



REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
Malacañang, Manila

Bidding Documents for the

NETWORK

MANAGEMENT SERVICE

FOR THE DBM INTEGRATED

DATA AND VOICE NETWORK

FY 2011-2012

Part I – Eligibility Requirements

February 2011

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PART I

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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF BUDGET AND MANAGEMENT

**REQUEST FOR EXPRESSION OF INTEREST FOR NETWORK
MANAGEMENT SERVICE FOR THE DBM INTEGRATED DATA
AND VOICE NETWORK, FY 2011-2012**

1. The Department of Budget and Management (DBM), through the authorized appropriations (General Appropriations Act) intends to apply the sum of Twenty Two Million Four Hundred Fifty Nine Thousand Pesos (P22,459,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Network Management Service for the DBM Integrated Data and Voice Network for FY 2011-2012 (“the Project”). Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. In view of the failure of the second bidding, the DBM now calls for the submission of eligibility documents for the procurement of ICT Consulting Services to handle and implement the Project. A brief description of the Project requirements is attached as Annex “A”. Interested consultants must submit their eligibility documents on or before March 8, 2011, 1:30 p.m. at the G/F AS Conference Room, Mabini Hall, Malacañang, Manila. Late bid/s shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and other required documents, and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) 9184, and its Revised Implementing Rules and Regulations (IRR). The short list shall consist of 3 to 5 prospective bidders who meets the minimum score below and will be allowed to submit bids. The criteria and rating system for short listing are the following using multi-level weighted scoring:

| Evaluation Criteria | Percent Distribution | Minimum Score |
|--|----------------------|---------------|
| Manpower Capacity/Qualifications | 40 % | 28 % |
| Current Workload relative to job capacity | 30 % | 21 % |
| Applicable experience of the Consulting Firm/Group (Past five years) | 30 % | 21 % |

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

5. The DBM shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The weights allocated are seventy percent (70%) for the Technical Proposal and thirty percent (30%) for the Financial Proposal. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
6. The DBM reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
7. For further information, please refer to:

*DBM-BAC Secretariat
Department of Budget and Management
Malacañang, Manila
Tel. No. 7354902; Fascimile No.: 7354979/7351957
Email address: jcenteno@dbm.gov.ph*

DIR. VIRGINIA G. GARRIEL
Alternate Vice Chairperson
DBM-BAC

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.
- 1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –
Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

- (iii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (iii.1) the name and location of the contract;
 - (iii.2) date of award of the contract;
 - (iii.3) type and brief description of consulting services;
 - (iii.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iii.5) amount of contract;
 - (iii.6) contract duration; and
 - (iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.

Financial Document

- (v) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
- (b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant’s country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes “A” and “B” Documents if they are in other foreign language.
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of shall be similarly sealed duly marking the envelopes as “COPY NO. ____ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The Procuring Entity's BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.
- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.
- 8.3. A prospective bidder determined as "ineligible" has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and

- (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

| Eligibility Documents | |
|-----------------------|---|
| 1.2 | ICT Consulting Services (Corporation, Partnership, or a Joint Venture) to handle and implement the <i>Network Management Service for the DBM Integrated Data and Voice Network</i> . |
| 1.3 | No further instructions. |
| 2.1 (a)(i) | No additional Requirements |
| 2.1 (a)(ii) | Valid Mayor's permit until December 31, 2011. |
| 2.1 (a)(iii) | The statement of all ongoing contracts and similar completed government and private contracts within the past five (5) years prior to the deadline for the submission and receipt of eligibility documents. |
| 2.1 (a)(iii.7) | Submit Client Information Sheet together with Certificate of Completion or Acceptance issued by Previous Client. |
| 2.1 (b) | The notarization of document shall comply with the 2004 Rules on Notarial Practice. Moreover, the competent evidence of identity shall be limited to those specified under the foregoing Rules, to wit: (i) identification documents issued by an official agency bearing the photograph and signature of the individual i.e., passport, driver's license, SSS ID, GSIS e-card, etc.; and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification. |
| 4.2 | Each prospective bidder/s shall submit one (1) original and two (2) copies of its eligibility documents. |
| 4.3(c) | DBM Bids and Awards Committee Department of Budget and Management Malacañang, Manila |
| 4.3(d) | The name of the project is Network Management Service for the DBM Integrated Data and Voice Network, FY 2011-2012 |
| 5 | The address for submission of eligibility documents is G/F AS Conference Room, Mabini Hall, Malacañang, Manila. The deadline for submission of eligibility documents is March 8, 2011, 1:30 p.m. Late bid/s shall not be accepted. |
| 8.1 | The place of opening of eligibility documents is G/F AS Conference Room, Mabini Hall, Malacañang, Manila. The date and time of opening of eligibility documents is March 8, 2011, |

| | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------------------|-------|---|-------|--|-------|--|-------|-------|------|----------------------------------|-------|---|-------|--|-------|--|-------|-------|-----|
| | 1:30 p.m. | | | | | | | | | | | | | | | | | | | | |
| 9.1 | <p>Similar contracts shall refer to management and operation of a secure and large scale data and voice network such a Wide Area Network, Voice over IP, or an Internet Data Center. Prospective bidder/s may submit a single contract having both data and voice network or two (2) separate contracts, one (1) for data and one (1) for voice network.</p> | | | | | | | | | | | | | | | | | | | | |
| 9.2 | <p>Multi-level weighted scoring shall be used for the short listing of consultants. Interested consultants must accomplish and submit the attached survey sheet and the required supporting documents stated therein for evaluation purposes. The number of short listed consultants shall consist of 3 to 5 prospective bidders who meet the minimum score for each criterion. The evaluation criteria are as follows:</p> <table data-bbox="459 688 1166 856"> <tr> <td>Manpower Capacity/Qualifications</td> <td>- 40%</td> </tr> <tr> <td>Current Workload relative to job capacity</td> <td>- 30%</td> </tr> <tr> <td>Applicable Experience of the Consulting Firm/Group</td> <td>- 30%</td> </tr> <tr> <td></td> <td>-----</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> </tr> </table> <p>The minimum required for each criterion is as follows:</p> <table data-bbox="459 961 1166 1129"> <tr> <td>Manpower Capacity/Qualifications</td> <td>- 28%</td> </tr> <tr> <td>Current Workload relative to job capacity</td> <td>- 21%</td> </tr> <tr> <td>Applicable Experience of the Consulting Firm/Group</td> <td>- 21%</td> </tr> <tr> <td></td> <td>-----</td> </tr> <tr> <td>TOTAL</td> <td>70%</td> </tr> </table> <p>The BAC shall rank the consultants in descending order based on the total score and identify the top five (5) potential bidders. Should less than the required number qualify for short listing, the BAC shall consider only those which met the minimum score and which may be allowed to proceed to the next stage of the bidding process.</p> | Manpower Capacity/Qualifications | - 40% | Current Workload relative to job capacity | - 30% | Applicable Experience of the Consulting Firm/Group | - 30% | | ----- | TOTAL | 100% | Manpower Capacity/Qualifications | - 28% | Current Workload relative to job capacity | - 21% | Applicable Experience of the Consulting Firm/Group | - 21% | | ----- | TOTAL | 70% |
| Manpower Capacity/Qualifications | - 40% | | | | | | | | | | | | | | | | | | | | |
| Current Workload relative to job capacity | - 30% | | | | | | | | | | | | | | | | | | | | |
| Applicable Experience of the Consulting Firm/Group | - 30% | | | | | | | | | | | | | | | | | | | | |
| | ----- | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 100% | | | | | | | | | | | | | | | | | | | | |
| Manpower Capacity/Qualifications | - 28% | | | | | | | | | | | | | | | | | | | | |
| Current Workload relative to job capacity | - 21% | | | | | | | | | | | | | | | | | | | | |
| Applicable Experience of the Consulting Firm/Group | - 21% | | | | | | | | | | | | | | | | | | | | |
| | ----- | | | | | | | | | | | | | | | | | | | | |
| TOTAL | 70% | | | | | | | | | | | | | | | | | | | | |

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

The Chairperson

DBM-Bids and Awards Committee
Department of Budget and Management
Malacañang, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated February 28, 2011 for Network Management Service (NMS) for the DBM Integrated Data and Voice Network, FY 2011-2012, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

