



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

BIDDING DOCUMENTS

FOR

MANAGED NETWORK SERVICES

(PART I)

PROJECT ID No.: DBM-2018-01

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
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SECTION I. REQUEST FOR EXPRESSION OF INTEREST
MANAGED NETWORK SERVICES

1. The Department of Budget and Management (DBM), through Multi-year Obligational Authority No. MYOA-BMB-C-17-0000047, intends to apply the sum of **Twenty Million Five Hundred Thousand Pesos (P20,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the Project, "**Managed Network Services,**" for twenty one (21) months. The funding source for the first year is through the authorized appropriations under the FY 2018 General Appropriations Act. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The DBM now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project.

Detailed service requirements are indicated in the Terms of Reference (TOR) of the Project (see Annex A).

3. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before February 6, 2018, 9:00 a.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.

4. Interested bidders may obtain further information from the DBM-Bids and Awards Committee (BAC) Secretariat and inspect the Bidding Documents at the address given below during office hours from 9:00 a.m. to 4:00 p.m.

5. A complete set of Bidding Documents may be acquired by interested Bidders on January 25, 2018 from the address below.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

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

7. The BAC shall draw up the short list of consultants from those who have submitted Expressions of Interest and have been determined as eligible in accordance with the provisions of Republic Act (R.A.) No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders who will be entitled to submit bids. In

accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system for short listing are:

- i. Applicable experience and capability of the consultant and members, in case of joint ventures, considering both the overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (45 points);
 - ii. Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and
 - iii. Current Workload Relative to Capacity (15 points).
8. The DBM shall evaluate bids using the Quality Based Evaluation (QBE). The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
 9. The contract shall be completed within nine (9) months from receipt of Notice to Proceed subject to extension of one (1) year based on mid-term assessment by the DBM.
 10. The DBM reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
 11. For further information, please refer to:

DBM-BAC Secretariat
BAC Conference Room
Department of Budget and Management
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila
Telefax No. 657-3300 local 3115
Email address: procurement@dbm.gov.ph



CLARITO ALEJANDRO D. MAGSINO
Chairperson, DBM-BAC

CHECKLIST OF ELIGIBILITY REQUIREMENTS

I. Class "A" Documents –

Legal Documents

1. PhilGEPS Registration Certificate (Platinum Membership with Annex A)

Note: If PhilGEPS Platinum Certificate of Registration is not available or the Annex A is not updated, the following shall be submitted, together with the PhilGEPS Certificate of Registration:

- a) SEC/DTI Registration Certificate
- b) Valid and Current Mayor's Permit*
- c) Tax Clearance Certificate

* In cases of recently expired Mayor's/Business permits, they shall be accepted together with their respective official receipts as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of the IRR of R.A. No. 9184.

Technical Documents

2. Eligibility Documents Submission Form accompanied by the company's Secretary's Certificate or Special Power of Attorney (Use Annex B)
3. Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex C)
4. Certificate of Good Standing and Satisfactory Completion or equivalent document (for Completed Contracts)
5. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex D)
6. Statement of the Consultant's Nationality (Use Annex E)
7. Curriculum Vitae for the Proposed Professional Staff (Use Annex F)

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

- 1. Diploma
- 2. Certificate of Employment
- 3. Professional Certifications and/or Licenses

II. Class "B" Document –

Legal Documents

8. Valid Joint Venture Agreement (JVA) if JV is in existence or 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 event that the bid is successful.

Section II. Eligibility Documents

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; 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 conditions stated in the **EDS**.

1.4. Government owned or –controlled corporations (GOCCs) 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 attached agencies of the Procuring Entity.

2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, 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) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) 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:
- (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) 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, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. 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, subconsultants 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.

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 Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 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. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof 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 ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3. All envelopes shall:

- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the EDS;
- (f) bear the specific identification of this Project indicated in the EDS; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its 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 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

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 that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents 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.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The 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.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 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.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. 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 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 Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contract prior to February 6, 2018 (see Annex D for format).</p> <p>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex C for format).</p>
2.1(a)(ii.7)	Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(e)	DBM-BAC Secretariat BAC Conference Room Department of Budget and Management Ground Floor, DBM Building III, General Solano St., San Miguel, Manila Telefax No. 657-3300 local 3115 Email address: procurement@dbm.gov.ph
4.3 (f)	The name of the Project is "Managed Network Services."
5	<p>The address for submission of eligibility documents is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The deadline for submission of eligibility documents is February 6, 2018, 9:00 a.m.</p>
8.1	<p>The place of opening of eligibility documents is at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.</p> <p>The date and time of opening of eligibility documents is February 6, 2018, 9:00 a.m.</p>

