

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department Office of Asset Management and Support Services PR No. 07-03924

Date: 15 JUL 2024

Section Information and Communications Technology Division SAI No: _____

Date: 15 JUL 2024

Stock No.	Unit	Item/Description	Quantity	Unit Cost	Total Cost
	Pieces	Intermediate Distribution Frame (IDF) Data Cabinet	14	Php40,714.28	Php570,000.00
		Technical Specifications			
		1. Height and Capacity			
		48U Rack Height or 48 units of 1U equipment with Dimensions of (213.36 cm) in height, 24 inches (60.96 cm) in width, and 36 inches (91.44 cm) in depth.			
		Weight Capacity with a minimum of 800 lbs (362 kg)			
		2. Constructions			
		Robust Frame (welded frame and panels)			
		Adjustable Rails			
		3. Cooling and Ventilation			
		Perforated Doors (front and rear doors)			
		4 Units 220V exhaust fan			
		4. Cable Management			
		Multiple entry points (vertical, horizontal, top, and bottom)			
		5. Security			
		Swing out detachable perforated front and back doors with slam latch and key.			
		Detachables vented side panels with push-lock and key			
		6. Compliant with EIA-310D: standard 19 inches rack opening system			
		7. High Static Load Capacity			
		8. Additional Features			
		Grounding and Bonding			
		Leveling Feet and Casters			
		The Goods must be from a reputable brand.			
		Warranty			
		1. The Contractor shall replace goods with factory defects within five (5) working days.			
		2. The Goods must have a minimum one (1) year warranty on parts and labor.			
		3. The Contractor must repair Goods under warranty within five (5) working days.			
		4. If the repair takes more than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired.			
		Grand Total			Php 570,000.00

Purpose: To procure data cabinets for organizing and securing network equipment and cables at the DFA Main Temporary Headquarters.

Requested by

Signature 

Printed name: **PATRICK JOHN U. HILADO**

Designation: *Assistant Secretary, OAMSS*

TERMS OF REFERENCE

Procurement of Intermediate Distribution Frame (IDF) Data Cabinet

I.	BACKGROUND		
	<p>The Department of Foreign Affairs Main Headquarters will temporarily relocate to the Double Dragon Tower for at least three (3) years and intends to procure Intermediate Distribution Frames (IDF) for use in the new premises. The approved budget cost is Five Hundred Seventy Thousand Pesos (Php 570,000.00), including all applicable taxes.</p>		
II.	OBJECTIVE		
	<p>To procure data cabinets for organizing and securing network equipment and cables, and install them in the DFA Temporary Headquarters.</p>		
III.	SCOPE OF WORK		STATEMENT OF COMPLIANCE
A.	TECHNICAL SPECIFICATIONS		
	The Data Cabinet racks must meet the following technical specifications:	Qty.	
	<ol style="list-style-type: none"> 1. Height and Capacity <ol style="list-style-type: none"> 1.1. 48U Rack Height or 48 units of 1U equipment with Dimensions of (213.36 cm) in height, 24 inches (60.96 cm) in width, and 36 inches (91.44 cm) in depth. 1.2. Weight Capacity with a minimum of 800 lbs (362 kg) 2. Constructions <ol style="list-style-type: none"> 2.1. Robust Frame (welded frame and panels) 2.2. Adjustable Rails 3. Cooling and Ventilation <ol style="list-style-type: none"> 3.1. Perforated Doors (front and rear doors) 3.2. 4 Units 220V exhaust fan 4. Cable Management <ol style="list-style-type: none"> 4.1. Multiple entry points (vertical, horizontal, top, and bottom) 5. Security <ol style="list-style-type: none"> 5.1. Swing out detachable perforated front and back doors with slam latch and key. 5.2. Detachable vented side panels with push-lock and key 6. Compliant with EIA-310D: standard 19 inches rack opening system 	14	

	7. High Static Load Capacity 8. Additional Features 8.1. Grounding and Bonding 8.2. Leveling Feet and Casters		
	The Goods must be from a reputable brand.		
IV.	Warranty 1. The Contractor shall replace goods with factory defects within five (5) working days. 2. The Goods must have a minimum one (1) year warranty on parts and labor. 3. The Contractor must repair Goods under warranty within five (5) working days. 4. If the repair takes more than five (5) working days, the Contractor shall provide a temporary replacement unit of equal capabilities and features as the item to be repaired.		
V.	Delivery and Installation The contractor shall deliver and install the goods at the DFA Temporary Headquarters located in Double Dragon Tower within 10 to 15 days from the receipt of the Notice to Proceed (NTP).		
VI.	CONFIDENTIALITY CLAUSE		
	1. The Contractor shall ensure that each of its personnel assigned to service the Department's internet executes and signs a Non-Disclosure Agreement which is to be submitted to the Department prior to commencement of the service. 2. The Contractor shall not disclose any confidential information accessed through the use of its services in relation to the official functions or operations of the Department without prior consent from the latter. 3. The Contractor shall immediately inform the Department of breaches, attacks, or other forms of cyber threats/activities that may contribute to the disclosure of any confidential information. 4. Failure to comply with the confidentiality clause shall be subject to the penalties provision of Republic Act No. 10173 – Data Privacy Act of 2012 and all other relevant existing rules and regulations.		

VII.	<p>Payment</p> <p>a. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, complete with supporting documents examined by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through the List of Due and Demandable Accounts Payable (LDDAP).</p> <p>b. All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	
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Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]