Annex "A"

Brief Description of the Project

Procurement of ICT consulting services (corporation, partnership, or a joint venture) to handle and implement the Network Management Service for the DBM Integrated Data and Voice Network

The general scope of the outsourced services covers the following:

- Management of data, voice, servers and storage access to ensure availability for all the units of the DBM;
- Monitoring and tracking of DBM's network access availability and usage;
- Identification of DBM network vulnerabilities and threats;
- Performance of corrective measures and mechanism to protect DBM network environment and ICT systems;
- Performance of remedial actions to restore network services in the event of network breakdown of its components;
- Submission of reports on continuing enhancements/improvements to the DBM network and other related inputs in the formulation of policies related to network management;
- Submission of reports to DBM as inputs in the formulation of policies related to network management. and
- Submission or recommendations on comprehensive modernization plan and strategy for the DBM Data and Voice Network System, including the road-mapping for IPv4.0 to IPv6.0 migration plan;
- Submission of monthly reports on Network Management Services activities

GENERAL REQUIREMENTS

1) Technical Support

- Management and Administration of Network-related devices and services, Servers, Networked Attached and Shared Storage, Voice Devices & Components, UPS and Data Centers equipments/appliances/facilities.
- Network Security Assessment and Vulnerability Test
- 24 x 7 Service Monitoring
- 24 x 7 Helpdesk Services

2) Manpower Support

- Project Manager (1)
- Network Administrator (2)
- System Administrator (3)
- Desktop/Technical Support (2)
- Helpdesk (1)

3) Support Availability

- shifting schedule (6:00AM to 3:00PM, 2:00PM to 11:00PM and 10:00PM to 6AM)

- Each shift must be complemented by one (1) Network Administrator and one (1) System Administrator
- The Helpdesk Support shall be required to report from 6AM - 3PM five (5) days a week, regardless of holidays
- The Desktop/Technical Support Specialists shall be required to report from 9AM – 6PM, five (5) days a week, regardless of holidays
- Must assign one (1) system administrator or one (1) network administrator on three (3) shift schedules from 6AM-5AM on Saturdays and Sundays
- One (1) desktop/technical support specialist must report from 9AM-6PM on Saturdays and upon request on Sundays and holidays
- For peak season, especially during budget preparation period (usually from May to August), standby support may vary upon the request of Users or within the prescribed schedule defined by DBM
- Provision of supplemental on-site support and technical assistance to DBM-ROs relative to Integrated Data and Voice Network Infrastructure concerns and other DBM-ROs network on-site service, as required and approved by DBM/ICTSS

4) Reportorial requirements

- Comprehensive Network Data and Voice Technical Documentation (month preceding the end of the Contract)
- Monthly Reports
 - a) Management and Administration of Network, Servers, Storage Devices and Voice Devices such as resource utilization, analysis and assessment report among others
 - b) Network Security Assessment such as network incidents, vulnerability report, summary of virus incidents and security assessment
 - c) Summary and details of incidents 24 x 7 Service Monitoring
 - d) Summary and Details of Service Requests 24 x 7 Helpdesk Services
 - e) Summary and Details of Service Disruptions of Telecommunication Services together with Photocopy of the actual invoices and receipts to the billing statements

Survey Sheet

PARTICULARS

1. Applicable experience (Past 5 years)

a) Have implemented and operated a nationwide private secure network (e.g. not a DSL or internet implementation) with minimum size of at least 12 regional locations plus Metro-Manila locations. **If yes, state how many** and submit Certifications Issued by Previous Client for the purpose.

b) Have experienced in operating a secure and large scale data and voice network such as a Wide Area Network (WAN). Voice over IP, or an Internet Data Center (IDC). **If yes, state how many** and submit Client Information Sheet for the purpose.

c) Have existing business relationships with major local exchange carriers such as PLDT, BAYANTEL, GLOBE and EASTERN and has experience in using the facilities of multiple telecommunications providers for a single project. (at least 2 from the listed carriers) If yes, submit Certifications or any proof of engagement to the given local exchange carriers.

