



Republic of the Philippines
National Kidney and Transplant Institute
Bids and Awards Committee
East Avenue, Quezon City 1100
981-0300 / 981-0400 Local 1157
<http://www.nkti.gov.ph/>

**MINUTES OF PRE-BID CONFERENCE
ITB No. 20-001**

Present were:

BAC Chairperson:
Gerardo M. Silva, MD

End-user:
Rolando De Vera

BAC Vice Chairman:
Rommel Canuto

BAC Members:
Eduardo H. Dolor

BAC Secretariat:
Mary Jane Ancheta – Head, BAC Secretariat
Gilbert Platon

The **Pre-Bid Conference** for the **Supply, Delivery, Installation and Services for Internet Access with at least 150Mbps Internet Bandwidth (Committed Information Rate) for a period of Three (3) Years with ITB No. 20-001**, held at BAC Conference, G/F NKTi Main Building was called to order by **Dr. Silva, BAC Chairman at 2:42 PM of December 4, 2019.**

1. Business arising:

- Upon ascertaining proper BAC quorum, Ms. Mary Jane Ancheta, the BAC Head announced the formal start of the Pre-Bid Conference for ITB No. 20-001.
- Dr. Silva introduced the project and acknowledged the presence of various interested parties and prospective bidders, namely:

1. NO BIDDER

2. Dr. Silva declared the absence of bidders and announced that will proceed with the schedule of opening of bids on **December 16, 2019 at 2:00 PM.**
3. There were no changes made on the Technical Specifications of the project.

TERMS OF REFERENCE

One (1) Lot Supply, Delivery, Installation and Services for Internet Access with at Least 150Mbps Internet Bandwidth (Committed Information Rate) for a period of Three (3) Years

I. BACKGROUND

The National Kidney and Transplant Institute (NKTl) is a tertiary medical specialty center formerly known as the National Kidney Foundation of the Philippines. It was created with a three-fold mission of Service, Training and Research primarily for the benefit of the Filipino people in pursuance of the policy of the State to secure the well-being of the people by providing them with the specialized health and medical services.

Aligned to NKTl's commitment to healthcare excellence is its continuing expansion and growth, infrastructure- and patient service-wise. As it expands, NKTl has been successful in increasing the level of trust and confidence from both the local and international patients as well as partners in the healthcare industry.

In 2002, the NKTl implemented a **hospital information system** which was supposed to provide a hospital-wide computerization of the entire premises of NKTl, from clinical to administrative to supply chain management. The implemented hospital information system was composed of the following modules: admitting and discharge, out-patient department, emergency, billing, PhilHealth, cashier, ancillary services, clinical information system, medical records, accounting, human resource management, purchasing, and warehouse. The installed hospital information system ran for eight (8) years before being recommended to have a supplier evaluation for an upgrade on the HIS. The final recommendation was that although the installed information system passed the users' evaluation, the direct upgrading with them was not recommended and instead shall pass through the usual bidding process.

Many health-related processes stand to be reshaped by the Internet. In clinical settings, the Internet enables care providers to gain rapid access to information that can aid in the diagnosis of health conditions or the development of suitable treatment plans. It can make patient records, test results, and practice guidelines accessible from the examination room. It can also allow care providers to consult with each other electronically to discuss treatment plans or operative procedures.

At the same time, the Internet supports a shift toward more patient-centered care, enabling consumers to gather health-related information themselves; to communicate with care providers, health plan administrators, and other consumers electronically; and even to receive care in the home. The Internet can also support numerous health-related activities beyond the direct provision of care.

Given the demanding role that requires the use of internet bandwidth, IRM is procuring 150 Megabits per second (Mbps) bandwidth to serve for the delivery of service of NKTl.

II. PROJECT SCOPE

The **BIDDER** shall provide to **NATIONAL KIDNEY AND TRANSPLANT INSTITUTE** the service in accordance with the terms and conditions of this Proposal. The provision of Service shall include the following:

1. Design and planning of the service to be provided.
2. Installation and configuration of BIDDER- provided equipment at customer's premises/ location (from Diagnostic Center Entrance Post to NKTl DATACENTER).
3. Standard testing of the service.
4. Civil works and all other necessary installation/ materials and supplies to satisfactorily implement project.
5. 24/7 Call center and field Engineers support.

II.1 TECHNICAL SPECIFICATIONS

1. At least 150 Mbps CIR Fiber Optic leased line;
2. At least Five (5) RJ45 port circuit gateway device that can segregate internet bandwidth in every single port. The amount of internet bandwidth are based on IRM/ NKTl request;
3. End to end Metro-wide fiber optic network;
4. Flatter network optimized for IP with low latency;
5. Least number of potential points of failure and downtime; and

6. Must provide web access to usage, network performance statistics and web-based traffic utilization (MRTG).

III. IMPLEMENTATION ARRANGEMENT

1. Contact Person

- | | | |
|----|------------------------------------|---|
| a. | NKTI Information Resource Division | Rommel A. Canuto, MSIT Chief, IRMD |
| b. | NKTI Hospital Support Services | Blesilda A. Gutierrez, MBA Deputy Director, Hospital Support Services |
| c. | NKTI Exec. Office | Rose Marie O. Rosete-Liquete, M.D. Executive Director |

2. Contract Administration Arrangement

The contract of the Proponent will be under the administration of the NKTI-Information Resource Management Division. The NKTI-IRMD shall closely coordinate with the Proponent.

3. Reporting Protocol

- 3.1 The Proponent shall forward all communications, deliverables, and request for payment, etc. to the NKTI-IRMD.
- 3.2 All the above documents will be acted upon within fifteen (15) days except for cases deemed urgent by the Proponent.

