Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1
19 December 2023

SUPPLY, DELIVERY, AND INSTALLATION OF ADDITIONAL STRUCTURED LOCAL AREA NETWORK (LAN) CABLING FOR NEWLY RENOVATED DOH OFFICES
IB NO. 2024-120

This Bid Bulletin is being issued to amend or modify the bidding document posted in the DOH and PhilGEPS websites for the above-mentioned project. This Bid Bulletin will form an integral part of the Bidding Documents. Listed below are the corresponding modifications/changes.

I. Changes in Section VI. Schedule of Requirements

PARTICULAR	FROM	TO
Delivered Calendar Days	This project must be completed and turned over to and accepted by DOH within Ninety (90) calendar days upon receipt of the approved Notice to Proceed	This project must be completed and turned over to and accepted by DOH within ***One Hundred Twenty (120) calendar days*** upon receipt of the approved Notice to Proceed

Attached are the revised Schedule of Requirements and Terms of Reference for the prospective bidders' reference and use.

All other provisions of the bidding documents which are not affected shall remain in force and in effect.

For guidance and information of all concerned.

sgd
ABDULLAH B. DUMAMA JR., MD, MPA, CESO I
Undersecretary of Health
COBAC-B Chairperson

Section VI. Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantity	Unit	Total ABC (PhP)	Delivery Site	Delivered Calendar Days
1	Supply, Delivery, and Installation of Additional Structured Local Area Network (LAN) Cabling for Newly Renovated DOH Offices	1	lot	8,000,000.00	Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila with project management undertaken by Knowledge Management and Information Technology Service	This project must be completed and turned over to and accepted by DOH within ***One Hundred Twenty (120) calendar days*** upon receipt of the approved Notice to Proceed

***Please include the attached Terms of Reference with signature of the duly authorized representative as part of the submission of the bid proposal.**

_____
Signature over Printed Name
[date of signing]

In the capacity of: *[title or other appropriate designation]*
Duly authorized to sign bid for and on behalf of: *[Name of Company]*
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address

TERMS OF REFERENCE CHECKLIST	
Maintenance Services and Managed Service & Related & Analogous Contract of Services	
	Minimum Contents/Requirements
	I. Proposed Procurement Project Name: Supply, Delivery, and Installation of Additional Structured Local Area Network (LAN) Cabling for Newly Renovated DOH Offices
	II. Type of Service: □ Maintenance Service □Managed Service General Services ✓ Others: Goods and Services (Hardware with installation, configuration, and testing)
	III. ABC: PhP 8,000,000.00
	IV. Project Duration: This Project must be completed and turned over to and accepted by DOH within ***One Hundred Twenty (120) calendar days*** upon receipt of the approved Notice to Proceed
	V. Projects site/s: Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila with project management undertaken by Knowledge Management and Information Technology Service.
	VI. Background and Rationale The Department of Health (DOH) LAN infrastructure that consists of a 10GBps backbone and 10/100/1000 Mbps Edge and Distribution Switches was first installed in 2009. The DOH-wide network is connected to each building via Distribution Switches and Fiber Optic Cables (FOC), which play a vital role in the DOH voice and data communication system and its operations. The DOH has also Category 6 (CAT 6) Untwisted Pair in-house LAN cabling for distribution of universal input/output (I/O) ports for each office, bureaus, and services that guarantee accessibility and protection of applications running and making them available. The LAN Infrastructure Switches and FOC have been in operation 24 x 7 and used in various ways in disseminating DOH information to the public, inter-agency, and to other stakeholders. Currently, DOH CAT 6 structured in-house LAN cabling has a total number of 1,164 I/O ports which was installed and commissioned in 2011 and in response to the increased number of DOH personnel that are required to connect their desktop computer and/or other ICT devices to DOH network. With the continuous renovation of buildings and offices, and the transfer of units, divisions, and DOH personnel, in-house LAN cabling deteriorates along with the patch cables inside IDF. Faceplates and I/O ports were broken, and Intermediate Distribution Frame (IDF) cabinet cables were in a mess, blocking proper ventilation that caused the exhaust fan to malfunction and making active components work intermittently. Moreover, the continuous addition of DOH personnel and ICT devices also resulted in an increase in the requirement for network connection. As such, this term of reference is being made to hire the services of a Contractor and to provide the Prospective Bidder (PB) a general understanding of the requirements for the proposed Establishment of Structured Local Area Network Cabling for Newly Renovated DOH Offices including its components.
	VII. Objective/s*:* The overall objective of this undertaking is to hire a capable Service Provider that will install Structured LAN Cabling and supply its components for the newly renovated and selected DOH Offices which will support various projects and efficiently access to DOH business-critical assets.

