



Republic of the Philippines
Office of the Solicitor General
134 Amorsolo St. Legaspi Village, Makati City

Technical Working Group for
Information and Communications Technology

TERMS OF REFERENCE

Installation and Commissioning of Structured Cabling Systems of 11 OSG Locations: A total of 357 Nodes

Background:

The Office of the Solicitor General is seeking to relocate eleven (11) legal divisions and auxiliary offices to a new building. It needs to provide data and network facilities for its IT equipment. This project will provide new network cabling to the relocated divisions and will provide interconnection between offices.

Objective:

The winning service provider should complete all installation/networking cables included in the terms of reference. The winning service provider will shoulder the rest of the materials, including fiber optic cables, UTP cables, patch panels, PVC pipes, etc.

Terms:

1. *Scope.* - Installation and Commissioning of Structured Cabling Systems of 11 OSG Legal Divisions and Auxiliary Offices.
2. *ABC.* - The Approved Budget for the Contract (ABC) is **Three Million and Five Hundred Seventy Thousand Pesos (P3,570,000.00)**, inclusive of all government taxes, charges, and other standard fees.

Technical Specifications			
ITEM	QTY	UNIT COST	TOTAL
Installation and Commissioning of Structured Cabling Systems of 11 OSG Locations: A total of 357 Nodes	1 Lot	3,570,000.00	3,570,000.00
TOTAL			P 3,570,000.00

3. *Qualifications of the Supplier:*
 - a. The bidder must have completed, within the last five (5) years from the date of submission and receipt of bids, at least one (1) single contract of a similar nature amounting to at least

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fifty percent (50%) of the ABC; Similar contract shall refer to network cabling (configuration and commissioning of structured cabling).

- b. The bidder must have at least one (1) Registered Electronics Engineer (RECE) and at least 1 Professional Electrical Engineer (PEE). Must attach PRC proof.
- c. The bidder must have at least 1 Network Cabling Specialist and 1 IT Technician with at least two (2) years' experience during company employment. Must attach company employment as proof.
- d. The bidder must have at least 1 Safety Officer II (SO2; COSH), 1 Loss Control Manager (LCM) Officer. And at least 1 Certified Hazard Identification Risk Assessment and Control (HIRAC) Personnel. Must attach proof of Occupational Safety and Health Standards (OSHS) courses and Loss Control Management Training certificate.

4. *Terms of Payment.*

TERMS OF PAYMENT	Statement of Compliance
<p>All bid prices shall be considered as fixed prices and, therefore, not subject to price escalation during contract implementation.</p> <p>The contractor shall be paid in progressive billing, subject to deduction of applicable taxes, upon the issuance by the OSG of the corresponding Certificate of Acceptance as follows:</p> <ul style="list-style-type: none"> • Within thirty (30) days from completion of structured cabling, face plate installation, up to testing of cable continuity and issuance of the certification of acceptance from CMS, Inspection and Acceptance Report by the OSG, and submission of all other required documents - 70% of the contract price. • Upon completion of termination of all cables to the main and divisions' data cabinet and issuance of the certification of acceptance from CMS - 25% of the contract price. • One (1) year from the issuance of the Inspection and Acceptance Report by the OSG - 5% of the contract price. 	

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5. *Delivery*

- a. Sixty (60) days upon receipt of NTP.
- b. The Contractor must conduct an ocular site inspection to properly measure and deploy the proposed structured cabling.
- c. The Contractor should submit a timeline (Gantt chart) of activities to the Case Management Service (CMS) at least one (1) week prior to work done. All work shall take place Monday - Friday, 8 am - 5 pm. Weekend or after-hours work must be coordinated with OSG in advance.
- d. The Contractor must have their own equipment (e.g., ladders, hydraulic crimping tool, demolition breaker/chipping Gun, drill, ratchet knockout punch set, etc.) and all safety materials needed for structured cabling.
- e. The Contractor is responsible for coordinating with the contractor in charge of repair and retrofitting of the eleven relocated divisions to implement the project.
- f. The Contractor is responsible for applying for all the necessary permits.
- g. The Contractor must have the appropriate licenses for working from heights and use ladders and harnesses relevant to the working height.
- h. The Contractor should wear personal protective equipment, including safety glasses, gloves, hard hat, etc.
- i. The Contractor must clean the site daily, and all materials must be stored neatly in the storage area. All debris, excess materials, etc., must be picked up and the area cleaned up at the end of each day.

