

**Taipei Economic and Cultural Office in the  
Philippines**  
**駐菲律賓臺北經濟文化辦事處**

**Instructions to Tenders**

## 1 INSTRUCTION TO TENDERERS

### 1.1 Project Brief

The property is located at 20<sup>th</sup> Floor, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200, Metro Manila, Philippines, which offers a total of 953.35 sqm of rentable office space with a net area of 782.21 sqm.

The Taipei Economic and Cultural Office in the Philippines (TECO) is seeking a qualified contractor to provide **Telephone and Network Cabling services** for the fit-out of the aforementioned property.

TECO invites tendering companies to provide a proposal bid for the purposes of entering a tendering process that aims to establish a suitable partnership with us.

To facilitate the preparation of a precise proposal, interested tenderers may contact the project coordinator to request the office design blueprints and floor plans:

- **Contact Person:** Ms. Donna Hung
- **Email:** phl@mofa.gov.tw / cjhung01@mofa.gov.tw

#### 1.1.1 Project Conditions

TECO will not accept a proposal from any firm or its subcontractor that has received capital or investment from citizen(s) or the government of the People's Republic of China (PRC). TECO will also reject a proposal from any company controlled by citizen(s) or the PRC government where that control—obtained through contract or operation of law—grants the power, directly or indirectly, to influence the election of the board of directors, management, or other controlling body.

This procurement may be awarded with reservation in the event that the budget of procurement has not been appropriated by a legislative body. The awarding of contract shall come into effect after the budget is appropriated.

### 1.2 Scope of Work

The successful Tenderer shall be responsible for the complete end-to-end delivery of the communication infrastructure for the 20th-floor office. The Scope of Work includes, but is not limited to:

- **Telephone & Network Cabling:**  
Installation of a comprehensive structured cabling system covering the entire office space, including all working areas, consular counters, meeting rooms, offices, and server room.
- **Infrastructure & Wiring:**  
Supply and installation of all necessary conduits, trunking, patch panels, and cable management systems. All wiring must be neatly organized and labeled according to the standards of the building.
- **Equipment Provision:**  
Supply of all required hardware, including but not limited to server racks, network switches (if specified), and related telecommunication accessories necessary for a fully operational system.
- **Telecommunications Liaison:**  
The contractor is responsible for liaising with local Telecommunication Service Providers (e.g., PLDT) to coordinate the lead-in, connection, and activation of external lines (Internet & Phone) to ensure the entire office is fully connected and functional.
- **Testing & Commissioning:**  
Conducting full connectivity tests for every node and providing a final "As-Built" drawing and test report to TECO.

### 1.3 Tender Proposal and Contractual Commitment

The Tenderer should be compliant in all respects with the tender documentation.

Tenderers are expected to:

- **Submit a Preliminary Cabling Draft Layout:** Based on the floor plan provided by TECO, tenderers must include a preliminary structured cabling draft as part of their technical proposal. This draft shall include a simple diagram showing the distribution of voice/data points and a brief description of the proposed cabling

- route to ensure all workstations and functional areas are fully covered.
- **Provide basic qualification documents:** In accordance with the "Basic Qualifications" listed in the Tender Notice, tenderers must provide all necessary certifications, business licenses, and proof of experience to demonstrate their eligibility and technical capability for this project.
- **Provide a full and fixed detailed construction cost breakdown:** The quotation must cover all related costs (materials, labor, telecommunication liaison fees, and taxes) to ensure a fully functional system with no hidden charges.
- Provide any supplementary information in support of the project and presentation.

At least **one paper-copy** of the Tenderer's proposal is required and must be sent to the below address:

**Taipei Economic and Cultural Office in the Philippines**  
**FAO: Ms. Donna Hung**  
**41F, Tower 1, RCBC Plaza, 6819 Ayala Avenue, Makati**  
**City 1200, Metro Manila, Philippines**

#### **1.4 Project Budget & Award of the Contract**

- **Budget amount of this procurement:** PHP 5,559,850
- **The estimated value of this procurement:** PHP 5,559,850
- **Contract value of this procurement:** PHP 5,559,850

Pursuant to Article 52 of the Government Procurement Act, this tender will be awarded to the lowest tender that meets all technical requirements set forth in the documentation.

**Government Procurement Act §52:** The award of the contract conducted by an entity shall follow one of the following principles and the principle adopted shall be specified in the tender documentation:

1. Where a government estimate is set for the procurement, a tenderer whose tender meets the requirements set forth in the tender documentation and is the lowest tender within the government estimate shall be awarded
2. Where no government estimate is set for the procurement, a tenderer whose tender not only meets the requirements set forth in the tender documentation with a reasonable price, but also is the lowest tender within the budget amount shall be the winning tenderer
3. The tenderer whose tender meets the requirements set forth in the tender documentation and is the most advantageous one shall be the winning tenderer
4. To adopt multiple awards. An entity may prescribe in the tender documentation that contracts may be awarded to different tenderers by different items or different quantities, but the spirit of competition as to the lowest price or the most advantageous tender shall be respected

#### **1.5 General Notes**

1. All quantities and dimensions in this document and the contract drawings are given in metric values unless otherwise shown.
2. All rates in this document must be expressed in Philippine Peso (PHP).
3. It is the Tenderer's responsibility to include all work shown or described as necessary for the complete execution of the cabling system.