



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



**REQUEST FOR QUOTATION**

<b>P.R. NO:</b>	<b>2024-05-1275</b>	<b>MODE OF PROCUREMENT:</b>	<b>NP-SVP</b>
<b>P.R. DATE:</b>	<b>22 MAY 2024</b>	<b>REF. NO.:</b>	<b>RFQ-2024-156</b>
<b>END-USER:</b>	<b>KISS-NIMD</b>	<b>DATE PREPARED:</b>	<b>May 30, 2024</b>
<b>PRN:</b>	_____	<b>CLOSING DATE/TIME:</b>	<b>June 4, 2024 10:00 AM</b>

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Basement</i>	1	lot	150,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.  
3. Interested bidder/s must submit the following documents:

<b>A. ELIGIBILITY DOCUMENTS</b>	
a.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021); <b>OR</b> PhilGEPS Registration Number
b.	Valid and Current Mayor's/Business Permit for CY 2024 OR application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2023 Business/Mayor's permit.
c.	Special Power of Attorney/Board Resolution/Authorization as authorize representative valid for six (6) months (if applicable)
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
<b>B. TECHNICAL AND FINANCIAL DOCUMENTS</b>	
d.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
e.	Submit one (1) completed contract similar or related to the project on which the value must be equivalent to at least fifty (50%) percent of the ABC. For this purpose, a similar contract shall mean (Structured Cabling Installation, Repair and/or Renovation Services).
f.	Submit fifteen (15) Years in the Industry of System Integration.
g.	Submit ISO 9001:2015 Certified
h.	Submit licensed with Philippine Contractors Accreditation Board (PCAB) Communication Facilities Medium B.
i.	Service Provider must have atleast: 1. One (1) Certified Data Center Expert 2. One (1) Certified Occupational Safety Officer that has completed at least Basic Occupational Safety and Health Training Course. 3. One (1) Certified Project Management Professional (PMP) 4. One (1) Certified Fiber Optic Technician
j.	Service Provider must have a Project Management Team to assure smooth implementation of the project: Composed of at least one (1) Head Project Manager with at least (5) years' experience in project management, One (1) Assistant Project Manager and One (1) back up project manager during the implementation to oversee the project.

	1. Employed by the company for at least three (3) years 2. Employed by the Company for at least five (5) years
k.	Service Provider must have a 24/7 Helpdesk System via Phone and Email Support that includes: 1. Single Point of Contact for Problem Reporting 2. Technical Engineer Dispatch Facility 3. Case Logging and Monitoring 4. Technical Support History and Reporting
l.	Duly Conformed Terms of Reference

**Failure to submit all documents as required above shall be automatically disqualified.**

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
8. If thru email, kindly indicate in the subject ATTENTION: JELYN STA. ANA - RFQ-2024-156.
9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
**DIANNE G. IBIAS**  
 Chief, Procurement Mgt. Section-PSMD &  
 Head, BAC Secretariat

Technical Proposal Form

Item No.	Description / Technical Specifications	Qty
	ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Baseament	1 lot



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



**TERMS OF REFERENCE**  
as of 13 May 2024

**ICT SERVICE FOR THE NETWORK REHABILITATION OF INTERMEDIATE DISTRIBUTION FRAME (IDF) CABINET-BASEMENT**

**I. RATIONALE**

The DENR plays a pivotal role in the stewardship of the country's rich and diverse environment. Recognizing the imperative to adapt to the evolving landscape of information management and technological advancements, DENR has embarked on a strategic initiative – the Rehabilitation and Modernization of its central office Campus Cabling.

This project aims to extend its scope to the rehabilitation of IDF cabinet in the basement due to ongoing retrofitting of the basement of the main building of DENR-Central office.

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is Seven Pesos **(PhP150,000.00)** inclusive of all applicable government taxes and service charges.

**III. QUALIFICATION OF SERVICE PROVIDER**

- A. Service Provider must have completed at least one (1) contract similar or related to the project on which the value must be equivalent to at least fifty (50%) percent of the ABC. For this purpose, a similar contract shall mean (Structured Cabling Installation, Repair and/or Renovation Services).
- B. Service Provider must be at least fifteen (15) years in the industry of system integration.
- C. Service Provider must be at least ISO 9001:2015 Certified.
- D. Service Provider must be licensed with Philippine Contractors Accreditation Board (PCAB) Communication Facilities Medium B.
- E. Service Provider must have at least:
  - 1. One (1) certified Data Center Expert<sup>1</sup>.
  - 2. One (1) Certified Occupational Safety Officer that has completed at least Basic Occupational Safety and Health training course<sup>1</sup>.
  - 3. One (1) Certified Project Management Professional (PMP)<sup>2</sup>.
  - 4. Two (2) Certified Fiber Optic Technician<sup>1</sup>
- F. Service Provider must have a project management team to assure smooth implementation of the project: composed of at least one (1) Head Project Manager with at least five (5) years' experience in project management, one (1) Assistant Project Manager and One (1) back up Project Manager during the implementation to oversee the project<sup>3</sup>.

