



DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-02-101-2022-09-0349-1123-0203
Purchase Request No.:	02-101-2022-10-0349

REQUEST FOR QUOTATION

Title of Procurement/End-user	: ONE (1) LOT VIRTUAL LOCAL AREA NETWORK (VLAN) IMPLEMENTATION
Mode of Procurement	: Services Small Value Procurement
Bidding Terms	: Per Lot
Delivery Terms/Schedule	: Within sixty (60) calendar days upon receipt of Purchase Order
Delivery Location	: Department of Energy Main Office, BGC Taguig City
Payment Terms	: 100% of Contract Price shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance.

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City or through email at the following address: bacsecretariat@doe.gov.ph not later than **01 December 2022 5:00 PM** .
LATE SUBMISSION WILL NOT BE ACCEPTED.

TERMS OF REFERENCE/SPECIFICATIONS

Lot No.	ITEM DESCRIPTION	QTY	ABC (Php)
1.	<p>TERMS OF REFERENCE</p> <p>ONE (1) LOT VIRTUAL LOCAL AREA NETWORK (VLAN) IMPLEMENTATION</p> <p>Approved Budget for the Contract: P 700,000.00</p> <p>I. OBJECTIVE</p> <p>Improvement of current ICT Network Infrastructure to adapt ever changing requirement and cope with the New Normal requirement.</p> <p>II. SCOPE OF WORKS</p> <ul style="list-style-type: none">General assessment of current DOE LAN infrastructure relating to VLAN implementation.Propose upgrade and deployment plan (firewall and core/access switches configuration, network segments, VLAN numbers, ports, interface, trunk, tagging etc.)Configuration of existing firewalls aligned with the VLAN implementation and DOE's new network and security setup.Backup and restore firewall configuration in case issues occurred during implementation activitiesDeployment and configuration of VLAN interfaces, routing entries and policies on the DOE firewalls		

	<ul style="list-style-type: none">▪ Deployment and configuration of VLAN/uplink interfaces on all DOE switches (core and access)▪ DOE network wide VLAN connectivity testing of all Internet related and critical DOE Servers, Storage, Information System Applications and Services▪ Provision of all documentation relating to VLAN Project which includes firewall and network switches configuration, network diagram/layout, IP list/inventory, etc. <p>III.KNOWLEDGE TRANSFER / TRAINING REQUIREMENTS</p> <ul style="list-style-type: none">▪ Conduct of implemented VLAN knowledge transfer/training to DOE IT Administrator/Staff for maintenance and troubleshooting purposes; and <p>IV. MANPOWER TECHNICAL QUALIFICATION REQUIREMENTS</p> <ul style="list-style-type: none">▪ Service Provider Technical Support Professional must have Certifications on the following:<ul style="list-style-type: none">○ HPE/Aruba Networks○ SonicWall▪ Photocopy of product/technology certifications must be included in the bid documents▪ An Employment certification must be included in the bid documents <p>V. TECHNICAL REQUIREMENTS</p> <ul style="list-style-type: none">▪ Bidders must provide certification of completed project with the same scope of work as stated above.		
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Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
RFQ No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFQ at the Procurement Management Division Office, 3rd Floor DOE Main Building, Department of Energy Rizal Drive, Energy Center-Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date : _____
Company Name : _____
Procurement Title : _____
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order/Notice to Proceed
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms : Payment shall be processed within thirty (30) days upon completion of delivery of all items or services, submission of all required documents and issuance of end-user's certificate acceptance

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total ABC
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<p>General Conditions:</p> <ol style="list-style-type: none">Quotation shall be valid for sixty (60) days from submissionSample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. (If applicable)The following documents shall be attached/included in the submission of proposal/quotation:<ol style="list-style-type: none">Mayor's / Business PermitPhilGEPS Registration NumberIncome / Business Tax ReturnOmnibus sworn StatementPayment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.The Supplier shall clearly state the company name and account name for payment.The price quoted is inclusive of all taxes and other charges.				

7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 9184, otherwise the Supplier may be sanctioned under the provision of RA 9184 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative

Company Name/Business name that will be used in the Notice of Award and Purchase Order/Notice to Proceed

Tel. No. / Cellphone No./ email address

Date

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES

CITY/MUNICIPALITY OF _____

S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project/PR No.]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project/PR No.]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;
- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project/PR No.].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____