9.1	Similar contract shall refer to development/management/support/maintenance/improvement of multiple network systems/services.																							
9.2	<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top three (3) eligible consultants as short listed consultants. Should less than the required number apply for eligibility and short listing, pass the eligibility check, and pass the minimum score required in the short listing, the BAC shall consider the same.</p> <ul style="list-style-type: none"> (i) Applicable experience and capability of the Consultant and members, in case of joint ventures, considering both overall experience of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (45 points); (ii) Qualification of personnel who may be assigned to the Project vis-à-vis extent and complexity of undertaking (40 points); and (iii) Current workload relative to capacity (15 points). <p>The minimum score required for each criterion is, as follows:</p> <ul style="list-style-type: none"> (i) Applicable experience of the firm or firms in a joint venture (23 points); (ii) Qualification of personnel (20 points); and (iii) Current workload relative to capacity (7 points). <table border="1" data-bbox="400 1327 1339 1736" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Short Listing Evaluation Criteria</th> </tr> <tr> <th rowspan="2" style="text-align: center;">Criteria</th> <th colspan="3" style="text-align: center;">Reference Guide Points</th> </tr> <tr> <th style="text-align: center;">Percentage Equivalent</th> <th style="text-align: center;">Equivalent Points (Maximum)</th> <th style="text-align: center;">Equivalent Points (Minimum)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company</td> <td></td> <td style="text-align: center;">45.00</td> <td style="text-align: center;">23.00</td> </tr> <tr> <td style="text-align: center;">I. Firm's Qualification</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">II. Work Experience</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Short Listing Evaluation Criteria				Criteria	Reference Guide Points			Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)	1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company		45.00	23.00	I. Firm's Qualification				II. Work Experience			
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1. Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company		45.00	23.00																					
I. Firm's Qualification																								
II. Work Experience																								

	2. Qualification of Key Personnel		40.00	20.00
	I. Education			
	II. Work Experience			
	III. Trainings Attended			
	IV. Certifications			
	3. Current Workload		15.00	7.00
	I. Current Project Workload (on-going projects)			
	II. Financial Capacity (FC): Current Asset (CA) less Current Liabilities (CL)			
	Total		100.00	50.00

SECTION IV. BIDDING FORMS

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TERMS OF REFERENCE

I. PROJECT TITLE

Managed Network Services

II. PROJECT BACKGROUND

The Information and Communications Technology (ICT) Support Systems of the Department of Budget and Management (DBM) consists of external clients through a network infrastructure, which allows broadband connectivity. The DBM Enterprise Network Infrastructure empowers the DBM computing environment that is absolutely mission-critical in the service delivery and everyday functions of the DBM.

Due to the management of the support enterprise network; and to the ever increasing scope as demanded by large-scale DBM reform agenda such as the Online Submission of Proposal (OSBP) and Unified Reporting System (URS), outsourcing these services was an efficient and practical solution and yielded favorable results. Accordingly, the Consultant requires the highest order of technical expertise and the most fastidious of maintenance, administration, and the most relevant in technological innovations.

For the DBM to fully devote its energies and resources towards the fulfillment of its mandate leading to the improvement of its service delivery, a continuous improvement of the current enterprise network system is imperative. And to afford the DBM the best in operational and developmental technical support, the Consultant should possess a proven and excellent track record in providing services similar to those required by the DBM.

A strong partnership with highly equipped information and technology professionals is imperative to providing the best managed network support among prospective clients of DBM. Through the aide of a Consultant and its assigned agents, it will be able to address all ICT-related matters encountered by the DBM in accordance with the Service Lifecycle of Service Strategy; Service Design; Service Transition; Service Operation; and Continual Service Improvement. In effect, this will improve the service delivery that is gearing towards the fulfillment of DBM mandates.

III. PREFATORY DEFINITIONS

1. *Information and Communications Technology Systems Service (ICTSS)* of the DBM is a policy defining, implementing, and administrative body responsible for ICT systems and services geared towards creating greater efficiency and effectivity for the DBM in the fulfillment of its mandate.
2. *Enterprise Network* shall include all forms of communication and data access and exchange over a network either through IP-based Private Automatic Branch

Exchange (IP-PABX), intranet, internet, or other similar infrastructure, and the devices comprising such infrastructure (including those indirectly but reasonably related).

