



Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

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**Bids and Awards Committee**

**DATE: September 16, 2021**

**RFQ NO. 2021-09-16-01**

**REQUEST FOR QUOTATION**

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake Negotiated- SMALL VALUE PROCUREMENT for the **IMPROVEMENT OF ICT NETWORK INFRASTRUCTURE IN GUMACA NATIONAL HIGH SCHOOL (DepEd Quezon Sub-Office) GUMACA, QUEZON at DepEd-Division of Quezon**, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project** : **IMPROVEMENT OF ICT NETWORK INFRASTRUCTURE IN GUMACA NATIONAL HIGH SCHOOL (DepEd Quezon Sub-Office) GUMACA, QUEZON at DepEd-Division of Quezon**

**Approved Budget for the Contract** : One Hundred Eighty Thousand Pesos and 00/100 (**180,000.00**)

**Technical Specification** : See attached Annex "B" for Terms of References

**Location** : Gumaca National High School Gumaca, Quezon

**Completion Period** : 30 calendar days upon received of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration Number, Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor's/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation on per lot basis, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineation, erasures or overwriting shall be valid only if there are signed or initiated by the bidder or his/her duly authorized representative/s.

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Registration Number:  
QAC/R63/0216



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Submission of quotation and eligibility documents is on or before 9:00 a.m. of September 21, 2021 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

**GREGORIO A. CO, JR.**  
BAC Chairman  
Bids and Awards Committee  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

For inquiries, you may contact us at tel. nos. 042-784-0366 look for Hilariona E. Coronado or Danica May V. Jaranilla.

Very truly yours,

**(SGD)GREGORIO A. CO, JR.**

BAC Chairman

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Annex "A"

**PRICE QUOTATION FORM**

**INSTRUCTIONS:**

- 1) Accomplish this RFP correctly and accurately.
- 2) Do not alter the contents of this in any way.
- 3) **Failure to attach your Curriculum Vitae will disqualify your proposal.**
- 4) Failure to follow these instructions will disqualify your entire proposal.

After having carefully read and accepted the Terms of Reference (TOR) herein attached. I/We submit our quotation for the items as follows:

**PRICE QUOTATION FORM**

Please provide your quotation in table below. **The information stated below shall be the basis for the evaluation and calculation of your total proposal**, and does not reflect the guaranteed price.

Project Name:  <b>Procurement of Technical Assistance/ Consulting Services for IMPROVEMENT OF ICT NETWORK INFRASTRUCTURE IN GUMACA NATIONAL HIGH SCHOOL GUMACA, QUEZON</b>	
<b>Approved Budget for the Contract (ABC)</b>	<b>Your Quotation</b>
<b>One Hundred Eighty Thousand Pesos</b> <b>(PhP 180, 000.00)</b>	  <hr/> <i>(Please state your quotation in words and in figure)</i>

\_\_\_\_\_  
Signature over Printed Name

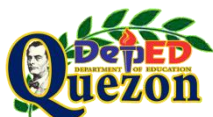
\_\_\_\_\_  
Position Title/ Designation

\_\_\_\_\_  
Office Telephone No./Mobile No.

\_\_\_\_\_  
Email Address/es

Annex "B"

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## TERMS OF REFERENCE

<b>Project Title</b>	:	<b>IMPROVEMENT OF ICT NETWORK INFRASTRUCTURE IN GUMACA NATIONAL HIGH SCHOOL</b>
<b>Budgetary Requirements</b>	:	Php 180,000.00
<b>Mode of Procurement</b>	:	Small Value Procurement (SVP)
<b>Procuring Entity</b>	:	DepEd Schools Division of Quezon Province
<b>Location:</b>		Gumaca National High School
<b>Item/s</b>	:	Lot 1: Improvement of ICT Network Infrastructure <ul style="list-style-type: none"><li>• Small Value Procurement of network infrastructure equipment</li></ul>

### I. RATIONALE

Upon repair and rehabilitation of the Gumaca NHS Building it covers the Network Data Management that holds the data, voice and cctv services. Hence, those personnel connected thru Network Infrastructure in data, voice and cctv will be given delivery of quality service of communication and security to our clientele and employees.

Through repair of structured network cabling all computers in Gumaca National High School will be connected permanently in Server Room through Network in which all prohibited sites and programs will be blocked except facebook considering it is one of the fastest means of communication particularly in this pandemic.