<sup>1</sup> Employed by the Company for at least three (3) years.

<sup>2</sup> Employed by the Company for at least five (5) years.

<sup>3</sup> See Section VI.C for various submittals.

Let's Go Green!



**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty
	<i>ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Base ment</i>	1 lot

- G. Service Provider must have a 24/7 helpdesk system via phone and email support that includes:**
1. Single point of Contact for Problem Reporting
  2. Technical Engineer Dispatch Facility
  3. Case Logging and Monitoring
  4. Technical Support History and Reporting

**IV. PROJECT DELIVERABLES**

**A. Scope of Work**

The scope of work for this project includes, but is not limited to, the following:

1. Structured Cabling for DENR Main and Campus Buildings.

**B. Project Kickoff**

The project kickoff meeting communicates the project goals and objectives to ensure the winning service provider's project team and their DENR counterpart are clear on what they should be doing in the project.

The Meeting agenda must at least provide the following:

- Project Background
- Project Scope / Deliverables
- Project Timeline
- Risk Management
- Roles and Responsibilities

*Note: Other agenda can be added/included depending on the winning service provider's proposal.*

**C. Timeline and Deliverables**

The project timeline will be determined in collaboration with the service provider. However, the following deliverables are expected:

1. Design and planning documentation within seven (7) calendar days from receipt of Notice to Proceed (NTP).
2. Completion of civil works and installation activities within One-Hundred and Twenty (120) calendar days from the project start or kick-off date.
3. Commissioning and testing reports, as-built drawings, and comprehensive handover documentation within seven (7) days from project completion.

**D. Quality Assurance**

The service provider is responsible for ensuring that all aspects of the Data center meet the highest quality standards. Regular inspections and quality checks should be conducted throughout the construction and installation phases to ensure compliance with industry best practices and relevant regulations.

**E. Health and Safety**

The service provider must prioritize health and safety during all project activities. All workers should adhere to appropriate safety protocols, wear personal protective equipment (PPE) where necessary, and follow established safety guidelines. The service provider must also comply with local regulations and standards relating to health and safety.

**F. Reporting and Communication**

*Let's Go Green!*

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty
	<i>ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Basement</i>	1 lot

The service provider shall provide regular progress reports to the end user, including updates on construction milestones, key challenges, and any significant deviations from the project plan. Effective communication channels should be established to address any queries or concerns from the project team or stakeholders. The progress report shall be submitted weekly and acknowledged by all stakeholders.

**G. Project Handover**

1. Documentation:
  - a. As-built drawings and schematics: Provide accurate and up-to-date drawings and schematics of the server room and campus layout, including cables and equipment locations.
  - b. Operation and maintenance manuals: Prepare detailed manuals outlining the systems' operation, maintenance, and troubleshooting procedures.
  - c. System specifications and equipment lists: Document the specifications of all installed equipment.
  - d. Testing and commissioning reports: Include comprehensive reports that outline the testing procedures, results, and compliance with design specifications.
  - e. Preventive maintenance schedules: Provide a schedule that outlines the recommended maintenance activities, frequencies, and tasks for the infrastructure installed.
2. Training and Knowledge Transfer:
  - a. Conduct training sessions: Organize training sessions for the maintenance personnel to ensure they are familiar with the operation, maintenance, and troubleshooting of the system installed.
  - b. Provide user manuals: Distribute user-friendly manuals or guides that explain the usage and best practices for operating the system installed.
  - c. Knowledge transfer sessions: Facilitate knowledge transfer sessions with the relevant staff to ensure they understand the system's intricacies, including control interfaces, alarm systems, and emergency protocols if applicable.
  - d. Provide training certificates for the abovementioned personnel or staff.
3. Warranty and Support Information:
  - a. Warranty documentation: Provide copies of all warranties and guarantees associated with all installed equipment, specifying their duration, coverage, and contact information for warranty support.
  - b. Supplier and vendor contacts: Include a list of contacts for the suppliers and vendors involved in the project, including their names, roles, phone numbers, and email addresses, to facilitate future support or warranty claims.
4. Project Closure Report:
  - a. Prepare a comprehensive project closure report summarizing the project objectives, achievements, challenges, and lessons learned.
  - b. Include a summary of the key deliverables, milestones achieved, and any outstanding or pending tasks or issues.
  - c. Provide recommendations for future improvements or enhancements to the Server Room infrastructure.
5. Handover Meeting:
  - a. Conduct a formal handover meeting with the relevant stakeholders to review the project scope, deliverables, and documentation.
  - b. Address any outstanding questions or concerns and ensure a smooth transition of responsibilities.