VIII. Scope of Work:

A. General Requirement

Structured LAN Cabling

1. The Supplier shall supply and install LAN infrastructures (data) at DOH using unshielded twisted pair cable. Category 6E (CAT6E or higher) type of LAN.
2. The supplier shall install a total of Five Hundred Seventy (570) universal input-output (I/O) data ports

Bldg.	Office Name	No. of I/O Ports
2	Office of Director, Management Office, and Budget Office	50
14C	Health Emergency Management Bureau	150
	ASEC- FICT & Health Promotion Bureau	170
19	Epidemiology Bureau	150
	Philippine National Aids Council	50
	Total	**570**

3. All LAN cables running inside ceiling should be placed in PVC pipes to keep it protected.
4. All drop-down cables from the ceiling going down to the patch panel should be placed in tubular or cubular plastic moldings. The tubular or cubular moldings should have enough space to house all the LAN cables.
5. All drop LAN cables from the ceiling going down to drop-off points to I/O ports should be protected from the electromagnetic flux (emf) emitted by electrical wiring.
6. All LAN cables from drop off points running on each cubicles going to I/O ports should be placed and hide under the base of partitions and near to the workstations.
7. Backbone/Cascading cables and cable that run inside the building must be installed using shielded twisted pair (STP) must be placed in PVC Pipes to keep it protected.
    - Should the cascade exceed the 80 meters' distance; the supplier shall include the termination including termination end to end.
8. Deliver and install 2 ft x 2ft x 3ft wall mounted closed rack/cabinet for switch location with lock, exhaust fan, power strip and termination extension cord to the nearest power outlet.
9. Deliver and install unmanaged switches compatible with existing DOH Network Switches.
10. Final Documentation and as-built plans of the project in soft copy and hard copy including location, configuration and important parameters of all equipment involved in both hard copy and soft copy (MS Visio format).

B. Technical Requirements

Procedure Guidelines

1. LAN Cables

a. CAT 6E or Higher

b. Complies with ANSI TIA/EIA-B.1-2001.
c. Open standard that allows products from different vendors to work together.
d. Plug and Jack Interoperability for modular (RJ-45 type) connections, RJ 45 must have designed for CAT 6E or higher type of UTP cable.
e. Full system specification including testing of components, patch cords, channels and permanent links.
f. The supplier shall supply and install the necessary connectors, PVC pipe, moldings, patch panel, raceway, conduit, modular wall jack for RJ- 45, face plate and cluster boxes.
g. Face plate for I/O ports should be shuttered and modular wall jack for RJ 45 must be matched with CAT 6E LAN cable.
h. Patch cords, patch panels, and ports should be properly labeled and managed by cable managers.
i. Backbone/Cascading cables must be directly connected to the Edge/Distribution Switch.
j. All specifications for components and cabling are tested to 500MHz or higher, which complies with IEEE.
k. Maximum of 1meter CAT 6E with RJ45 connectors and boots on both ends. (For Modular Jack Outlet to Workstation). Must be Factory Crimped.
l. Labeling
    i. All data cables shall be labeled
    ii. All labeling shall be furnished and with printed labels
    iii. Prior to installing, the contractor shall obtain approval from the client on the proposed labeling
m. Testing
    i. Notifications of testing shall be given at least 7 days prior to any test.
    ii. A proposed test plan that is acceptable shall be provided and shall define the test required