3. *Enhancement* pertains to improvements on existing network-related systems, including changes in physical network design, changes in logical network design, and other enhancements which do not necessarily alter the fundamental functions of the existing system.
4. *Innovation* pertains to new initiatives that is conducted over the network such as but not limited to video conferencing.
5. *Maintenance* generally pertains to *keep* DBM network infrastructure in good condition.

IV. OBJECTIVES

The main objective of this initiative is to make a more flexible and moldable DBM enterprise network to support the ever-changing needs of the digital world while improving network efficiency innovation.

1. To provide full operational support in terms of the maintenance and improvement on a global-responsive scale of the DBM enterprise network infrastructure;
2. To maximize connectivity within the DBM enterprise network enabling the fastest, clearest communication and most relevant data and resource sharing;
3. To improve exchange of data from external parties in terms of the volume of information that the DBM may receive and publish;
4. To facilitate the most effective and efficient network-related service delivery to client agencies; and
5. To bolster business continuity of the DBM mission-critical applications through the issuance of 99% network uptime.

V. GENERAL PROVISIONS

A. Guiding Principles

1. Technology should follow the requirements of strategic planning and practice and can't be changed. The requirements will not be changed just as so to fit the technology being applied.
2. While the processes of planning and development are important, the ultimate success of any established network shall depend on the actual benefits it grants to DBM end-users.
3. The relationship sought by the DBM with Consultant is a partnership in the ever-improving, and thus necessarily changing/volatile, mission to render the best government service possible.

B. Hardware, Licenses, Subscriptions

Any third-party hardware, licenses, and subscriptions integral to the full functionality of the enterprise network infrastructure, as recommended by the Consultant and approved by the DBM, shall be procured and owned by the DBM. Thus, costs for such items are excluded from the amounts estimated on the services indicated in the Scope of Work.

However, the Consultant shall provide its personnel with appropriate office equipment. The equipment shall include but not limited to personal computers (PCs), printers, uninterrupted power supply (UPS), development servers, and other peripherals which shall be necessary in order to fulfill the scope of work specified herein. The Consultant must also be responsible for providing its own facility with tools related to network infrastructure when necessary.

The Consultant must also be responsible to safeguard all sensitive information that are stored in the DBM application systems using the security functionalities in terms of, but not limited to access, viewing, printing, upload and download of documents, and granting of requests. It is also required that the information contained in all DBM application systems are confidential, privileged and only for the usage of the DBM and may not be copied, used, published or redistributed by the Consultant.

C. Engagement – Preliminaries

Reasonableness dictates that the Consultant be provided at most three (3) months and sufficient opportunities to familiarize itself and its agents with the current DBM enterprise network infrastructure.

The DBM will have improvements and innovations that it plans to engage the Consultant to undertake. The enumeration in the Scope of Work and thereafter is not exclusive, and may be subject to change depending on necessity considering relevant circumstances (e.g., as the government's reform agency will require, other Consultant's advice, among others).

The list of improvements and innovations listed in the Scope of Work shall be the minimum scope of planned improvements and innovations. As to which improvements and innovations will actually be embarked upon, the schedule under which they will be undertaken, and other pertinent details will be decided by the DBM through the ICTSS.

VI. SCOPE OF WORK

1. Support and Maintenance Services for the Current Network Infrastructure

The current DBM enterprise network infrastructure plan covers linkages to four (4) buildings in the Central Office inclusive of anticipated completion of building in Malacañang Complex (Arcache Building); and sixteen (16) DBM Regional

Offices. It consists of Multiprotocol Label Switching System (MPLS), internet links wireless access points modems, local and cloud-hosted PABX phones systems, providing secure access to key services such as internet accessories, web and proxy, links to DBM software system applications and database servers, connectivity of DBM shared storage devices and network-attached storage, and consolidation of data center equipment and peripherals.

The following outlines the support services to be provided by the Consultant for the full operation of the existing physical network components whereas majority of the devices enumerated herewith are based on the WAN Network Diagram of DBM:

- a. Core Switches;
- b. Layer 2 Switches;
- c. Layer 3 Switches;
- d. Routers;
- e. Servers;
- f. Firewalls;
- g. WLAN Controller;
- h. Cloud Services; and
- i. PABX/Voice Gateways.

The Consultant shall also be responsible for monitoring the DBM Data Center. Any issue related to its components shall be reported by the Consultant to the respective maintenance group for necessary action.