6. *Warranty*

- a. To assure that the Supplier shall correct manufacturing defects, warranty security shall be required from the Supplier for a minimum of (1) year after the acceptance by the OSG of the delivered supply and services.
- b. The OSG shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective

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Goods or parts thereof without cost to the OSG, pursuant to the Generic Procurement Manual.

- c. Either retention money shall cover the obligation for the warranty in an amount equivalent to at least five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period, provided that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

7. *Quality of Materials*

Unless otherwise specified, all materials shall be new and of the best grade. Apparent silence in the specifications as to any detail or description concerning any point shall mean that only the best general practice is to prevail and that only materials and workmanship of first-class quality are to be used.

8. *Testing and Acceptance*

After installation is completed and after the Case Management Service (CMS) has been notified in advance, the Contractor shall conduct tests required in the presence of the CMS to demonstrate that the Structured Cabling is in conformance with the requirements of the drawings and specifications, free from any grounds, shorts, or defects. The contractor shall furnish all instruments/equipment and personnel required for the test. All defects disclosed because of such test shall be remedied at the Contractor's expense.

- 9. Applicable provisions of the Government Procurement Reform Act (RA No. 9184) and its Revised Implementing Rules and Regulations (RIRR) shall form part of the Terms of Reference.

SCOPE OF WORKS


Item No.	Item/Work Description
	Per Division: 32 DATA NODES each division plus 5 nodes for auxiliary office for a total of 357 Nodes.
	Notes:
	a. Existing Rack for Network Switch, Patch Panel, and Cable Manager shall be reused.

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	b. Uplink Cable and a network cable for Access Point will use Cat. 6 UTP cable, including cabling components such as Information Outlets, Patch Panels, and Patch Cords. All cables to be used shall conform to TIA standards, mainly TIA 568-C.2 and/or ISO/IEC 11801:2002 specifications.
	c. Network cable for the workstations, VOIP phones, and network printers will use Cat. 6 UTP cable, including cabling components such as Information Outlets, Patch Panels, and Patch Cords.
1	Roughing-ins/layout of new LAN cable raceway using cable tray from the existing Rack location to the designated workstations, access point location, boxes, and fittings.
2	Layout 28 runs of new LAN cable using Cat. 6 UTP cable to the designated location of workstations, including IP Phones and network printers.
3	Layout 4 runs of new LAN cable for uplink and backup (2) and Access Point (2) using Cat. 6 UTP cable.
4	Supply/install a new 48-port Patch Panel inside the existing Rack for workstations, VOIP phones, network printers, Access Points, and Uplink.
5	Supply/install new 4 x Cat. 6 Information Outlets for Access Point and Uplink.
6	Supply/install new 28 x Cat. 6 Information Outlets for workstations, including IP Phones and network printers.
7	Supply/install new cable managers (2U).
8	Supply/install new 28 x Face Plates (2 ports for workstations w/ IP Phones; 1 port for network printers & workstations w/o IP phones).
9	Supply/install 4 x cat. 6 Patch Cords (7 ft) for uplink and Access Point.
10	Supply/install new 28 x cat. 6 Patch Cords (5 ft) for workstations, VOIP phones, and network printer (Data Cabinet)
11	Supply/install new 28 x cat. 6 Patch Cords (7 ft) for workstations, VOIP phones, and network printers.
12	Cable continuity testing, termination, tagging, and commissioning
13	Engineering and documentation, including submission of the as-built plan

Technical Working Group for the Supply of Labor and Materials
for the Installation and Commissioning of Structured Cabling
Systems of Relocated Offices at Convergys Building


SSS JOEL N. VILLASERAN

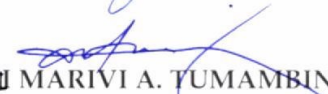

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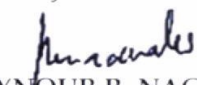

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