2. Devices

a. Patch Panels - Must be CAT6E or higher standard (ISO and ANSI TIA/EIA-B.1-2001).
b. Outlets (I/O ports)
    i. Shall be universal type (RJ45) designed for CAT 6E UTP cable
    ii. Modular jack RJ45 outlet (shuttered type) complete with accessories, CAT6 or higher standard (ISO and ANSI TIA/EIA-B.1-2001)
    iii. Cable homerun of each modular jack (duplex outlet) must be connected to separate patch panel.
c. Wire Managers
    i. Metallic Slotted Cable Duct shall be used to guide cables at the Intermediate Distribution Frame (IDF)
    ii. 2ft x 2ft x 3ft wall mounted closed rack/cabinet with power strip and cooling fan
    iii. Metallic closed rack/cabinet with metallic slotted cable ducts on both vertical sides with 19” opening for devices and equipment
    iv. The supplier includes the termination of power supply.
d. Wire ways/Conduits
    Furnish and install wire ways /conduits as needed. Install in accordance with applicable codes and Recognized standards of good practice;

e. Construction
    i. All work shall comply with the building code, fire code, electrical code as well as ANSI/TIA/EIA and ISO/IEC standards as well as local codes which standards apply a more stringent specification or policy shall prevail.
    ii. A cable tray installed for communications circuit of data may not be used for distributing electrical power.
    iii. Vertical and horizontal bend fittings (90 degrees and otherwise) and cable drops shall conform to ANSI TIA/EIA-B.1-2001 bend radius requirements for category 6 cable
    iv. Minimum 1.6mm (gauge) formed sheet steel and reinforced sheet steel with screw-fastened over;
    v. Finish: manufacturer's standard baked enamel over lead primer.
f. Installation
    i. Route cable tray/duct as follows:
        a. Maintain a clearance of 5" between top of the cable tray and Veiling structure or other equipment or raceway,
        b. Maintain a clearance of 4" from motors or transformers
        c. Maintain a clearance of 1" from conduit or cables used for electrical power distribution
    ii. Cable tray supports shall be attached to the structural ceiling or walls with hardware or other installation and support aids specially designed for the cable tray and designed to support the cable tray's weight and required cable weight and volume.
g. Grounding System
    i. Grounding Conductor: Provide #6 AWG insulated solid copper conductor (Green) to bond all metallic raceway to the nearest grounding bus bar.
    ii. All grounding and bonding work shall comply with the buildings code, fire code, electrical code and ANSI/TIA/EIA standards as well as local codes which may specify additional groundings and/or bonding requirements.

3. Unmanaged Switch – 26 units

a. Branded and must be compatible with DOH's existing unmanaged Cisco switches
b. 24 ports Gigabit Switch
c. 24 autosensing 10/100/1000 ports (IEEE 802.3 Type 10BASE-T, IEEE 802.3u Type 100BASE-TX-IEEE 802.3ab Type 1000BASE-T)
d. Media Type: Auto-MDIX
e. Duplex 10BASE-T/100BASE-TX: half or full; 1000BASE-T: full only

4. Network Closed Cabinet – 8 units

a. 2ft x 2ft. x 3ft
b. Wall Mounted with adequate ventilation
c. Two (2) exhaust fans for cooling purposes
d. Can accommodate up to 3 cascaded switches
e. With Power Strip, at least 4 outlets

5. UTP Cables CAT 6 – 20 boxes

a. Branded
b. 305 Meters per box

6. Aluminum Folding Ladder Lightweight – 2 units

a. 4 Steps Ladder
b. Lightweight Folding Ladder
c. Type: Single ladder
d. Material: Iron
e. Insulation: non-insulated
f. Carrying weight: 200kg
g. Height: 3M
h. Weight: 7kg