It also includes the repair of the telephone communication that truly encountered lot of inconveniences from the service provider. With this repair, this Network Data Management comes with a package of Private Automatic Branch Exchange (PABX). This PABX is a telephone communication system used to manage and maintain telephone lines with 24/7 technical support format. This will commence together with the Network Data Management.

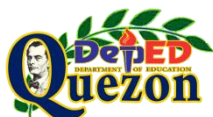
The project has 1 Lot with a total of four (3) different items.

LOT 1:

- 1) VOICE AND DATA STRUCTURED CABLING
- 2) NETWORK ACTIVE COMPONENTS
- 3) CCTV CAMERAS

### II. OBJECTIVES

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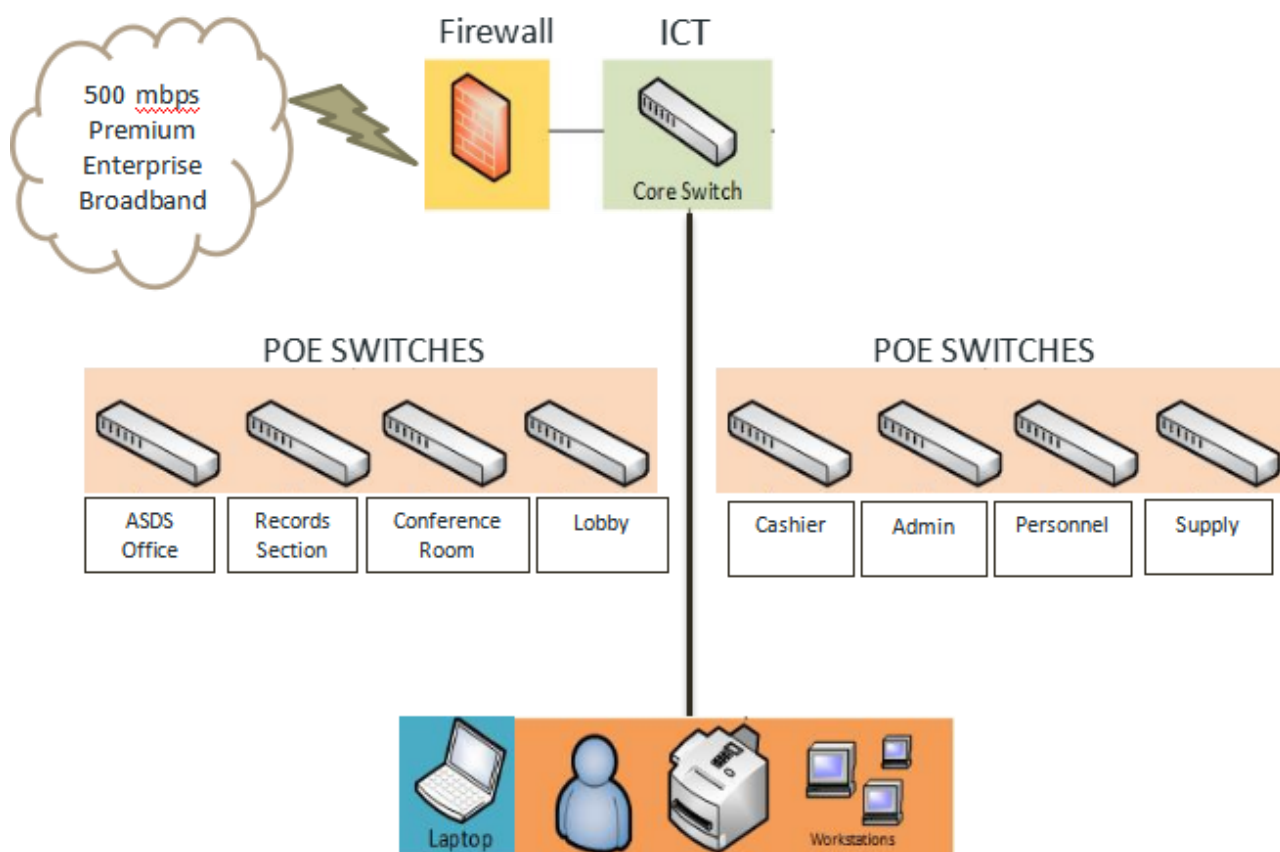


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The over-all project objective is to repair network infrastructure and security systems that can provide a better user experience in: accessing local area network and internet connectivity, utilizing communications facility and managing security systems. The specific objectives are:

- Establish the Local Area Network (LAN) of Gumaca NHS with industry-standard data networks, PABX and IP CCTVs
- Promote reliable proper communication and coordination between offices and its inter-related/external offices.
- Provide responsive and effective delivery of services to the internal and external networks.
  - Reduce network downtime due to power loss and internet connectivity disruptions.

