

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department Office of Asset Management and Support Services PR No: **07-04124** Date: _____

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

| Stock No. | Unit | Item/Description | Quantity | Unit Cost | Total Cost |
|-----------|------|--|----------|-----------|-----------------------|
| | Lot | Lease of Information and Communications Technology (ICT) Equipment | 1 | | |
| | | Technical Specifications | | | |
| | | 1. Wireless Access Point | | | |
| | | 1.1 Dual-band support (2.4 GHz and 5 GHz) 1.2 Support for IEEE 802.11ac or higher standards 1.3 WPA2/WPA3 security protocols 1.4 Ability to handle multiple simultaneous connections 1.5 Centralized management capabilities | 37 | | |
| | | 2. 8 Ports Power Over Ethernet (PoE) Switch | 4 | | |
| | | 3. 8 Ports Non-Power Over Ethernet (Non-PoE) Switch | 1 | | |
| | | 4. 8 Ports Power Over Ethernet (PoE) Switch with Small Form-Factor (SFP) | 7 | | |
| | | 5. 8 Ports Multimode Small Form-Factor (SFP) Switch | 1 | | |
| | | The network switches must be reliable and have strong security features, including port security and access control lists (ACLs). | | | |
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| | | Grand Total | | | Php 850,000.00 |

Purpose: To lease ICT equipment for the period of two (2) months, specifically switches and access points, which will be used to establish a temporary Wi-Fi connection and ensure the Department’s network connectivity and operations are uninterrupted during the move-out process.

Signature _____ Requested by
 Printed name: **PATRICK JOHN U. HILADO**
 Designation: **Assistant Secretary, OAMSS**

TERMS OF REFERENCE

Lease of Information and Communications Technology (ICT) Equipment

| | | | |
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| I | <p>BACKGROUND</p> <p>The Department of Foreign Affairs Main Headquarters is temporarily relocating to Double Dragon Tower for at least three (3) years and intends to lease Information and Communications Technology equipment and peripherals for use in the DFA Main Building during a two-month transition period when the Department’s respective offices transfer to the new site in batches. The approved budget cost is Eight Hundred Fifty Thousand Pesos (Php 850,000.00), including all applicable taxes.</p> | | |
| II. | <p>OBJECTIVE</p> <p>To lease ICT equipment for the period of two (2) months, specifically switches and access points, which will be used to establish a temporary Wi-Fi connection and ensure the Department’s network connectivity and operations are uninterrupted during the move-out process.</p> | | |
| III. | SCOPE OF WORK | | STATEMENT OF COMPLIANCE |
| A. | Technical Specifications | | |
| | The leased ICT equipment must meet the following technical specifications: | Qty. | |
| | <p>1. Wireless Access Point</p> <p style="padding-left: 20px;">1.1 Dual-band support (2.4 GHz and 5 GHz)</p> <p style="padding-left: 20px;">1.2 Support for IEEE 802.11ac or higher standards</p> <p style="padding-left: 20px;">1.3 WPA2/WPA3 security protocols</p> <p style="padding-left: 20px;">1.4 Ability to handle multiple simultaneous connections</p> <p style="padding-left: 20px;">1.5 Centralized management capabilities</p> | 37 | |
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| | <p>The network switches must be reliable and have strong security features, including port security and access control lists (ACLs).</p> | | |

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| B. | Contractor's Responsibility | |
| | <p>The Contractor shall be responsible for:</p> <ol style="list-style-type: none"> 1. Timely delivery and installation of the ICT equipment and peripherals. 2. Ensuring the equipment is fully functional and integrated with the DFA network during the contract duration. 3. Provide immediate technical support and maintenance services twenty-four (24) hours a day, seven (7) days a week when equipment breaks down. 4. Coordinating with the DFA ICTD personnel to address any issues promptly. 5. Removing the equipment at the end of the lease period. 6. Providing three (3) technical support personnel for installing and configuring ICT devices. | |
| IV. | Warranty | |
| | <ol style="list-style-type: none"> 1. In the event equipment breaks down during the two-month lease period, the Contractor shall replace it free of charge and ensure the resumption of services with minimal downtime. | |
| V. | Deliverables | |
| | <p>The Contractor is expected to deliver the following:</p> <ol style="list-style-type: none"> 1. Leased ICT equipment and peripherals within ten (10) to fifteen (15) days from the receipt of the Notice to Proceed (NTP). 2. The leased equipment must be installed one week before the scheduled move. 3. Detailed inventory list of the leased equipment. 4. Installation and configuration report, including network diagrams and configurations. 5. Technical support and maintenance logs. 6. Final de-installation report at the end of the lease period. | |
| VI. | Confidentiality Clause | |

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| | <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. | |
| VII. | Payment | |
| | <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:

Bidders 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]