d) Have at least one (1) contract over the past 5 years with a minimum value equivalent to 50% of the ABC of this project and involves remote management of an ICT network with multiple locations spread across at least 12 regions on the Country. Submit proof of engagement such as copy of Contract or Purchase Order together with Certificate of Completion issued by the Client.

e) Have full and extensive experience in managing and customizing a network, networked-desktops and servers covering but not limited to the following technologies:

- > Cisco Routers, Switches
- > Fortinet, Fortigate Appliances
- > Watchguard Appliances
- > VPN (tunneling)
- > IPSec
- > PABX/IP-PABX switch
- > Frame relay network
- > WIFI / 4G
- > VoIP / Voice over WiFi/ Voice Over Wimax
- > Netflow, MTRG
- > Network monitoring, measurement and reporting
- > LINUX / FreeBSD/Open-Source Operating System.
- > Server Virtualization
- > Photonic networks
- > Automated Risk Assessment Management that includes network discovery, system profiling, and on-demand vulnerability scanning and assessment
- > High Speed Network Infrastructure (Gigabit and 10 Gigabit Ethernet)
- > NAS/SAN
- > Mesh Computing

If yes, state how many and submit Client Information Sheet supported by Certifications Issued by Previous Client for the purpose.

f) Have implemented multiple AVAYA PABX/IP-PABX systems in multiple locations with at least 300 voice ports. If yes, submit proof for the purpose, otherwise, state how many voice ports have implemented and submit the same. If none, submit proof of experience for other PABX/IP-PABX technology.

2. Manpower Capacity/Qualifications

a) Capable to assign the required technical personnel to the project who are product certified professional with at least one (1) year technical working experience as Certified Professional in their field of specialization.

Provide the number of certified personnel per product certification listed below and the **number of years of experience** of each personnel as Certified Professional.

3 Systems Administrators

- ✓ At least 2 Microsoft Certified System Engineer/Administrator (MCSE/MCSA)
- ✓ At least 2 Linux Certified Engineer/Technician

2 Network Administrator

- ✓ CISCO Certified Network Professional/Administrator (CCNP/CCNA)
- ✓ Certified Network Security Professional

2 Desktop/Technical Support

- ✓ Microsoft Certified Desktop Support Technician (MCDST)

b) Capable to assign an experienced Project Manager during the course of the contract. S/he must have at least five (5) years technical experience in the IT industry, have undertaken project management responsibility over ICT staff on projects which involve development, customization, implementation, operation and support of large-scale nationwide ICT system, particularly on networking

Indicate number of personnel having project management responsibility and corresponding **years of experience** in the IT industry.

3. Current workload relative to job capacity

a) On-going project to Manpower Ratio

- > Total on-going project
- > Total number of technical employees

Provide the above information and submit Company Profile together with the List of On-going Government and Private Contracts including Personnel Deployment. List of On-going Contracts shall contain the following:

Name of Contract/Project Cost
Owner and Contact info
Nature of Work
Brief Description of the Project
Contract Duration
Personnel Deployment and Individual Role

I hereby certify that the above information is true and correct.

PRINT NAME and SIGNATURE

DATE

Client Information Sheet

Please use one sheet for each client.

| | |
|--|--|
| Project Name | |
| Project Duration | |
| Scope of Involvement (Principal Network Management Service Integrator, Joint Partner or Sub-Contractor) | Check one <input type="checkbox"/> As Principal Network Management Service Integrator <input type="checkbox"/> As Joint Partner <input type="checkbox"/> As Sub-Contractor |
| Client Name | |
| Contact Person | |
| Address | |
| Phone Number | |
| Email Address | |
| Past Project Components: | |
| 1. Management and Administration of Network, Servers and Voice Devices | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Voice and Data Network integration | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Network Monitoring | Check one <input type="checkbox"/> Data Network only <input type="checkbox"/> Voice Network only <input type="checkbox"/> Data and Voice Network |
| 4. 24 x 7 Service Monitoring | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. 24 x 7 Helpdesk Coverage | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Providing data communication links | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Audio conference bridge component | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. Call Accounting | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. PBX Systems | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Network Security Assessment | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 11. Past Project Components - Network Management is nationwide | Check one <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 12. Others, if any | |

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