III. **PROPOSED NETWORK DIAGRAM AND DESIGN PLAN FOR DERPS DATA CENTER**



IV. **BUDGETARY REQUIREMENTS**

ICT PROJECTS	QTY	UNIT	UNIT COST	TOTAL COST
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1	Improvement of ICT Network Infrastructure	1	lot	180,000.00	180,000.00
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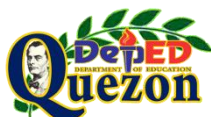
**V. BILL OF MATERIALS AND COSTING**

ITEM	DESCRIPTION	QTY	UNIT
<b>1.0</b>	<b>STRUCTURED CABLING MATERIALS</b>		
1.1	Cat6 UTP Cable Branded	2	boxes
1.2	Cat6 Information Outlet	24	pcs.
1.3	1m blue cat6 slim patch cord	24 pcs.	pcs
1.4	3m blue cat6 slim patch cord	24 pcs.	pcs
1.5	Horizontal cable manager 1ru	1	pc
1.6	A -format Face Plate (single port)	18	pcs
1.7	A-format Face Plate (dual port)	4	pcs
1.8	110 Block	1	pc.
1.9	Rough-ins/ Consumable	1	lot
1.10	Engineering Works & Installations	1	lot
1.11	Mobilization-Demobilization/ Transportation/ Tools & Equipment/ PPE's	1	lot
1.12	Testing, Commissioning, Training & Turn-Over	1	lot
<b>2.0</b>	<b>ACTIVE DEVICES</b>		
2.1	6U Data Cabinet	1	unit
<b>3.0</b>	<b>NETWORK VIDEO RECORDER</b>		
3.1	4MP Fixed Dome Network Camera	3	units
3.2	4MP Mini Fixed Bullet Network Camera	4	units
3.3	DVR HDD	1	pc
3.4	Configuration Cost	1	lot

For Lot 1:

- a) The prospective bidder shall be involved in System Integration and shall have at least years of experience in undertaking similar project. Must attached proof.

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- b) The prospective bidder must have a Professional Electronics Engineer in-charge in Project Management who is currently employed in the prospective bidder's company for a minimum of one year and trained, certified and expert in ICT Project.
- c) The Prospective bidder must have Certified Data Center Expert (CDCE) or Certified Data Center Professional (CDCP) who is currently employed or contracted in the prospective bidder's company for this project.
- d) The Prospective bidder must have at least one (1) Certified Engineer and one (1) Technician who are currently employed or contracted in the prospective bidder's company for minimum of one year and trained and certified in the design and installation of cabling System.
- e) The Prospective bidder must have Certified Safety Officer who is currently employed in the prospective bidder's company for a minimum of one year and trained and certified in the design and installation of cabling System.
- f) The Prospective bidder must have at least one (1) licensed Electronics Engineer who is currently employed in the prospective bidder's company for a minimum of one year and trained and certified in the design and installation of CCTV System.
- g) For cables and fibers, the prospective bidder should have a written authority from/issued by the manufacturer or their authorized representative, that they are authorized to re-sell, install, service and honor warranties.
- h) To guarantee responsiveness of the winning bidder for after-sales support, the bidder/participant shall preferably have a local partner in the locality and shall provide names and contact details of the persons responsible.
- i) All bidding participants should provide the implementation/project organizational structure of their project implementation team including their roles, necessary information, and among others which usually consists of key management personnel like project manager, registered electronics engineer/PECE, network designers, laborers, data cablers, installers, among others.

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- j) Technicians or installers should be Industry-Certified Professionals or Network Cabling-Certified Installer from any Cabling System Manufacturer for Copper and Fiber Solutions, and shall present necessary proof thereof.
- k) Actual site inspections and assessment by interested participants can be allowed during pre-bid conference and prior to dropping and opening of bids.
- l) Certification that the prospective bidder has conducted site survey to ensure correctness of distance and placement of equipment.
- m) For warranty of Fiber cables, the prospective bidder shall submit a commitment for a letter of warranty support from the Cabling System Manufacturer stating that the cabling installation of the bidder shall be supported by at least 15 years system warranty.