C. Additional Documents:

1. Company profile that must show evidence that the firm is in the IT solution provider sector and must have experience in Structured Local Area Networks, Installation, Integration, and Configuration.
2. Warranty proposal of two (2) years for Supply, Delivery, and Installation of Structured Local Area Network (LAN) Cabling for Newly Renovated DOH Offices.
3. Draft Service Level Agreement.
4. Certificate of Site Inspection
   a. The Prospective Bidder conducted a site inspection after the Pre Bidding conference on the next working day at exactly 9:00 am at Bldg. 9, KMITS, contact person Mr. Joebet N. Miranda
   b. The Certificate of Site Inspection issued by the End User must be attached to the Bidding Proposal.
5. The bidder shall submit any of the following whichever is applicable:
   a. If the bidder is the manufacturer, certificate that the bidder manufactures the products/items; or
   b. If the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items, a Certificate or Contract from the manufacturer or importer must be provided as proof that the bidder is an Exclusive/Authorized Distributor or Dealer of the products/items;
   c. If the bidder is an agent of the exclusive distributor or dealer, the following must be provided;
      i. Certificate or Distributor/Dealership Agreement by the Manufacturer with the distributor or dealer; and
      ii. Certificate or Contract/Dealership Agreement between the distributor/dealer and the bidder
6. Original Brochure or downloaded from the internet and other manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate for cross-referencing statement of compliance to the technical specification in accordance to what is indicated in 2nd page of Section VII: Technical Specifications of this Bidding Documents
7. Sworn Statement using the prescribed form.

IX. Deliverables/Outputs:

The expected deliverables/outputs of this project are the following:

1. An Inception Report describing the activities for the implementation of the project, including project implementation schedules.
2. Project Completion Report of ***One Hundred Twenty (120) calendar days*** submitted to DOH-KMITS
3. Hard Copy and soft copy as-built plan.
4. Signed Service Level Agreement
5. Warranty Certificate of two (2) years for all ICT equipment, parts and services, and all networking peripherals and five (5) years of workmanship upon KMITS issuance of Project Completion and acceptance.

X. Service Standard Requirement:

1. Service Level Agreement requirements:
   a. 95% uptime
   b. Maintenance and technical support available locally.
   c. Must have certified, experienced and trained technical staff or engineers on the brand being proposed and must be under its direct employment and supervision in rendering the required maintenance
   d. Help Desk support 24/7 including holidays
      i. Single point of contact
      ii. Support by phone, text, email or other online/electronic means
      iii. Initial response is to address issue through step-by step instructions and guidance
      iv. Unresolved issues or problems shall be serviced on-site. Once on-site, the service provider or supplier must repair the malfunctioning NCS that includes hardware module, software/firmware and other imbedded peripherals to make it operational again, free of any charge.
      v. Monthly reports containing information on actual performance achieved, compared to service levels agreed on
   e. Must at all times maintain a reasonable supply of replacement and spare parts to deliver the remedial services required. The DOH-KMITS may, at any time during the term of agreement, require the contractor to provide an inventory list of such supply of Replacement and Spare Parts.
   f. Reinstall corrupted rules, policies and software/firmware caused by hardware and software or driver failure**,** free of any charge.
   g. A designated DOH-KMITS representative shall always be present during the performance of the above-mentioned maintenance and remedial services to provide assistance, especially in compliance with safety regulations. In the event that safety is compromised, the service contractor must terminate the ongoing work and to resume.

XI. Warranty Period and Services:

Warranty Certificate of two (2) years for all ICT equipment, parts and services, and all networking peripherals and five (5) years of workmanship upon KMITS issuance of Project Completion and acceptance.

XII. Project duration:

This Project must be completed and turned over to and accepted by DOH-KMITS within ***One Hundred Twenty (120) calendar days*** upon receipt of the Notice to Proceed.

XIII. Proposed start of service.

The winning Bidder shall:
Supply, deliver, install, and configure all within ***One Hundred Twenty (120) calendar days*** upon receipt of the Notice to Proceed.

XIV. Project sites/s:

Department of Health, San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila with project management undertaken by Knowledge Management and Information Technology Service.

