

3.2.2. Designate technical officers/staff members who shall act as the contact person/ coordinator of PCW for the project. The coordinator shall interface with the **CONTRACTOR** regarding their services and outputs and organize and make available the necessary resources and information needed from PCW, such as the following:

- i. Oversee project implementation and ensure that the outputs expected from the **CONTRACTOR** are in accordance with the requirements of PCW as stated in Annex B - Technical Specifications and Annex C - Terms of Reference and are free from errors and delivered in a timely manner;
- ii. Manage and coordinate project activities with stakeholders including but not limited to, the issuance of work notices/advisory on a schedule of disruptive work;
- iii. Facilitate the review and acceptance of project outputs submitted by the **CONTRACTOR** which should not exceed five (5) working days from the receipt of documents;

3.2.3. Grant the **CONTRACTOR's authorized personnel** access to its premises and facilities located therein to perform its obligations, provided that the representatives are to be accompanied by the duly assigned PCW technical officers/staff members;

3.2.4. Resolve internal (PCW) issues, concerns and/or problems arising from the management of the project, which may adversely affect the delivery of the outputs.

Section 4
TERMS OF PAYMENT

4.1. The **CONTRACTOR** shall be paid in four (4) tranches. Payment shall be processed and released only upon completion, accomplishment of project deliverables per tranche duly reviewed and endorsed by the Chief of the Information Resource Management Division (herein referred to as IRMD), and approved by the Executive Director and upon issuance of the Certificate of Inspection and Acceptance of output and services by the PCW:

4.1.1. First tranche - **PhP 750,000.00**, subject to withholding of applicable government taxes, to be released upon delivery and acceptance of the following on or before **22 August 2017**:

Detailed Workplan, including the following:

- i. Migration and transition plan;
- ii. Gantt Chart;
- iii. Proposed cabling plan for structured cabling and Server Room;
- iv. Proposed server room layout;
- v. Power Single Line diagrams;
- vi. Network Diagrams and VLAN allocation;
- vii. Rack Diagram; and
- viii. IT Room Floor Plan;

4.1.2. Second tranche - **PhP 3,000,000.00**, subject to withholding of applicable government taxes, to be released upon delivery and acceptance of all the IT equipment and other active components needed for the enhancement of the ICT network on or before **21 September 2017**;

4.1.3. Third tranche - **PhP 680,000.00**, subject to withholding of applicable government taxes, to be released upon the registration of PCW ICT


EMMELINE L. VERZOSÁ
Executive Director


HONEY M. CASTRO
PCW-IRMD, Chief


LEONARD C. CINCOCHAN
President, PRONET


NATHANIEL L. GONZALES
PCW Accountant III


CÉCILE B. GUTIERREZ
PCW Deputy Director for Management Services


HAZEL JOY D. TOLACIDO-O
Senior Sales Engineer, Pronet