IV. BID PARAMETER

The approved budget for the contract is PhP3,600,000.00. The Winning Bidder will be determined after the Post Qualification based on the Lowest Calculated Responsive Bid.

V. ROLES AND RESPONSIBILITIES

1. NKTI

NKTI shall have the following responsibilities for the proper installation, operation and maintenance of the service:

- a. Provide necessary access and clearance to NKTI and/or building premises for authorized personnel of the winning bidder to conduct all activities in connection with the installation, activation, operations and maintenance of the Service;
- b. Provide RJ45 patch cord necessary for the operation of the service;
- c. Provide the required Uninterruptible Power Supply (UPS) or Automatic Voltage Regulator (AVR), equipment grounding and air-conditioning/ ventilation to ensure smooth and continuous operation of the Service;
- d. Ensure that no activities such as, but not limited to, change-out of equipment, disconnection, movement, reconfiguration, repair, preventive maintenance of any equipment and facilities provided by the winning bidder shall be conducted by the authorized personnel of the winning bidder only;
- e. NKTI shall not perform repairs on damaged interface cables, in-house wiring, power-related equipment/ accessories and wirings without prior notice to the winning bidder since such repair may cause damage to the winning bidder's provided equipment;
- f. Protect the equipment provided by the winning bidder from negligence such as, but not limited to, theft, accident, vandalism and fire;
- g. Report to the winning bidder in advance any site improvement, renovation, transfer, and any related activity that may affect the Service;
- h. NKTI shall provide a security system for its own network, equipment, operating systems and other similar network and operating software.

2. Winning Bidder Responsibilities

- a. The winning bidder shall provide a guaranteed Committed Information Rate (CIR) Fiber Optic leased line at least 150 Megabits per Second (Mbps), shall include the following:
- At least 150 Mbps CIR Fiber Optic leased line;
 - At least thirty (30) Percent Increase of Bandwidth annually.
 - At least five (5) RJ45 port circuit gateway device that can segregate internet bandwidth in every single port.
 - The amount of internet bandwidth are based on the following;
 - Port 1 – 20MB (Megabits) for Remote Service Application
 - Port 2 – 55MB (Megabits) for NKTI Internet
 - Port 3 – 35MB (Megabits) for NKTI Doctors
 - Port 4 – 20MB (Megabits) for NKTI Mail Server
 - Port 5 – 20MB (Megabits) for Lab Website

All assigned bandwidth per port are subjected for revisions upon request of end user.

- At least five (5) Public IP in each port circuit gateway;
- End to end Metro-wide fiber optic network;
- Flatter network optimized for IP with low latency;
- Least number of potential points of failure and downtime; and
- Must provide web access to usage, network performance statistics and web-based traffic utilization (MRTG).

The provision of Service shall include the following:

- Design and planning of the service and installation;
- Installation and configuration of winning bidder's provided equipment at NKTI's premises/location (from Diagnostic Center Entrance Post to NKTI DATA CENTER or MAIN BUILDING G/F NETWORK CABINET MAIN DISTRIBUTION FRAME);
- Standard testing of the Service;
- Civil works and all other necessary installation to satisfactorily implement project;
- 24/7 Call Center and Field Engineers Support.

VI. ELIGIBILITY REQUIREMENTS:

The Proponent should have sufficient expertise, capability and experience to develop, implement and sustain the proposed project. The Proponent must submit the following certificates are as follows:

1. Certificate that the bidder must have at least One (1) Tier International Internet Exchange backbone connections with corresponding type of connections (submarines, cable, satellite, etc.).
2. Certificate that the bidder must be a member from at least one (1) local internet exchange, e.g. Phix, MIX, CORE, etc.
3. Certificate that the bidder must have local peering with the three (3) major telcos and to the other Internet Service Providers (ISPs).
4. Certificate that the bidder must have at least two (2) Internet Gateway facilities located in two different regions to ensure reliability and resiliency of email hosting and web hosting services.
5. Certificate of satisfactory performance from proponents at least two clients excluding NKTI.
6. List of Service Engineers together with their certification, respective address and updated contact numbers.
7. Certificate of site inspection issued by NKTI-IRM.
8. Certificate that the bidder must submit Lay-out plan prior to installations.
9. Certificate of guarantee that the bidder shall submit complete as-built plan prior to processing of payments.

VIII. PROPOSED DELIVERY PERIOD AND TERMS OF PAYMENT

1. Delivery and Installation Period: within Thirty (30) calendar days upon receipt of Notice to Proceed/ Purchase Order
2. Billing shall commence from the date of the acceptance as indicated in the Service Acceptance Form duly signed by NKTI's authorized or designated representatives or the day after the lapse of the 7-day period, when the Service is deemed accepted. Payments shall be in thirty-six (36) equal monthly installments.

3. The contract shall be effective for a period of three (3) years, from the issuance of acceptance.

4. Any changes in the specifications and requirements discussed in this Pre-Bid Conference shall be issued in the form of Bid Bulletin. Supplemental/Bid Bulletins will be issued not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.

There being no other remaining topics for discussion, the **Pre-Bid Conference** was adjourned at **2:45 PM** after the BAC reiterated that deadline and opening of bids shall be on December 16, 2019 at 2:00 pm at BAC Conference, G/F Main Building of NKT1.

Minutes taken by:


TERESA MAE FINES
BAC Support Staff

Reviewed by:


MARY JANE ANCHETA, LLB
Head, BAC Secretariat

Approved by:


GERARDO M. SILVA, MD
BAC Chairman