



Republic of the Philippines  
Department of Environment and Natural Resources

Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 929-66-26 x (632) 929-62-52  
929-66-20 x 929-66-33 to 35  
929-70-41 to 43

## REQUEST FOR QUOTATION

P.R. NO: 2020-01-0048      MODE OF PROCUREMENT: Negotiated  
(Small Value Procurement)  
P.R. DATE: January 14, 2020      REF. NO.: RFQ-2020-034  
END-USER: KISS      DATE PREPARED: March 3, 2020  
CLOSING DATE/TIME: March 9, 2020      10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

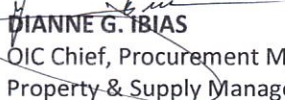
Item No.	Description	Qty	Unit	TOTAL ABC (P) (VAT Inclusive)
1	Relocation of Intermediate Distribution Frame (IDF) Rack of the DENR Central Office	1	lot	165,000.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.
3. Interested bidder/s must submit the following documents with check (✓) mark:

A. ELIGIBILITY DOCUMENTS	
✓	Proof of PhilGEPS Registration (Registration Number/Certificate)
✓	Valid and Current Mayor's/Business Permit for CY 2020 <b>OR</b> application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's permit
✓	Duly signed and notarized Omnibus Sworn Statement, using the GPPB prescribed form.
<i>Note: Bidder/s who previously submitted an updated Eligibility Documents is no longer required its re-submission.</i>	
B. TECHNICAL AND FINANCIAL DOCUMENTS	
✓	Completely filled out and duly signed Terms of Reference and Financial Quotation Form (Annex "A")
✓	The service provider should have atleast three (3) years experience in providing similar (Structured Cabling Services) and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references;

**Failure to submit all documents as required above shall be automatically be disqualified.**

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, maybe a ground for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address [bac.co@denr.gov.ph](mailto:bac.co@denr.gov.ph) and/or fax number (02) 8926-2675, **ATTENTION TO MARK JEROME ADAYA**. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
8. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
**DIANNE G. IBIAS**  
OIC Chief, Procurement Mgt. Section  
Property & Supply Management Division

**PLEASE USE THIS FORM. DO NOT RETYPE OR ALTER**

**Annex A**

**TERMS OF REFERENCE**

As per attached Terms of Reference

**Project Requirements/Terms and Conditions:**

- 1) **Delivery/completion** period: Within fifteen (15) calendars days from receipt of Notice to Proceed.
- 2) **Delivery Site:** Materials Handling Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
- 3) **Replacement of Defective Items:** Within Fifteen (15) Calendar Days upon receipt of Notice of Defects from DENR.
- 4) **Warranty: One (1) Year** from issuance of Certificate of Inspection and Acceptance.
- 5) Payment shall be made in accordance with the Terms and Conditions of the Contract.
- 6) **Liquidated Damages (LD)** equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	ABC PRICE (₱)	TOTAL BIDDER'S PRICE QUOTATION (₱)
1	Relocation of Intermediate Distribution Frame (IDF) Rack of the DENR Central Office	1 lot	165,000.00	

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this quotation is binding on us.

NAME OF COMPANY (IN PRINT)

SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE

ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Designation:

Date:

Email Address:

Tekefax No.:

Mobile Number:

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**TERMS OF REFERENCE**

As of 13 November 2019

**Relocation of Intermediate Distribution Frame (IDF) Rack of the Department of Environment and Natural Resources Central Office 4<sup>th</sup> Floor Main Building**

**I. Rationale**

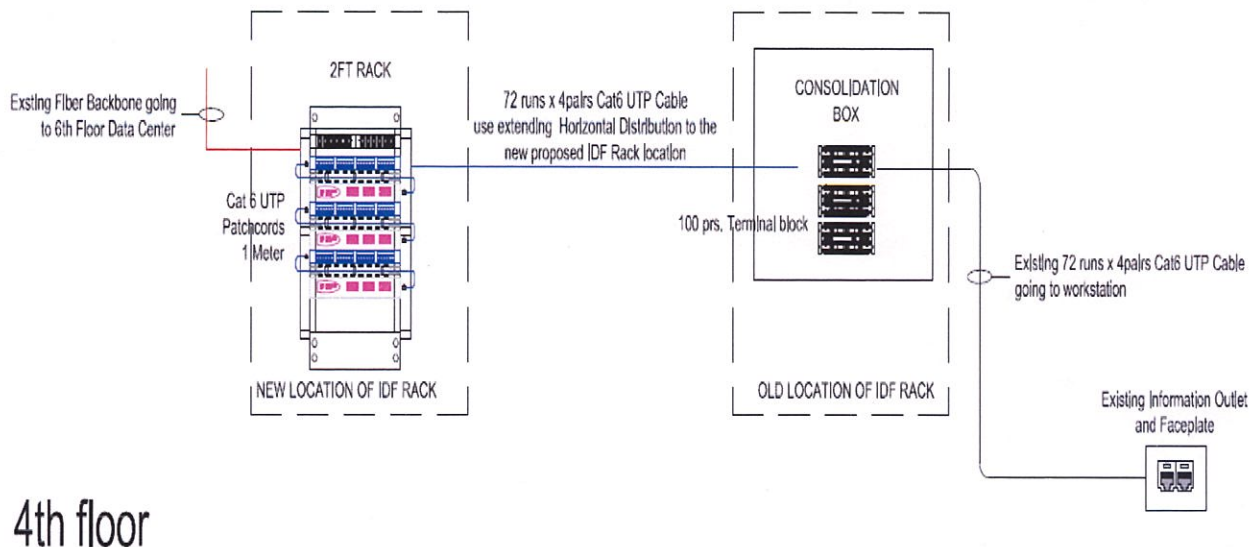
The DENR 4<sup>th</sup> Flr. Main Bldg. will be the new location of the Command Center of the Manila bay rehabilitation project. The said command center is being build beside the existing IDF Rack of the Network. To make sure that critical network infrastructure will not be affected the DENR decide to relocate the IDF into a new location. With this the DENR deemed it necessary to acquire the services of a structured cabling provider for the above mentioned activity.