Other documentary requirements to be submitted by bidder:

1. Certification of After Sales Support for the Network equipment indicating the Support, should include on-line, telephone support, on-call, on-site and replacement if the hardware is defective under warranty.
2. Brochures or Technical Data Sheet or equivalent document for the following Items/equipment showing compliance with the required Technical Specifications:

For Lot 1:

- ✓ Active Networking Devices
  - ✓ Category 6 UTP
  - ✓ IP-Based CCTVs Systems and Monitoring Devices
3. Proposed design, configuration, and specifications of offered design, systems and technology shall show compliance, compatibility and best fit to the desired systems subject for evaluation of the procuring entity.
  4. Proposed Work Plan and Detailed Implementation Schedule for the Project covering the whole period. Prospective Bidders are required to conduct site inspection. This is to ensure the

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reliability, security, and efficiency of the required services that the prospective bidder shall perform. Timeframe should be specified for each activity to be done and shall include Gantt Chart Summary.

5. Electronics Permit in compliance to RA 9292/Engineering Law of 2004, shall be secured from the local authority (City Building Office/Municipal Engineering Office) whenever necessary or required.
6. Winning bidder in close coordination with working group is given the flexibility on their technical design on how the cable will be route along ramps, walls, ceilings, and beams hence, the number of terminals/connections inside the building is mostly being considered during evaluation.
7. All installations of cables, peripherals, accessories, or electrical wires are expected to be neat, clean, or concealed using metal, aluminum, or plastic moldings or concealed. The use of screws or durable adhesive chemicals or combinations of them for molding is allowed.
8. Fiber cables are expected to be installed using undergrounds/aerial or overhead method. However, if the bidder upon site inspection may opt to use underground method or combinations of them, is considered, especially for reasons of practicality, durability, and quality.
9. Whenever necessary, winning bidder may use metal post or metal pole enough to carry weight of the cables and its tensions. Post/Pole vertical clearance should be high enough not to be disturbed by possible highest passing vehicle especially those encompassing/crossing public streets or road right of way. It is an option of the bidder to use/lease existing post inside the campus for economic reasons. Existing post in the campus may be used.
10. In cases of Force Majeure within the one (1) Year warranty period (Disaster, Catastrophe or Acts of Nature), the winning bidder shall voluntarily without cost, help/assist the Client on Identifying damages and provide recommendation for the Restoration Activities.
11. Whenever there is a conflict or ambiguity of technical preferences, the Overall Goal and Objectives of the Projects shall be considered.

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12. The Prospective bidder shall complete the delivery and installation of work within Ninety (90) calendar days from the date of receipt of Notice to Proceed. For realistic purposes, and to allow flexibility and enough time for item/s to be imported from other countries.
13. The completion schedule provided shall be considered extended under the following:
  - Delays caused by force majeure events;
  - Delays caused by special cases and events beyond the control of the contractor, subject for evaluation and approval by DEPED QUEZON.
14. In all cases, the period or number of days of extension shall be agreed upon with the DEPED QUEZON in writing.
15. Claims for time extension of the contract period due to force majeure shall be subject to approval by DEPED QUEZON.
16. Force majeure includes events such as Earthquake, Flood, Typhoon, Cyclone, Revolution, War and other cataclysmic phenomena of nature and misfortune which are beyond human prudence and foresight.
17. The Prospective bidder shall guarantee that the entire structured cabling and networks are free from all defective workmanship and materials, and will remain so for the period of:
  - 15 Years of Product Warranty from the Cabling Manufacturer of the Product Offered (for fiber optics and CAT 6 cable)
  - Minimum Two (2) Year Warranty on Active Components
  - Minimum One (2) Year Warranty on Workmanship

## **VI. DUTIES AND RESPONSIBILITIES OF THE PROSPECTIVE BIDDER**

### **A. Scope of Work and Activities**

The prospective bidder shall furnish all equipment, labor, materials, tools and equipment, and perform all operations necessary to complete the supply, delivery, installation, testing and commissioning of Structured Cabling, Network Active components, and IP CCTV System of Gumaca National High School. The prospective

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bidder must provide demonstration and training for IT Personnel for at least five (5) days. The Prospective bidder shall provide warranty service within the warranty period. Provision of upgrades and patches to be installed must be free of charge during the warranty period. Bidder shall be responsible for all the cost related to the warranty period for hardware products.

