

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

Department Office of Asset Management and Support Services PR No: 07-04224 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 |
|-----------|------|---|----------|-----------|-----------------------|
| | Lot | Network Device Configuration Support | 1 | | |
| | | SCOPE OF WORK | | | |
| | | A. The scope of work for the service providers includes the following key activities: | | | |
| | | 1. Initial Assessment and Network Planning | | | |
| | | Conduct a comprehensive assessment of the current network infrastructure. | | | |
| | | Develop a detailed transition plan for relocating network devices to Double Dragon Tower. | | | |
| | | 2. Network Equipment Dismantling (onsite at the current location) | | | |
| | | Assist in disconnecting and packing existing network devices for safe transport to the Double Dragon Building | | | |
| | | Assist in labeling all network devices and cables for ease of identification during re-installation. | | | |
| | | 3. Network Device Configuration | | | |
| | | Install network devices in designated locations and verify cabling functionality. | | | |
| | | Configure routers, switches, firewalls, and other network devices for the new environment. | | | |
| | | Conduct thorough testing to ensure proper network connectivity, performance, and security. This may involve ping tests, traceroutes, heat mapping, and functionality | | | |
| | | 4. Documentation | | | |
| | | Update network diagrams to reflect the new network configurations in the Double Dragon Building (As-Built Network Diagrams, High-level and Low-level Network Topology). | | | |
| | | Provide backups of all final network device configurations for future reference. | | | |
| | | Provide an inventory of switches, access points, and IP cameras based on the floor plan submitted. | | | |
| | | B. The service provider shall provide six (6) technical support personnel for network device configuration support. | | | |
| | | C. The Scope of Works excludes the following: | | | |
| | | 1. Procurement of new network equipment or cabling. | | | |
| | | 2. Patching and re-termination of existing cabling in the new location | | | |
| | | 3. Relocation of furniture or user devices. | | | |
| | | 4. Ongoing network maintenance and support. | | | |
| | | Grand Total | | | Php 375,000.00 |

Purpose: Technical support service is required for dismantling, installing, and configuring Cisco Switches, Access Points (APs), and servers to ensure a smooth and efficient network setup at the DFA Temporary Headquarters.

Requested by

Signature 

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

Designation: **Assistant Secretary, OAMSS**

TERMS OF REFERENCE

Network Device Configuration Support

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| 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 specialized services to support the Department's network devices configuration during this transfer. The approved budget cost is Three Hundred Seventy-Five Thousand Pesos (Php 375,000.00), including all applicable taxes.</p> | |
| II. | <p>OBJECTIVE</p> <p>To engage service providers in configuring the Department's network devices for a period of one (1) month or until the configuration is completed at its temporary headquarters in Double Dragon Tower, ensuring seamless connectivity and operational continuity during the transition period.</p> | |
| III. | SCOPE OF WORK | STATEMENT OF COMPLIANCE |
| A. | <p>The scope of work for the service providers includes the following key activities:</p> | |
| | <ol style="list-style-type: none"> 1. Initial Assessment and Network Planning will be submitted one (1) week before the move to relocation. <ol style="list-style-type: none"> 1.1. Conduct a comprehensive assessment of the current network infrastructure. 1.2. Develop a detailed transition plan for relocating network devices to Double Dragon Tower. 2. Network Equipment Dismantling (onsite at the current location) <ol style="list-style-type: none"> 2.1. Assist in disconnecting and packing existing network devices for safe transport to the Double Dragon Building. 2.2. Assist in labeling all network devices and cables for ease of identification during re-installation. 3. Network Device Configuration <ol style="list-style-type: none"> 3.1. Install network devices in designated locations and verify cabling functionality. 3.2. Configure routers, switches, firewalls, and other network devices for the new environment. 3.3. Conduct thorough testing to ensure proper network connectivity, performance, and security. This may involve ping tests, traceroutes, heat mapping, and functionality checks. | |

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| | <p>4. Documentation</p> <p>4.1. Update network diagrams to reflect the new network configurations in the Double Dragon Building (<i>As-Built Network Diagrams, High-level and Low-level Network Topology</i>).</p> <p>4.2. Provide backups of all final network device configurations for future reference.</p> <p>4.3. Provide an inventory of switches, access points, and IP cameras based on the floor plan submitted.</p> | |
| B. | Contractor's Responsibility | |
| | <p>The contractor shall:</p> <ol style="list-style-type: none"> 1. Provide four (4) knowledgeable technical support capable of performing all network device configuration support, including dismantling and reinstalling devices. 2. Responsible for replacing any devices that malfunction during their work. 3. Provide twenty-four (24) hours a day, seven (7) days a week service support during contract duration. 4. If a configuration adjustment occurs after the contract duration, the contractor shall extend its support until the configuration is completed satisfactorily. | |
| C. | Exclusion | |
| | <p>The Scope of Works excludes the following:</p> <ol style="list-style-type: none"> 1. Procurement of new network equipment or cabling. 2. Patching and re-termination of existing cabling in the new location. 3. Relocation of furniture or user devices. 4. Ongoing network maintenance and support. | |
| IV. | Qualifications and Experience | |
| | <p>The service provider must demonstrate the following qualifications and experience:</p> <ol style="list-style-type: none"> 1. Technical support personnel should have experience configuring and maintaining network devices, especially during large-scale relocations, and managing routers, switches, firewalls, and other network devices. | |

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| | <ol style="list-style-type: none"> 2. Strong understanding of network security protocols and practices. 3. Experience in developing technical documentation. | |
| V. | Deliverables | |
| | <p>The service provider is expected to deliver the following:</p> <ol style="list-style-type: none"> 1. Pre-move network design document (<i>1 week before the move</i>) 2. Inventory list of dismantled network equipment (<i>1 week before the move</i>) 3. Dismantling of network equipments and servers (<i>1 day before the move</i>) 4. Installation and configuration of network devices (<i>starts on Day 1 of the move until all devices are installed</i>) 5. Report on the testing of network connectivity, performance, and security (<i>after completion of Item 4</i>) 6. As-built network diagrams, high-level and low-level topology, and wireless heatmap report for the new location (<i>2 weeks after the move</i>) 7. Backups of final network device configurations in DFA Double Dragon (<i>2 weeks after the move</i>) 8. Provide all documents mentioned in the Scope of Work (<i>after all items above are delivered</i>) | |
| VI. | CONFIDENTIALITY CLAUSE | |
| | <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. | |

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| VI. | <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:

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]