**II. Approve Budget for the Contract**

The total ABC for the project is **PhP165,000.00** inclusive of all applicable government taxes and service charges.

**III. Scope of Work**

1. Complete provisions for the installations of structured cabling system requirements for the proposed transfer of DENR Main Bldg. 4th floor IDF Rack to the propose new Location within the same floor (see image below).



2. All structured cabling works shall be done in good engineering practice & workmanship and in accordance with the applicable telecommunications cabling standards set by ISO/IEC, EIA/TIA.
3. Supply and installations of roughing-in materials such as Cable Gutter, and boxes, including all necessary supports, brackets, hangers, fittings and accessories use for horizontal & backbone cabling distribution.
4. Supply, pulling, harnessing and termination of 72 runs 4-pairs CAT6 UTP cables use for the extension of existing Data Horizontal Distribution.
5. Supply and installations of 24 ports CAT6 patch panel /w cable manager & CAT6 UTP patch cords at Equipment room Side.
6. Supply and mounting of 2ft. Wall mount rack use as IDF racks.
7. Supply and Installation of 100 pairs Terminal block
8. Supply and installations of Indoor Type Consolidation Box.
9. Tagging of cables and devices for easy identification.
10. Complete end to end termination of all the lines pulled.
11. Testing and Commissioning of all installed cabling system.

#### IV. Project Requirements

##### A. Passive Materials (minimum requirements unless otherwise specified)

Description	Qty	Unit
24-Ports Cat 6 XL Patch Panel	3	units
19" Cable Mgmt. Panel Horizontal 1.75"H x 19"W	3	units
Cat 6 4-pair UTP cable, 305m/roll	3	rolls
RJ45 Cat 6 Patch cord 1mtr.	72	pcs
100pr Field Termination Block with Legs c/w C4 & C5 connecting Blocks	3	units
Consolidation Box w/ wooden backboard & key lock, Size:12"w x 12"h x 6"depth powder coated G#14	1	unit
19" x 2ft. Closed Type Rack ( Wall Mounted ) in flexi glass front doors, detachable side metal side panels c/w exhaust fan & vertical power strip in 3 prongs AC Male plug	1	set
Clip Nuts	30	pcs
<b>Cable Ladders/Trays &amp; Conduits pipes:</b> Cable Gutter w/ cover & coupling, Size: D=2" x W=6" x L=8ft,pwdr coated G#16 Cable Gutter Support 1-1/2" Ø Flexible Metallic Conduit 1-1/2" Ø Straight connector w/ bushing	1	lot
<b>Access Boxes:</b> Pull box w/ cover Size: 4" x 6" x 6"	1	lot
<b>Brackets, Support &amp; Fittings:</b> Unistrut Channel x 20ft. Full Threaded Round Bar, 3/8" Ø x 10ft Anchor grip, 3/8" Ø Nuts, and washers, 3/8"Ø Bolts & Nuts w/ washers, 1/4" Ø x 3/4"	1	lot

**Note:** All active equipment such as LAN Switches and the power supply requirements of the installed equipment rack will be provided by DENR.

##### B. Service Provider's Qualifications

1. The service provider should have at least three (3) years' experience in providing similar (Structured Cabling Services) and should provide proof accompanied by

correspondence from referees indicating that such project was executed as well as their contactable references.

2. The service provider must have the capacity and ability to provide maintenance services and technical support.

**C. Warranty Certificate** – Valid for a minimum of one (1) year and in favor of the Department of Environment and Natural Resources which shall cover materials and workmanship.

**V. Duties and Responsibilities of the DENR**

1. Grant the service provider's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DENR IT staff;
2. Shall issue Certificate of Inspection and Acceptance to the service provider.

**VI. Terms of Payment**

One-time payment shall be made after full/complete relocation of the 4<sup>th</sup> Flr. IDF within the prescribed period and upon issuance of the Certificate of Inspection and Acceptance by the DENR.

Prepared by:



**ELIZAR S. CANTUBA**  
Information Technology Officer III  
Chief, Network Infrastructure Management Division  
Knowledge and Information Systems Service  
Department of Environment and Natural Resources