2. Network Design and Implementation

The Consultant shall undergo an assessment of the current DBM network infrastructure. Based on such a review, the Consultant, in coordination and in consultation with pertinent DBM units, shall produce an improved design when necessary.

3. Network Enhancements and Innovations

The Consultant shall undertake systematic enhancements for the DBM enterprise network infrastructure based on the approved Network Design Plan. Maintenance of existing network infrastructure will continue until all operations are fully and successfully managed and even after when necessary.

The minimum scope of planned improvements and innovations are listed herein. The schedule under which they shall be undertaken and other pertinent details shall be decided by the DBM through the ICTSS.

- a. *Regional Network Infrastructure Strengthening* - Equipment and systems in the regional office require regular updating for greater synergy with the central office.

- b. *Procurement of dedicated IP addresses* - IP addresses will be bought for the use of DBM to avoid re-configuring IP addresses whenever DBM's Internet Service Provider (ISP) is changed or replaced.
- c. *Tele and Video Conferencing* - A holistic infrastructure that enables effective tele- and videoconferencing among the DBM central and regional offices is sought to be implemented to save on time and costs associated with travel, whenever practicable.
- d. Harmonized, rationalized and integrated ICT plans and resources of multi-agency within Malacañang Complex comprising of the following networks and systems:
 - *Open Network*. Unsecured wireless network for research (sites blocked in the private network), media partners, guests and employees;
 - *Private Network*. Restricted and secured wired and wireless network dedicated for all official communications only;
 - *Close Network*. A highly secured and restricted network dedicated to process all confidential communications;
 - *Telephone Network*. A network for land and mobile voice communications;
 - *TV Network*. IPTv broadcast of with additional channels such as Government Channel, Information channels, etc.;
 - *Radio Network*. Radio communications system based on IP and trunk technology;
 - *CCTV Network*. Video security surveillance and monitoring;
 - *ID System*. Physical and virtual security; and
 - *Open and TV Infrastructure*. Backbone infrastructure to be shared by the Open and TV Network.

The agencies involved are:

- a. Department of Budget and Management (DBM)
- b. Presidential Management Staff (PMS)
- c. National Security Council (NSC)
- d. Presidential Communication Operations Office (PCOO)
- e. Presidential Communication Development and Strategic Planning Office (PCDSPO)
- f. Procurement Service (DBM-PS)
- g. Radio and Television Malacañang (RTVM)
- h. Kagawaran ng Wikang Filipino (KWF)
- i. Philippine Commission on Women (PCW)
- j. Presidential Security Group (PSG)

Other improvements as may arise over the course of the engagement:

- Network Upgrade

4. Other Services

i. Consultant Transition

The Consultant shall ensure full support of the operation of the current DBM enterprise network infrastructure. The Consultant, in coordination and in consultation with pertinent DBM units

ii. Network Reconfiguration

The Consultant shall undertake the possibility of implementing the network security and optimization. Also, a need for reconfiguration of the DBM network infrastructure based on the approved Network Design and upon the implementation of new core switches. Maintenance of existing systems will continue until all operations, data, processes, etc. are fully and successfully migrated to new systems, and even after as needed.

iii. Application Systems Migration

The Consultant will likewise be responsible for all aspects relating to system migration when necessary.

iv. Network Installation

The Consultant shall be responsible for actual network installation, deployment, and maintenance as required by the DBM. This shall include relocation & reconfiguration of devices as reasonably required by circumstances.

v. Network and Asset Management

The Consultant shall be the co-administrator of ICTSS (under ICTSS supervision) for the network and network-related assets and services of the DBM, such as but not limited to the Internet Service Provider (ISP), PABX, CCTV Servers (Data Center), among others.

vi. Access Point Prevalence and Signal Ubiquity

The Consultant shall ensure that access to the network where allowed is pervasive through the DBM offices.

vii. Regular Connectivity Audit

The Consultant shall conduct a regular review and audit or automated log of network connectivity, signal ubiquity, bandwidth usage, data uploads and downloads, and other relevant metrics.

viii. Network Security Guarantee

The Consultant shall take all measures reasonably possible in guaranteeing the confidentiality, integrity and availability of the DBM Enterprise Network through being able to:

- Provide 24 x 7 monitoring capability on critical infrastructure components:
 - o Availability of network and components;
 - o Resources (CPU, memory usage, network usage) both of physical server and/or virtual servers;
 - o Network traffic (bandwidth utilization, security policy, etc.);
 - o Availability and security of Data Center facility and components;
- Support DBM's inquiries as required, via helpdesk, including support for remote users;
 - o To provide network support using the ticketing and incident tracking system of Helpdesk and to provide technical and service reporting on but not limited to incident, technical performance, service level agreement, among others;
 - o To provide Level 2 troubleshooting capabilities for network such as but not limited to connectivity and performance checks, and isolation;
 - o To provide and execute an expert level execution of well-planned services to Data Center, Cloud Infrastructure, LAN and WAN and Servers issues;
 - o To guarantee pooling of in-house certified engineers in delivering Level 2 support for the network and security equipment DBM is currently using;
 - o To serve as the point for contact for telecommunications related issues;
 - o To provide advice and recommendation, as necessary, to DBM on strategic planning and continuous service improvement; and
 - o To conduct regular network security assessment and vulnerability test

ix. Network Equipment Maintenance

The Consultant shall exercise the diligence of a good father in the maintenance of all equipment entrusted under its care.

x. Preventive Maintenance and Troubleshooting

The Consultant shall exert all efforts against any issues arising from the network, its access, and usage. In the event that problems are encountered, the Consultant commits to vigilance and urgency in their resolution. Remedial measures shall be undertaken by the Consultant in a timely fashion.

- xi. Network Contingency Measures
The Consultant shall prepare and institute contingency measures against critical issues that may compromise the network, its access, and usage. In this wise, backup systems in terms of network access and data storage are vital.
- xii. User Support
The Consultant shall provide the gamut of user support services necessarily involved or related to network-related systems.
- xiii. Capacity Building
The Consultant shall cooperate and coordinate with pertinent DBM units and other parties as maybe appointed by DBM in facilitating the use of all the relevant features of the network and network-related applications. This shall be established in coordination with the Helpdesk and made constantly available by the Consultant.
- xiv. Systems Coordination
The Consultant shall ensure a seamless and effective coordination between the teams of Consultants in charge of the network infrastructure and application systems.
- xv. Documentation and Technology Transfer
The Consultant shall adopt a meticulous and transparent routine of documenting methodologies, issues, solutions, best practices, and other information that will be critical, prospective, educational and instructional media. Detailed documentation as required by the ICTSS shall be turned over to the latter at the end of every twelve-month period and as necessitated by circumstances. Business continuity and disaster recovery plan must be part of the documentation.
- xvi. Network Partner
The Consultant, as DBM partner, shall take responsibility for all of the processes related to the maintenance and improvement of the DBM enterprise network infrastructure and other ICT-related matters such as inter-agency network related collaborations. Thus, the DBM units can devote all their time, resources, and competence to the fulfillment of the core functions of the DBM.

VII. SERVICE REQUIREMENTS

1. Consultant Qualification

Based on the succeeding enumeration of the current DBM network infrastructure and the indicative improvements and innovations, the Consultant must possess extensive experience and a strong track record showing consistent versatility and reliability in inheriting, reconfiguring, improving, developing, implementing, auditing, documenting, and capacity building for similar systems. In light of the foregoing, the Consultant must possess the following qualifications:

- Minimum of five (5) years' experience in providing Managed Network Services;
- Preferably with experience in global IT Governance such as ISO 270011, demonstrating and following security best practice, and delivers and independent, expert assessment on whether DBM network-based data is adequately protected;
- Preferably with experience in Information Technology Infrastructure Library (ITIL) framework in service management to guarantee in providing best practices for aligning IT with DBM business needs in strategic, design, transition, operations and continual service improvement;
- Highly efficient in supporting application systems and network infrastructure of offices spread across the archipelago (including but not limited to the management of telecommunications service providers etc.);
- Highly efficient in delivering the highest level of services provided by in-house industry-recognized project management professionals, certified internetwork expert/ architect, and network and security professionals; and
- Completed similar project within the last five (5) years providing development/management/support/maintenance/improvement of multiple network systems/services.

The Consultant shall provide one (1) off-site subject matter expert with credentials on matters relating to managed network services (specifically CCIE Certified) which are beyond or can complement the technical knowledge of those assigned to the DBM. However, this will not be considered as organic to the team composition for DBM at no additional cost.

2. Consultant Requirements

The Consultant must exhibit a sincere and consistent intention to be a partner of the DBM in the efficient and effective delivery of public service. The Consultant should provide a proposal that will describe and elaborate on their offering based on all the requirements enumerated herein.

