Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
134 Amorsolo St., Legaspi Village
Makati City

PURCHASE ORDER

Supplier:	**DON PIN CORPORATION**	**P.O. #**	**026-10-112**
Address:	320 Romy St., Pasay City	**Date:**	October 8, 2026
TIN:	005-059-926-000	**Mode of Procurement:**	
Account No.:	0000-6044-8598	Bank: BDO- Libertad cor Colayco St., Pasay City	Small Value Procurement
Telephone:	8551-4475	Email: paulo.legaspi@donpingroup.com	

Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Date of Delivery:	**6796 Convergys One Building, Salcedo St. corner Ayala Ave., Makati City**	**Delivery Term:** Within 45 days from receipt of P.O. **Payment Term:** Within 30 days upon receipt Inspection and Acceptance Report (IAR) (Bank to bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	LOT	**SUPPLY OF LABOR AND MATERIALS FOR THE INSTALLATION AND COMMISSIONING OF THE STRUCTURED CABLING SYSTEM FOR THE OSG RELOCATED OFFICES AT CONVERGYS ONE BUILDING**	1	Php 670,696.03	Php 670,696.03

I. PROJECT REQUIREMENT

The contractor shall provide all necessary labor, materials, tools, equipment, transportation, supervision, and other incidental requirements for the complete installation, termination, testing, commissioning, and documentation of the structured cabling system for the OSG relocated offices at Convergys One Building

II. QUANTITY

Network Nodes: Fifty-three (53) nodes

III. SCORE OF WORK

The contractor shall undertake the following:

1. Raceway / Conduit Installation

Supply, installation, and layout of new LAN cable raceways using aluminum split tubing and/or Electrical Metallic Tubing (EMT) pipes from the existing network rack to the designated workstation and Wireless Access Point (AP) locations, including all necessary supports, boxes, fittings, fasteners, and other accessories.

All cable trays, conduits, supports, and hangers shall be securely and permanently anchored to the ceiling or other approved structural surfaces and shall be installed in accordance with applicable building requirements and accepted installation

2. LAN Cabling for APs, VoIP Phones, and Photocopier

Supply, installation, termination, and testing of forty-one (41) runs of new Category 6 (Cat 6) Unshielded Twisted Pair (UTP) cable to the designated locations for Wireless Access Points (APs), VoIP phones, and photocopier/networked devices.

3. Uplink Cabling

Supply, installation, termination, and testing of two (2) runs of new Category 6 (Cat 6) UTP cable for uplink connectivity from the CMS data cabinet to the 7th Floor Server Room.

Note: The required cable type and configuration for the uplink/backbone connection shall be subject to confirmation and approval by the OSG ICT/technical representative prior to installation.

4. Data Cabinet-to-Data Cabinet Cabinet Connections

Supply, installation, termination, and testing of eight (8) runs of new Category 6 (Cat 6) UTP cable for data cabinet-to-data cabinet connections.

5. Biometric System and Guard VoIP Phone

Supply, installation, termination, and testing of two (2) runs of new Category 6 (Cat 6) UTP cable for the biometric system (HRDM) and Guard VoIP phone, respectively, with termination at the HRMD and Diaz data cabinets, respectively.

Note: The proper designation/acronym of the HRDM/HRMD location shall be confirmed by the OSG ICT/technical representative prior to installation.

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		6. Termination, Labeling, Testing, and Commissioning The Contractor shall perform complete termination, labeling/tagging, testing, and commissioning of all installed network cables and connectivity points. All installed cable runs shall be tested using a Fluke cable tester or equivalent approved testing equipment. One hundred percent (100%) of the installed cable runs shall be tested. The Contractor shall submit the corresponding cable test results/reports upon completion of the installation. Any cable run that fails the required test shall be corrected, repaired, or replaced and retested by the Contractor at no additional cost to the Procuring Entity. **7. Engineering Documentation and As-Built Plans** The Contractor shall prepare and submit complete engineering documentation, including as-built plans/drawings showing the final installed cable routes, cable identification numbers, termination points, data cabinets, network nodes, and other relevant network infrastructure. The Contractor shall also submit the following upon completion, as applicable: • Cable schedule; • Cable/node identification and labeling schedule; • Port/termination assignment; • Fluke cable test results; • As-built drawings/plans; • List of materials installed; and • Other turnover documents reasonably required by the OSG **IV. OTHER TECHNICAL REQUIREMENTS** **1. Existing Network Rack** The existing rack for the network switch and cable manager shall be reused. The Contractor shall inspect the existing rack prior to installation and shall ensure that all newly installed cables are properly routed, dressed, secured, labeled, and organized within the existing rack and cable management system. **2. Network Backbone / Home Run** The home run for network connectivity and backbone/network resource access shall terminate at the OSG Convergys Data Center located on the 7th Floor. **3. Wireless Access Points and Data Nodes** The home runs for all Wireless Access Points (APs) and data nodes shall terminate at the existing edge network switch of the respective division/service. **4. Cable and Port Labeling** All data outlets/jacks, patch panels, frames, and cable ends shall be clearly and consistently labeled. Labels shall be durable, tamper-resistant, legible, and machine-printed using an appropriate label maker. The cable identification shall be consistent at both ends of each cable run and shall correspond with the submitted cable schedule/as-built documentation. **5. Cable and Port Labeling** The Contractor shall ensure that all cables are properly routed, supported, dressed, and protected from physical damage. Cables shall be installed in a neat and orderly manner and shall not be left loose, exposed, or improperly supported. The Contractor shall observe proper separation of network/data cables from electrical/power cables and shall comply with applicable building and installation requirements.			