*Let's Go Green!*



**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty
	<i>ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Baseament</i>	1 lot

c. Obtain sign-off and acceptance from the stakeholders indicating their satisfaction with the completed project through a Project Sign-off Sheet.

**6. Ongoing Support and Maintenance:**

- a. Provide information about ongoing support and maintenance services, including technical and emergency assistance contact details.
- b. Offer post-project support options, such as extended warranties, maintenance contracts, or service-level agreements (SLAs).

**Note:** The specific requirements for project handover may vary depending on the DENR's policies and project specifications. It is recommended that the service provider tailor the handover requirements to meet the unique needs of the project and the expectations of the stakeholders involved.

**V. TECHNICAL REQUIREMENTS**

**A. Scope of (Minimum unless otherwise specified).**

No.	Description	QTY	UNIT
1.	MOBILIZATION	1	UNIT
2.	FOC CABLE/SPLING	1	UNIT
3.	MISCELLANEOUS AND CONSUMABLES	1	UNIT
4.	LABOR INSTALLATION/RELOCATION	1	UNIT
5.	UTP CABLE CAT6 4pairs	1	UNIT

**1. Scope of Works**

- Mobilization
- Dismantling of existing conduit layout
- Dismantling and relocation of UTP cables for Data and Telephone
- Re routing of conduit layout fir FOC backbone
- Re routing of conduit layout for the date and telephone
- Cable pulling of UTP cable & FOC backbone
- Mounting of 2ft Data Cabinet
- Re spling of eisxting FOC backbone
- Termination on patch panel
- Testing & commissioning
- Turnover and Acceptance
- Demobilization

**VI. SUBMITTALS DURING POST-QUALIFICATION AND TECHNICAL EVALUATION**

- A. Shall submit a copy of the purchase order or certificate of completion for the required completed contract similar to this project.
- B. Shall submit various certificates and licenses as required on Section III (Qualification of Service providers)
- C. Shall submit proof of employment including individual CVs, company ID, SSS Remittances, and copies of valid certificates for required personnel, project managers, and safety officers.
- D. Shall submit certification, stating that they are capable of providing a 24/7 helpdesk system via phone and email support that includes:
  - 1. Single point of Contact for Problem Reporting
  - 2. Technical Engineer Dispatch Facility
  - 3. Case Logging and Monitoring
  - 4. Technical Support History and Reporting

*Let's Go Green!*

**Technical Proposal Form**

Item No.	Description / Technical Specifications	Qty
	<i>ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Base ment</i>	1 lot

- E. Shall submit brochures and/or technical data sheets of the Brand or Solutions being offered.
- F. Shall submit Technical Support Organizational Structure and Escalation Level detailing the escalation procedure; the person responsible for answering technical support calls and his/her contact details (i.e. contact person, position, contact numbers, and email address)

**VII. LOCATIONS**

The project implementation site will be at the Basement DENR Central Office, DENR Main Building, and Various Buildings within the DENR Central Office Compound, Visayas Avenue, Diliman, Quezon City.

**VIII. DUTIES AND RESPONSIBILITIES OF THE DENR**

- A. Grant the winning service provider's authorized representative access to its premises, equipment, and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DENR IT personnel;
- B. Responsible for the safe custody and use of the equipment provided by the winning service provider; and
- C. Issue a Certificate of Inspection and Acceptance to the winning service provider certifying conformance with the project Terms of Reference (TOR).

**IX. TERMS OF PAYMENT**

DENR shall pay the service provider for its services. The payments for the services will be done after the completion of projects

Timeline	Project Deliverables	Percentage Amount of Contract Price to be released as payments	Documentary Requirements
Within seven (7) calendar days from receipt of Purchase Order	•	100%	<ul style="list-style-type: none"> <li>• Project Closure Report</li> <li>• Project Completion</li> <li>• Certificate of Inspection and Acceptance issued by DENR</li> <li>• Sales Invoice or Billing statement.</li> <li>• Bank Details</li> </ul>

Prepared by:

  
**MICHAEL L. PAGULAYAN**  
 Administrative Assistant III

Reviewed by:

  
**EUGENE C. DE GUZMAN**  
 OIC-Chief  
 Network Infrastructure Management Division

*Let's Go Green!*



**Project Requirements/Terms and Conditions:**

1. **Delivery/completion** period: as per Terms of Reference.
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	TOTAL ABC (₱)	BIDDER'S PRICE QUOTATION (₱)
	<i>ICT Service for the Network Rehabilitation of Intermediate Distribution Frame (IDF) Cabinet-Basement</i>	1 lot	150,000.00	

**Note: Financial offer must not exceed in the ABC.**

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

\_\_\_\_\_  
NAME OF COMPANY (IN PRINT)

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telefax No.: \_\_\_\_\_  
 Mobile Number: \_\_\_\_\_