

TERMS OF REFERENCE

1. PROJECT TITLE

Supply and Installation of 1 Year maintenance and support to existing network management device for the Bureau of the Treasury.

2. DESCRIPTION

The procurement aims to ensure the reliability and availability of our network management device and able to get all available critical updates and extension of warranty. This will also include offsite and onsite support such as phone, email and proactive maintenance to ensure the device is in good working condition.

3. AGENCY BUDGET FOR THE CONTRACT (ABC): Php 500,000.000

Note: Inclusive of 12% VAT, installation, delivery cost all other charges.

4. PROJECT DURATION, DELIVERY, COMMISSION, INSTALLATION AND ACCEPTANCE

Must complete the project within 30 calendar days from the receipt of the approved Purchase Order.

PART I. TECHNICAL SPECIFICATIONS

AGENCY SPECIFICATION	BIDDER'S STATEMENT OF COMPLIANCE	ACTUAL OFFER	REFERENCE
1. 1 Year License – IPScanXE 5x (600 IPs) 1.1. Software MA 1.2. 8 x 5 On-site support (NBD) 1.3. 8x 5 Phone and email support 1.4. Semi Annual System Health Check			

PART II. BIDDER'S COMPLIANCE	BIDDER'S STATEMENT	REFERENCE
2. STATEMENT OF BIDDER'S EXISTENCE AND EXPERTISE 2.1. Must submit certification from Manufacturer or distributor that the bidder is authorized to bid, sell, support and maintain the products being offered.		

<p>Distributor must also present certification from manufacturer if it will certify the bidder.</p> <p>2.2. The Bidder must be operating in the Philippines for the past Five (5) years as an IT company.</p> <p>2.3. The Vendor must have Certified Engineer/s for the system being offered (include certificate in submission of docs)</p> <p>2.4. The Vendor must have 1 similar contract in the last 3 years.</p> <p>2.5. Joint Venture not allowed.</p>		
PART III. OTHER CONDITION AND REQUIREMENTS		BIDDER'S STATEMENT OF COMPLIANC E
<p>3. PROJECT PLANNING, IMPLEMENTATION AND SERVICES</p> <p>3.1. Organize project briefing / kick-off meeting and submission of inception report for approval before implementation.</p> <p>3.2. License setup and configuration.</p> <p>4. TRAINING AND SUPPORT</p> <p>4.1. Must provide training to the Technical Personnel of Management Information Systems Service (MISS) on the proper administration and configuration of the system, provide a copy of the training manual</p> <p>4.2. Training shall be conducted within 30 days from installation of the equipment.</p>		
<p>5. SERVICE ACCEPTANCE</p> <p>5.1. A "Certificate of Completion" shall be issued after the testing period, provided that the following conditions are met:</p> <p>5.1.1. Hand-over of all necessary paper licenses (if applicable), installers, duly signed delivery receipts with breakdown of items being delivered.</p> <p>5.1.2. Hand-over of the full inventory of procured equipment.</p>		
<p>6. WARRANTY AND SUPPORT</p> <p>6.1. Day 1 of all warranties to all equipment shall commence only after the issuance of the Certificate of Completion of the project.</p> <p>6.2. Product warranty for 1 year (Parts, Labor and On Site).</p> <p>6.3. 24x7 Phone and Email Support for 1 years.</p> <p>6.4. The vendor must notify users / clients if there are possible updates and patches.</p>		

<p>7. MODE OF PAYMENT</p> <p>7.1. One-time payment of the contract shall be made upon acceptance of supply, delivery, installation of hardware and software components and upon issuance of certificate of completion.</p> <p>7.2. Training component shall not form part of the requirements for the payment of the contract, but must be completed by the bidder after all configuration and/or installation, based on the schedule to be determined by the end-user.</p>	
<p>8. OTHER CONDITIONS</p> <p>8.1. Freebies (if any/existing)</p> <p>8.1.1. The vendor must submit a list specifying the quantity, name, and description of all included freebies marked as “Freebies”.</p> <p>8.2. Delivery of the Equipment</p> <p>All deliveries including freebies, can be delivered to the Systems Administration Division (SAD), under the following conditions:</p> <p>8.2.1. Proper coordination of the Vendor with the Property and Supply Management Division (PSMD) and SAD prior to the delivery.</p> <p>8.2.2. No deliveries shall be accommodated without the following:</p> <p>8.2.2.1. Detailed Delivery Receipts which identifies the quantity, the name of the equipment/unit (including freebies), serial numbers and costings.</p> <p>8.2.2.2. Delivery Receipts must be acknowledged by the PSMD.</p>	
<p>9. NON-GRAFT CLAUSE</p> <p>9.2. The winning supplier warrants that it has not given nor promised to give any money or gift to any officer or employee of the BTr, or any member of the Bids and Awards Committee, BAC secretariat or TWG, to secure this contract.</p>	

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