XV. Implementation Arrangements:

A. <u>All communications and reports during the contract period must be addressed to:</u>

GLORIA NENITA V. VELASCO, MD, DipEpi, MScPH
OIC-Director IV
Department of Health
Building 9, San Lazaro Compound, Rizal Avenue,
Sta. Cruz, 1003 Manila
Tel No. 86517800 local 1926,1927
Email: **gvvelasco@doh.gov.ph**

ATTENTION:

ENGR. ROBERT S. MANUEL
Chief, Information Technology and Security Division
Knowledge Management and Information Technology Service
Tel No. 86517800 local 1925,1934
Email: **rsmanuel@doh.gov.ph**

B. <u>Within the Project duration, the DOH shall:</u>

1. Provide a technical working committee to supervise and monitor the project to be headed by:

   JEAN M. HERNANDO
   Computer Programmer III
   Information Technology and Security Division (ITISD)
   Knowledge Management and Information Technology Service (KMITS)
   Tel Nos.: 86517800 ext. 1934 and 1925
   Email: **jmhernando@doh.gov.ph**

2. Provide person for Administrative matters such as access to site, permits and payment etc.
3. Provide a day-to-day contact person for the duration of the project, namely:

   JOEBET N. MIRANDA
   Information Technology Officer I
   Information Technology and Security Division (ITISD)
   Knowledge Management and Information Technology Service (KMITS)
   Tel Nos.: 86517800 ext. 1934 and 1925
   Email: **jnmiranda@doh.gov.ph**

4. Facilitate communication with the DOH-KMITS concerning access to information, documents, facilities and others needed by the winning contractor to perform services.
5. Coordinate to DOH-KMITS the proposed working schedule of the provider.
6. Coordinate to DOH-KMITS for them to provide temporary ID to all personnel involved.
7. Coordinate to DOH-KMITS for the needed working space during the duration of the project.
8. Coordinate to DOH-KMITS in granting authorized representative access to premises as well as equipment and all facilities located therein to perform the winning contractor obligations.
9. Help secure working permit during scheduled visit at DOH-KMITS
10. Pay the winning contractor amount due upon submission and receipt of claim supported with the required documents/reports subject to output completeness and acceptance by KMITS-ITISD.

C. <u>Within the Project duration the winning contractor shall:</u>

1. Perform services professionally based on industry standards and always protect the interest of the government in general and the DOH-KMITS in particular.
2. Provide list of certified engineers/technical support team with addresses and contact numbers, involved and other activities related to the project.
3. Secure for the DOH-KMITS permits, licenses and approvals which are or maybe necessary to perform services.
4. Provide a chief officer or program manager who will be directly in charge of managing the project, and some day-to-day contact personnel in charge of operations.
5. Submit a proposed working schedule for approval in order for DOH to secure security pass and working permit from DOH-KMITS
6. Ensure that all personnel involved in the project must be in proper uniform, because it will be their identification from the rest of DOH-KMITS employees and visitors.

   Protect privacy of DOH-KMITS, and ensure that all confidential information and data on its ICT infrastructure are kept confidential. A Non-Disclosure Agreement shall be signed by the authorized representative of the supplier/firm and duly notarized.

XVI. Firm/Service Provider (SP)'s Capability/Expertise:

1. Should have been at least engaged for three (3) years in various ICT services such as campus wide networking (wired), network integration operation and management.
2. Must be a System Integrator partner of their proposed product for at least three (3) years in the Philippines. This must be supported by a Certification from manufacturer's local office.
3. Must have the ff. manufacturer-certified technical support engineers/technical staff, who are regular and locally based employees.
   a. CV Engineers with PRC license if applicable and certification of expertise of the installation and configuration of Structured Local Area Network (LAN) Cabling and/or other relevant to the project.
   b. Certificate of Employment of the majority of the key personnel staff must be permanent and full-time employees of the firm(s).
   c. Certificate of Training (s) the proposed staff must have experience similar to the requirement of the project. No alternative to key professional staff may be proposed and only one curriculum vitae may be submitted to each position.

In addition, the aforementioned engineers should be regular employees continuously employed by the Supplier for at least six (6) months prior to bid opening.

_____
Signature over Printed Name
[date of signing]

In the capacity of: *[title or other appropriate designation]*
Duly authorized to sign bid for and on behalf of: *[Name of Company]*
[Complete office address]
[Contact No.]
[Fax No.]
[Email Address]