



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



DEPARTMENT OF FOREIGN AFFAIRS
Office Of Fiscal Management Services

JOB ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

RECEIVED
SEP 18 2024

Supplier: PRONET SYSTEMS INTEGRATED NETWORK SOLUTION INC.	J.O. No. 08-007-24
Address: 3rd Floor, Hollywood Square Building, #33 West Avenue, Quezon City	Date 14-Aug-24
Contact nos: T: 376-6616/18 E: anniecel.midem@pronet.com.ph	Mode of Procurement BY: Small Value 53.9


Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>n/a</u>	Delivery Term: <u>Please see attached TOR</u>
Date of Delivery: <u>n/a</u>	Payment Term: <u>Send bill arrangement</u>


Item No.	Unit	Quantity	Description	Unit Cost	Amount
			OAMSS		
1	lot	1	Procurement of services for Network Device Configuration Support for the Department of Foreign Affairs' (DFA) Temporary Headquarters 1. Initial Assessment and Network Planning will be submitted one (1) week before the move to relocation. 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) 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 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. 4. Documentation 4.1. 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). 4.2. Provide backups of all final network device 4.3. configurations for future reference. Provide an inventory of switches, access points, and IP cameras based on the floor plan submitted. B. Contractor's Responsibility The contractor shall: 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. xxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxx		P 325,000.00


(total Amount in Words) Three Hundred Twenty-Five Thousand Pesos **P 325,000.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: 
(Signature over printed name)

(Date)

Very truly yours, 
PATRICK JOHN U. HILADO
Assistant Secretary, OAMSS

Requisitioning Office/Dept: ERIC S. RICAFORT Acting Director, OAMSS-ICTD	Funds Available:  MINDARADAT R. MAMAD Department Chief Accountant	Amount: ₱ 325,000.00 ALOBS No.: 2024-09-006864 20 Sept 2024
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