

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS
Agency

Department Office of Asset Management and Support Services PR No: 07-03824 Date: _____

Section Information and Communications Technology SAI No: _____ Date: 15 JUL 2024

Stock No.	Unit	Item/Description	Quantity	Unit Cost	Total Cost
	Pieces	Uninterruptible Power Supply (UPS)	14	Php31,428.57	Php440,000.00
		Technical Specifications			
		1. Form Factor Rackmount			
		2. Output VA 1000VA - 1500VA			
		3. Output Watts 600W - 900W			
		4. Input Voltage 230V, Single Phase			
		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 440,000.00

Purpose: To procure an uninterruptible power supply (UPS) for switches to provide power protection, ensure operation continuity, maintain equipment safety, gracefully power off critical network equipment, and include automatic voltage regulators. Deploying UPS systems in an Intermediate Distribution Frame (IDF) is essential for the reliability and security of network infrastructure components.

Requested by

Signature 

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

Designation: *Assistant Secretary, OAMSS*

TERMS OF REFERENCE

Procurement of Uninterruptible Power Supply (UPS)

I.	<p>BACKGROUND</p> <p>The Department of Foreign Affairs Main Headquarters will temporarily relocate to Double Dragon Tower for at least three (3) years and intends to procure Uninterruptible Power Supply (UPS) for the new premises. The approved budget cost is Four Hundred Forty Thousand Pesos (Php 440,000.00), including all applicable taxes.</p>		
II.	<p>OBJECTIVE</p> <p>To procure an uninterruptible power supply (UPS) for switches to provide power protection, ensure operation continuity, maintain equipment safety, gracefully power off critical network equipment, and include automatic voltage regulators. Deploying UPS systems in an Intermediate Distribution Frame (IDF) is essential for the reliability and security of network infrastructure components.</p>		
III.	SCOPE OF WORK		STATEMENT OF COMPLIANCE
A.	TECHNICAL SPECIFICATIONS		
	<p>The Uninterruptible Power Supply (UPS) must meet the following technical specifications:</p>		Qty.
	1. Form Factor	Rackmount	14
	2. Output VA	1000VA - 1500VA	
	3. Output Watts	600W - 900W	
	4. Input Voltage	230V, Single Phase	
	The Goods must be from a reputable brand.		
V.	<p>Warranty</p> <ol style="list-style-type: none"> 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. 		

VI.	<p>Delivery</p> <p>The Contractor shall deliver the Goods within ten (10) to fifteen (15) days from the receipt of the Notice to Proceed (NTP).</p>	
VII.	<p>CONFIDENTIALITY CLAUSE</p>	
	<ol style="list-style-type: none"> 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. 	
VIII.	<p>Payment</p> <ol style="list-style-type: none"> 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). b. All payments shall be inclusive of all applicable taxes and other lawful charges. 	

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]