In anticipation of instances of inability by the personnel originally assigned to deliver services as required, the Consultant shall be responsible to provide specific pre-identified and pre-approved substitutes with at least similar qualifications, who shall replace those originally assigned without any disruption in the operations and development. The Consultant shall also inform the DBM within a period of not more than fifteen (15) calendar days after receipt of information for instances wherein any member of the team has tendered resignation. The Consultant shall also propose a replacement at a prescribed period of fifteen (15) calendar days for each required position to be vacated, and provide DBM with the necessary documents for assessment and approval. Once the contract has been awarded, no replacement shall be allowed by the Head of Procuring Entity (HOPE) until after 50% of the personnel's man-months have been served, except for justifiable reasons. In addition, these personnel may only be changed upon prior approval of the ICTSS for such replacement and suitable substitutes.

Assigned 9 personnel who shall be deployed within the area controlled by DBM are required to comply with the process for monitoring attendance (time-in and out on Bundy, blotter, and/or biometric systems) as defined by the Human Resources Development Division of the DBM.

The Consultant shall initiate, perform, and conduct at least twice in each year of the contract a DBM-Regional Offices ICT-related activities such as network security review; network installation maintenance and cable harnessing; technology update and briefing; desktop support and maintenance; and documentation for all ICT assets under the supervision of the ICTSS counterpart manager. The initial Regional activities shall commence three (3) months after the inception of the Contract. The succeeding Regional on-site preventive and maintenance activities schedule will be agreed upon by both parties. All Consultant's travel/s to DBM offices outside of Metro Manila shall be complemented and supported by DBM-ICTSS personnel when necessary. All travel-related cost of the DBM-ICTSS personnel shall be solely borne by DBM.

3. Team Composition

The Consultant shall have a team composed of one (1) Infrastructure Team Leader who oversees the following administrators: three (3) System Administrators, two (2) Network Administrators, and three (3) Desktop Administrators. One (1) Network and/or Systems Administrator shall render services during Saturdays and Sundays in three (3) shifts (6:00am – 3:00pm; 2:00pm – 11:00pm; and 10:00pm – 7:00am).

The General Job Descriptions as detailed in the Team Composition section shall be subject to change as required by the DBM, within the contemplation of

these and reasonably related purposes. Substitution scheme to be determined during the inception meeting. The following is the general team composition:

Position	Infrastructure Team Leader
No. of Shift	N/A
No. of Person per Shift	1
Time Required	Mondays to Fridays on full-time basis on a flexible time schedules starting from 7:00am to 6:00pm and must be on-call 365x24.
General Job Description	<ul style="list-style-type: none"> - Initiates contact and coordination with all offices and agencies involved in the network maintenance project. - Assists in resolving issues regarding priority of work requests - Provides requirements and information needed by Service Consultant - Ensures that logistical requirements of the projects are met - Ensures the availability of persons knowledgeable on DBM systems and procedure and provide available system documentation - Approves architecture and interface decisions - Reviews the status of the project and assess the team performance - Recommends issuance of certificate of acceptance - Adjusts project scope of work and/or coverage as necessary - Provides ICT infrastructure and hardware recommendations based on business process requirements and software specifications
Qualifications and Certifications	<ul style="list-style-type: none"> - College degree graduate and at least five (5) years' experience in network design, implementation, server management, telephony and maintenance of large-scale nationwide integrated ICT system. - Highly efficient in report preparation/writing and business communication skills.

Position	System Administrator
No. of Shift	3
No. of Person per Shift	1
Time Required	Mondays to Fridays regardless of holidays on the following shifts (6:00am – 3:00pm; 2:00pm – 11 p.m. and 10:00pm – 7:00am) on-call during weekends.
General Job Description	<ul style="list-style-type: none"> - Analyzes system logs and identifying potential issues with computer systems - Introduces and integrates new technologies into existing data center environments - Performs routine audits of systems and software and backups - Applies operating system updates, patches, and configuration changes - Installs and configures new hardware and software - Adds, removes, or updates user account information, resetting passwords, etc. - Answers technical queries - Responsible for security and documenting the configuration of the system - Troubleshoots any reported problems - Conducts system performance tuning - Ensures that the network infrastructure is up and running / Providing Level 2 Desktop support in the event that no Desktop Administrators are available
Qualifications and Certifications	- College degree graduate with a minimum of three (3) years' technical working experience, inclusive of one (1) year residency as: Two (2) Microsoft System Engineer/ Administrator (MCSE/MCSA); One (1) Linux Certified Engineer/Technician

