. With the introduction of these Wi-Fi-enabled devices, the OSG will be better equipped to support remote and hybrid work setups, ensuring seamless communication regardless of location. Ultimately, the goal is to create a more mobile and responsive work environment that enhances both productivity and efficiency within the OSG which redound to better public service.

**Terms:**

1. *Scope.* - Supply and Delivery of Wi-Fi Enabled Voice over IP (VOIP) Phones.
2. *ABC.* - The Approved Budget for the Contract (ABC) is **One Million and Four Hundred Thousand Pesos (₱1,400,000.00)**, inclusive of all government taxes, charges, and other standard fees.

ICT EQUIPMENT			
ITEM	QTY	UNIT COST	TOTAL
Supply and Delivery of Wi-Fi Enabled Voice over IP (VOIP) Phones	56	25,000	1,400,000
TOTAL			<b>₱ 1,400,000.00</b>

3. *Payment.* - The supplier shall receive full payment, subject to applicable taxes and retention money (as warranty security), upon the issuance of the corresponding Certificate of Inspection and Acceptance by the OSG. All bid prices will be considered fixed and are not subject to price escalation during the contract implementation. Retention money or warranty security ensures that the delivered goods are free from manufacturing defects. The supplier may choose to provide an alternative form of warranty security instead of retention money, which will be valid and returned only after one year from the date of the Certificate of Inspection and Acceptance.

4. *Delivery.* - Delivery shall be within sixty (60) calendar days upon receipt of the Notice to Proceed. Delays in delivery shall be subject to a penalty equivalent to 1/10 of 1% of the cost of undelivered item/s for every day of delay.

5. *Qualifications of the Supplier:*

- a. The Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's Consumer Price Index, must be equivalent to at least fifty percent (50%) of the ABC, completed within 5 years before the deadline for the submission and receipt of bids.

For this purpose, a similar contract shall refer to the procurement ICT equipment.

- b. The bidder must present a Client Satisfaction Rating for at least five contracts within the past five (5) years with government agencies and/or private corporations with