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		6. Building and Site Requirements The Contractor shall comply with all applicable building rules, safety regulations, access requirements, work permits, and other requirements imposed by the building administration/property management of Convergys One Building. The Contractor shall be responsible for the protection of existing facilities, equipment, furniture, fixtures, and other property during the installation. Any damage caused by the Contractor during the performance of the works shall be repaired or restored by the Contractor at no additional cost to the Procuring Entity. The Contractor shall maintain the work area in a clean and orderly condition and shall remove all debris, excess materials, and installation waste upon completion of the work. **V. SITE INSPECTION / OCULAR INSPECTION** Prospective bidders are advised to conduct an ocular/site inspection prior to submission of their quotation to familiarize themselves with the actual site conditions, existing network infrastructure, data cabinets, cable routes, installation locations, building requirements, and other conditions that may affect the implementation of the project. The Contractor shall be deemed to have considered all site conditions necessary for the proper and complete performance of the works in preparing its quotation. **VI. MATERIALS AND INCIDENTAL REQUIREMENTS** Unless otherwise specified, the Contractor shall supply all materials, consumables, tools, equipment, accessories, fasteners, supports, fittings, and other incidental items necessary for the complete and proper installation, testing, commissioning, and turnover of the structured cabling system. All materials shall be new, unused, suitable for the intended application, and compliant with the required technical specifications and applicable standards. The Contractor shall ensure compatibility of all newly installed components with the existing network infrastructure. **VII. TESTING, COMMISSIONING, AND ACCEPTANCE** The completed structured cabling system shall be subject to inspection, testing, and commissioning by the OSG ICT/authorized technical representative. Final acceptance shall be subject to: 1. Completion of all required cable installations and terminations; 2. Successful testing of all installed cable runs; 3. Proper labeling and identification of all network connectivity points; 4. Proper organization and dressing of cables at the data cabinets; 5. Successful commissioning of the installed network connectivity; 6. Submission of complete test results and required documentation; and 7. Submission of the final as-built plans/drawings. Any deficiencies identified during inspection or testing shall be corrected by the Contractor at no additional cost to the Procuring Entity. **VIII. WARRANTY** The Contractor shall provide a warranty covering defects in workmanship and installed materials attributable to the Contractor's work, subject to the applicable warranty requirements of the Procuring Entity. Any defective cable, termination, connector, component, or installation identified during the applicable warranty period shall be repaired or replaced by the Contractor at no additional cost to the Procuring Entity. **IX. COMPLETION PERIOD** The Contractor shall complete the project, including installation, termination, testing, commissioning, and submission of all required documentation, within forty-five (45) calendar days from receipt of the Purchase Order.			

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		X. SUMMARY OF CABLE RUINS **Description** — **Quantity** LAN cable runs for APs, VoIP phones, and photocopier/networked devices — 41 runs Uplink from CMS data cabinet to 7th Floor Server Room — 2 runs Data cabinet-to-data cabinet connections — 8 runs Biometric system and Guard VoIP phone — 2 runs **TOTAL** — **53 runs** *The following documents shall be deemed to form & construed as part of this contract:* *i. Request for Quotation* *ii. Quotation* *iii. Other documents as may be required by law.*			
Total Amount in Words:		**Six Hundred Seventy Thousand Six Hundred Ninety Six Pesos and 03/1000 Only**			**Php 670,696.03**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme:

Paulo Legaspi
IT Infrastructure Dept Head

(Signature over printed name)

10/14/2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ALOBS: 02-102101-2026-10-049

Amount: ₱ 670,696.03

ARIEL J. UBIÑA
Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009

CHRISTIAN D. BUAT
Admin Asst. I, Administrative Division