Position	Network Administrator
No. of Shift	2
No. of Person per Shift	1
Time Required	Mondays to Fridays regardless of holidays on the following shifts (6:00am – 3:00pm and 2:00pm – 11:00pm)
General Job Description	<ul style="list-style-type: none"> - Maintains network infrastructure such as switches, routers and firewalls and diagnoses problems with these or with the behavior of network- attached computers - Monitors the performance of the network and troubleshoots any problem, such as slow performance or network crashes - Works with individual users who are having network problems - Develops, installs and maintains emergency systems to back up the main network server - Keeps records of all users' problems and errors as well as the steps taken to solve the problems - Controls user access to network including the setup of passwords and access levels - Provide Level 2 Desktop support in the event that no Desktop Administrators are available
Qualifications and Certifications	- College degree graduate with a minimum of three (3) years technical working experience, inclusive of one (1) year residency as: One (1) CISCO Certified Network Professional (CCNP); One (1) Certified Network Security Professional

Position	Desktop Administrator
No. of Shift	3
No. of Person per Shift	1
Time Required & Number of Shifts	Mondays to Fridays regardless of holidays starting from 7:00am – 4:00pm; 8:00am – 5:00pm; and 10:00am – 7:00pm. Regular schedule may change subject to DBM request.
General Job Description	<ul style="list-style-type: none"> - Serves as liaison between the Service Consultant and DBM clients - Solves hardware and software issues for DBM clients - Educates DBM users on hardware and software procedures - Provides feedback about DBM clients' needs - Consults and/or conducts research about how product/software works - Installs, configures, and upgrades hardware and software
Qualifications and Certifications	<ul style="list-style-type: none"> - College degree graduate with a minimum of two (2) years technical working experience as a Microsoft Certified Desktop Support Technician (MCDST) or its equivalent, or a higher Microsoft Product Certification, CompTIA A+ <p>Hardware is a plus</p>

4. Documentation and Reports

The following documents and reports that shall be submitted in month one (1) are:

4.1 Inception Report

The Consultant shall conduct initial assessment/inception activities upon commencement of the Project with the support and participation of the ICTSS project team. The report shall be submitted to DBM by the end of the first month of start of the Project in which the reports shall be signed by the representative of both parties. The initial assessment shall include but not limited to compiling all pending network issues, network improvement, detailed testing of the network and the enhancement of the existing network infrastructure. This assessment/inception report shall be signed by the representatives of both parties and shall form part of this contract.

The following are documentations included in the inception that are subject for changes/updates when necessary and/or as upon the demand of the DBM:

- Change Request Procedure
The Consultant shall establish a Team to handle change request, and the corresponding Change Request Procedure for the escalation of out of scope work and its ensuing prioritization.
- Risk Management Plan
At the beginning of the engagement, the Consultant, along with the ICTSS, shall create a master document logging the possible issues and risks that the Project may face in terms of scope, schedule, budget, policies, and organizational goals, among others. This should be updated monthly with the equivalent mitigation measures.
- Business Continuity Plan
The Consultant shall prepare and institute contingency measures against critical issues that may hinder any of the application in the DBM application systems, their access, and usage. Prove backup and recovery systems to ensure business continuity are vital.
- Rationalized Network Access Plan
The Consultant, in coordination and consultation with the pertinent DBM units/stakeholders shall recommend and implement a plan, as approved, for varying levels of access to the DBM network (e.g. Guest, DBM Staff, DBM Staff 2, Senior Official, VIP Guest, etc.)
- Network Improvement Roadmap
The Consultant, as a DBM partner, shall coordinate with the pertinent DBM units in mapping out a strategic roadmap for the improvement of the DBM network infrastructure. Any changes applied to the DBM network shall take strategic goals into consideration; thus, compatibility, flexibility, portability, business continuity and similar factors must be borne in mind.

The following are other documentations that are subject for changes/updates when necessary and/or as upon the demand of the DBM:

4.2 Hardware Requirements Analysis and Definition

Included in the Network Design, the Consultant shall render a comprehensive Hardware Requirements Analysis and Rationalization which shall define network-pertinent hardware that need to be serviced, retired, or procured. The Consultant shall be available for consultation on

specifications for hardware, peripherals, and related software, as the need arises.

VIII. DURATION

The services of the Consultant shall be engaged for a period of twenty-one (21) months; provided, the ICTSS has issued a favorable midterm performance evaluation for the services rendered by the Consultant. Otherwise, the engagement shall only be for a period of nine (9) months.

IX. PAYMENT TERMS

The Consultant shall bill DBM at every 7th working day of succeeding month covering the regular support services of every previous month. All such billings shall be duly supported by documents as agreed upon by both parties. The DBM shall pay the Consultant within fifteen (15) working days upon receipt of the monthly billing and the status of works/activities within the period.

X. PROPOSED BUDGET

The total amount also includes the equal and fixed monthly recurring fees and necessary provisions for annual IT network assessment and health check, man-trips of the Consultant to DBM Regional Offices outside Metro Manila, including emergency request of Regional Offices for technical assistance.

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Department of Budget and Management
Bids and Awards Committee
Building III, Gen. Solano St.
San Miguel, Manila

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for Managed Network Services, *[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

**Statement of all Government and Private Contracts
Completed which are Similar in Nature**

Business Name: _____

Business Address: _____

Name of Client including Point Person and Contact Details	Date of the Contract	Kinds of Consulting Services should include the URL.	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
Government					
Private					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a) Projects should be completed within February 7, 2013 to February 6, 2018.
- b) Similar contract shall refer to development/management/support/maintenance/improvement of multiple network systems/services.
- c) Completed contract:
 - (i) If there are more than twenty (20) similar completed contracts in a year, state at least 20 completed contracts for said year.
 - (ii) If there are 20 or less similar completed contracts in a year, state all completed contracts for said year.
 - (iii) If there is no similar completed contract in a year, state none or equivalent term. This shall not be a basis for disqualification.
 - (iv) Indication of a zero or a dash shall mean that there is no ongoing contract for government or private as the case may be.

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name of Client including Point Person and Contact Details	Date of the Contract	Kinds of Consulting Services	Value of Contracts including delivered and undelivered portions	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidden).
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term. Indication of a zero or a dash shall mean that there is no ongoing contract for government or private as the case may be.

STATEMENT OF THE CONSULTANT'S NATIONALITY

Department of Budget and Management
 Bids and Awards Committee
 Building III, Gen. Solano St.
 San Miguel, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM BAC) for the bidding of the Managed Network Services, I/we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity consultant] That (Name of the consultant) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (Name of the consultant) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity consultant] That (Name of the consultant) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the following are the proposed Lead Personnel:

Proposed Position	Name of Proposed Personnel	Nationality	Proof of Identification
1. Infrastructure Team Leader	a.	Filipino	
2. System Administrator	a.	Filipino	
	b.	Filipino	
	c.	Filipino	
3. Network Administrator	a.	Filipino	
	b.	Filipino	
4. Desktop Administrator	a.	Filipino	
	b.	Filipino	
	c.	Filipino	

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (*Annex/es* _____); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority.

Very truly yours,

Signature: _____
Name and Title of Authorized Signatory: _____
Name of Consultant/Company: _____
Address: _____ Contact No/s. _____

(Note: Please attach the notarized authority of the consultant's representative for the public bidding for this project)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**FIRM'S PROFILE**

Name of Firm		
Form of Organization	Year Established	
Business Address		
Principal Contact Person		
Telephone Number	Fax Number	Email
General Description and Technical Capabilities		

Field of Specialization and Type of Services

Field	Service Provided	Experience (No. of Years)

Company Officers and Key Personnel

Name	Position	Education	Expertise	Years with Firm	Age

Current Number of Personnel

Position	Number		
	Full time	Part time	Total

Awards, Certifications, Relevant Distinctions		
Name	Given By	Date

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

CURRICULUM VITAE (CV) FOR PROPOSED KEY PROFESSIONAL STAFF

Proposed Team:		<i>Please check:</i>			
<input type="checkbox"/>		<input type="checkbox"/>			
Key Personnel		Staff			
Name of Position:					
Personal Information					
Name of Staff					
Address		Contact No.	Email Address		
Date of Birth		Citizenship	Civil Status		
Work Experience <i>(start from the current employment)</i>					
Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload *(include workload or projects from other companies, if any)*

Company Name	Inclusive Dates		Total <i>(Years, Months)</i>	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training *(start from the most recent)*

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education <i>(start from the most recent)</i>				
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other Credentials	
Title	Date Received

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

_____ Signature

Date: _____