**A.1 FIBER AND COPPER NETWORK STRUCTURED CABLING**

- 1) Submission of Proposed Detailed Plan/Design and Specifications for Structured Cabling for Data, Voice and CCTV System.
- 2) Submission of Project Management Plan
- 3) Provision of Technical documentation
- 4) Supply of labor, delivery and installation of various fiber, cables, and components.
- 5) Copper, fiber cables, supplies, materials, and all other passive peripherals shall be in the same brand/manufacturer to ensure complete compatibility.
- 6) Conduct of site survey and provisions of appropriate site specifications for the supplied materials.
- 7) Submission of the Bill of Materials for the project.
- 8) Provision of the in-house wiring, including the Telco lines, from the cable entrance to the network rack where the active components are located.
- 9) Supply delivery and pulling of Category 6A UTP cable and Fiber optic cable.
- 10) Supply, delivery, and installation of metal support for Cable Gutter, PVC conduits and other consumables
- 11) End to end Tagging and Labelling.
- 12) Conduct Testing and Commissioning
- 13) Conduct Training

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**A.2 IP-BASED CCTV SECURITY SYSTEM**

- 1) Submission of Project Management Plan
- 2) Provision of Technical documentation
- 3) Submission of the Bill of Materials for the project.
- 4) Supply, delivery, installation, set-up of IP-CCTV System.
- 5) Conduct of site survey and provisions of appropriate site specifications for the supplied materials.
- 6) Conduct Testing and Commissioning
- 7) Conduct Training

**B. Pre-installation**

- a.) Submit Work Plan within five (5) working days upon receipt of Notice to Proceed.

**C. Installation**

- a.) Supply, deliver and install the required components as specified in the Work Plan duly approved by DEPED QUEZON PROVINCE and with the following Technical Specifications of this TOR.

**D. Post-Installation**

- a. Restore damages to property caused by excavation, installation, maintenance and/or removal of cabling equipment and other procedures conducted by the prospective bidder to accomplish the project.



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- b. Conduct free training for IT personnel of Gumaca NHS on the basic maintenance and operational requirements of additional structured cabling and the equipment CCTV, Cabling and Network Management.
- c. Provide at least one (1) copy of the technical manual/documentation (English) in printed hard copy and electronic (soft copy) formats. The documents include Cabling and equipment installation, operation, configuration, and testing.
- d. Render support services to DEPED QUEZON PROVINCE within the warranty period as follow:
  - a. Technical support will be provided through phone calls or email within regular working hours from Monday to Friday, 8:00AM to 5:00PM
  - b. If the supplied equipment is found defective and need to be pulled-out, the prospective bidder shall provide replacement with the same or higher specifications.
  - c. Rectify and or/replace any part that fail to pass any test/inspection or make alteration necessary to meet the specification.
  - d. Responsible and accountable for any damage caused solely by the Prospective bidder or its agent to the DEPED QUEZON PROVINCE Building as a direct result of the installation maintenance, and removal of any cabling components and devices.

## **VII. DUTIES AND RESPONSIBILITIES OF DEPED QUEZON**

- I. Assist prospective bidders during the conduct of site Survey
- II. Review and approve the work plan submitted by Prospective bidder within five (5) working days.

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- III. Grant the Prospective bidder authorized representative access to its premises and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DEPED QUEZON personnel.
- IV. Reject any unit or any part thereof that fail to pass any test and/or inspection or do not conform to specifications.
- V. Pay the Prospective bidder in accordance with condition set in the Payment Scheme.
- VI. Issue a Certification of Inspection and Acceptance upon determination by the ITD-ICTS Inspectorate Team that the delivered and installed equipment and components are usable and in good working condition.

VIII. **TECHNICAL SPECIFICATIONS**

Technical specifications of most of the items are already included in the Bill of Materials.

**CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION**

**Class “A” Documents**

**(1) Legal Documents**

- PhilGEPS Registration

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- Mayor's/Business Permit

Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

- Income/ Business Tax Return (for ABCs above P500k)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayors's Permit and PhilGEPS Registration Number.

**(2) Technical Documents**

- Omnibus Sworn Statement
- Authority of the Signatory

**Class "B" Documents**

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable.