



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

**REQUEST FOR QUOTATION**

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "*Network Infrastructure Support Service*," in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : Network Infrastructure Support Service

Approved Budget for the Contract : Nine Hundred Ninety-Nine Thousand Nine Hundred Ninety Pesos Only (P999, 990.00)

Specifications : See attached Scope of works and deliverables

Location : G/F DBM Building III, Gen. Solano St., San Miguel, Manila

Delivery Date : See attached Scope of works and deliverables

Interested suppliers are required to submit their valid and current Mayor's Permit, Income/Business Tax Return, PhilGEPS Registration Number, Notarized Omnibus Sworn Statement, Scope of works and deliverables, along with the price quotation form (Annex "A") upon submission of quotation.

Award of contract shall be made to the bidder with lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **April 19, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiries, you may contact us at tel. nos. 735-4902 or 657-3300 local 3115.

Very truly yours,

  
**RYAN S. LITA**  
Director IV, Administrative Service

**PRICE QUOTATION FORM**


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 Date

The Administrative Service  
 Department of Budget and Management  
 Ground Floor, DBM Bldg. III, Gen. Solano St.,  
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
<b>Network Infrastructure Support Service</b>	Network Infrastructure Support Service  (See attached Scope of Works and Deliverables)	1	lot	
Total (inclusive of VAT)				

(Amount in Words) \_\_\_\_\_

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

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 Name/Signature of Representative

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 Name of Company

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 Contact No.

## SCOPE OF WORKS AND DELIVERABLES

### **I. PROJECT TITLE**

Network Infrastructure Support Service

### **II. PROJECT BACKGROUND**

For business continuity of the DBM Enterprise Network that handles the connectivity of the DBM mission-critical applications such as the Budget Preparation Management System (BPMS), Government Manpower Information System (GMIS), Unified Reporting System (URS), eBudget and among others.

The main objective of the interim three (3) months initiative is to ensure absolute business continuity and 99% network uptime of the DBM Enterprise Network that empowers the operation of the DBM mission-critical application systems leading to the fulfillment of its mandate for the constitutional timely submission of the National Expenditure Program (NEP) and constantly facilitate the most effective and efficient delivery of network-related services to its clientele/stakeholders.

### **III. GENERAL PROVISIONS**

Any third-party hardware, licenses, and subscriptions integral to the full functionality of the enterprise network infrastructure, as recommended by the Service Provider, must be approved, 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 and deliverables.

The Service Provider must provide its personnel with appropriate office equipment. The equipment must include but not limited to personal computers (PCs), printers, uninterrupted power supply (UPS), and other peripherals paramount for the fulfillment of the Project's works and deliverables. When necessary, the Service Provider must augment network monitoring tool facility on top of the existing monitoring setup.

The Service Provider must also be responsible for the security of all information that are stored in the DBM Enterprise Network.

### **IV. SCOPE OF WORK**

#### **1. Support and Maintenance**

The current DBM Enterprise Network infrastructure plan covers linkages to four (4) buildings in the Central Office; and sixteen (16) DBM Regional Offices. It consists of Multiprotocol Label Switching System (MPLS), Internet Access Services wireless access points modems, local and cloud-hosted telephony, provision for secure access to key services (*internet accessories, web and proxy services, etc.*), links to DBM frontline service

application systems and database systems connectivity of DBM shared storage devices and network-attached storage including backup and recovery system, and consolidation of data center equipment and peripherals.

The Service Provider must provide support services for the full operation of the existing physical network components. The following major devices are based on the WAN Network Diagram of DBM:

- Core Switches
- Layer 2 Switches
- Layer 3 Switches
- Routers
- Servers
- Firewalls
- Wireless Access Points
- WLAN Controller
- Cloud Services
- PABX/Voice Gateways
- Network Access Control
- Bandwidth Manager

## 2. **Monitoring**

The Service Provider must be responsible for monitoring the DBM Data Center equipment and peripherals. Any issue related to its equipment and peripherals must be reported by the Service Provider to the ICTSS and/or to respective maintenance group for necessary action.

The Service Provider must also take all measures reasonably possible in guaranteeing the confidentiality, integrity and availability of the DBM Enterprise Network by providing a 24 x 7 monitoring capability of all Data Center's equipment and peripherals

Further, support DBM's inquiries as required, via Helpdesk, including support for remote users to provide the following:

- network support using the tracking system of Helpdesk;
- technical and service reporting on incident, technical performance, service level agreement, among others;
- level 2 support and troubleshooting related to connectivity and performance checks, isolation, network and security equipment, among others;
- point for contact for telecommunications related issues; and,
- advices and recommendations on ICT-related strategic planning and continuous service improvement when necessary



**V. SERVICE REQUIREMENTS**

**1. Service Provider Qualification**

Based on the succeeding enumeration of the current DBM Enterprise Network equipment and peripherals, the Service Provider must possess extensive experience and a strong track record showing consistent versatility and reliability in inheriting, maintaining, reconfiguring, improving among others for similar systems. Leveraging the requirements, the Service Provider must possess the following qualifications:

- minimum of five (5) years' experience in providing Managed Network Services;
- highly efficient in supporting network infrastructure of offices spread across the archipelago (including but not limited to the management of telecommunications service providers etc.); and,
- completed similar project within the last five (5) years providing development/management/support/maintenance/improvement of multiple network systems/services.

\*When necessary, all travel-related cost of the personnel of the Service Provider must be solely borne by DBM.

**2. Documentation and Reporting**

A monthly report covering the following items must be submitted by the 7th working day of the subsequent month. It serves as basis to support the claim for the monthly billing:

- Network Uptime;
- Resource Utilization;
- Bandwidth and Security Policy;
- User IT Support/Assistance; and,
- Security Assessment.

**3. Team Composition**

The Service Provider must provide highly trained professionals for the Data Center Support and Maintenance of DBM within five (5) working days upon the receipt of the Notice to Proceed as follows:

<b>Position</b>	<b>Number of Personnel Required</b>	<b>Requirements</b>	<b>Time</b>
System Administrator	1	- analyzes system logs and identifying potential issues	Mondays to Fridays with reporting

Position	Number of Personnel Required	Requirements	Time
		<p>with computer systems;</p> <ul style="list-style-type: none"> <li>- introduces and integrates new technologies into existing data center environments;</li> <li>- performs routine audits of systems and software and backups;</li> <li>- applies operating system updates, patches, and configuration changes;</li> <li>- installs and configures new hardware and software;</li> <li>- adds, removes, or updates user account information, resetting passwords, etc.;</li> <li>- answers technical queries;</li> <li>- secures and documents the configuration of the system;</li> <li>- troubleshoots any reported problems;</li> <li>- conducts system performance fine-tuning;</li> <li>- ensures absolute network uptime and optimal performance; and,</li> <li>- college graduate with a minimum of three (3) years' technical working experience, inclusive of one (1) year residency as Linux Certified Engineer/Technician.</li> </ul>	<p>schedule from 8:00am to 5:00pm</p>

Position	Number of Personnel Required	Requirements	Time
Network Administrator	2	<ul style="list-style-type: none"> <li>- Maintains DBM Enterprise Network equipment and peripherals such as switches, routers and firewalls and diagnoses problems with these or with the behavior of network- attached computers;</li> <li>- monitors the performance of the network and troubleshoots any problem, such as slow performance or network crashes;</li> <li>- attends to network users having network connectivity challenge/s;</li> <li>- develops, installs and maintains emergency systems to back up the main network server;</li> <li>- keeps records of all users' problems and errors as well as the steps taken in solving the problems</li> <li>- Manages user access to network including the setup of passwords and access levels; and,</li> <li>- College 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</li> </ul>	Mondays to Fridays with the following reporting schedules (6:00am to 3:00pm and 2:00pm to 11:00pm)

Position	Number of Personnel Required	Requirements	Time
		(1) Certified Network Security Professional	
Desktop Administrator	2	<ul style="list-style-type: none"> <li>- solves hardware and software issues;</li> <li>- consults and/or conducts research about how product/software works</li> <li>- installs, configures, and upgrades hardware and software; and,</li> <li>- college 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+ Hardware is a plus.</li> </ul>	Weekdays from 8:00am to 5:00pm

**VI. DURATION**

The Project engagement is for a period of three (3) months unless sooner terminated due to the award of a new contract for Facilities Management.

**VII. PAYMENT TERMS**

The Service Provider must bill DBM at every 7<sup>th</sup> working day of succeeding month covering the services of every previous month. All such billings must be duly supported by the monthly<sup>1</sup> report as evaluated and accepted by the DBM ICTSS. The DBM must pay the Service Provider within fifteen (15) working days upon receipt of the monthly billing.

<sup>1</sup> In accordance to Documentations and Reporting under Service Requirements (Section V.2)



## **VIII. PROPOSED BUDGET**

The proposed Approved Budget Cost (ABC) for a period of three (3) months is **Php 999,990.00** inclusive of all applicable taxes.



## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification]*

*card used*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her \_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_