



Republic of the Philippines
NATIONAL PRIVACY COMMISSION
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

DATA CENTER MAINTENANCE

16 September 2022

NOTICE TO ALL PROVIDERS/SUPPLIERS:

The National Privacy Commission intends to procure **DATA CENTER MAINTENANCE (APP 2021-0178)**. As such, providers or suppliers of known qualifications are hereby invited to submit their quotations/price proposals signed by your authorized representative not later than **5:00 P.M., 20 September 2022**.

The service providers/suppliers must also submit the following requirements:

1. Copy of Valid and Current Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
2. PhilGEPS Registration Number;
3. Notarized Omnibus Sworn Statement with applicable attachments¹; and
4. Manifestation of compliance to the attached technical specification signed by your authorized representative.

Please submit your quotation together with the required documents via e-mail to bacsecretariat@privacy.gov.ph or via mail or courier in a sealed envelope to:

BIDS AND AWARDS COMMITTEE
5th Floor, Ang Kiukok Hall,
PICC Delegation Building, PICC Complex,
Roxas Boulevard Manila 1307

Sincerely,

ATTY. MA. FRANCES AIRA SY
BAC Secretariat Head
National Privacy Commission

¹ **NOTE:** Make sure to use the latest Omnibus Sworn Statement template downloadable from GPPB website (<https://www.gppb.gov.ph/downloadables.php>). Make sure that the "Jurat" of the sworn statement contains the details of the valid government issued ID of the affiant. Lastly, please make sure to submit its necessary attachments:

1. **If a sole proprietorship:** duly notarized Special Power of Attorney (if authorized representative)
2. **If a partnership, corporation, cooperative, or joint venture:** duly notarized Secretary's Certificate, Board/ Partnership Resolution, or Special Power of Attorney (whichever is applicable)

NOTE: Both the Omnibus Sworn Statement (OSS) and its attachment must specifically state the name of this procurement. Attached herein is the latest OSS template.

The original of this document is in digital format
NPC_BAC_RFQ-V1.0, R0.0, 05 May 2021

Ref No.: BAC-22-00289

5th Floor, Philippine International Convention Center, Vicente Sotto Avenue, Pasay City, Metro Manila 1307
URL: <https://www.privacy.gov.ph> Email Add: info@privacy.gov.ph Tel No. 8234-2228

**TECHNICAL SPECIFICATION
DATA CENTER MAINTENANCE**

Item	Unit	QTY	Description/Specifications	Approved Budget of the Contract (Php 430,000.00)		Compliance (Manifest your compliance by writing "COMPLY" in every item)
				Unit Price	Total	
1	lot	1	<ul style="list-style-type: none"> • Please refer to the "Scope of Work" for: 			
			1. Scope of Work			
			Description of Work for two units of PACU (Model: P120DA1DCHS12S1D070CE0L0), SN numbers (21F01208152186010001, 21F01208152186010002) <i>*See attached Scope of Work for list of description</i>			
			Description of work for Environment Monitoring System (EMS) (Model: Poseidon 2 4002) <i>*See attached Scope of Work for list of description</i>			
			Description of Work for FSS (Model: FM 200) Maintenance <i>*See attached Scope of Work for list of description</i>			
			Description of Work for UPS (Model: UHA1R-0050L - 5KV A/4.5KW) Maintenance <i>*See attached Scope of Work for list of description</i>			
			Expected Output <i>*See attached Scope of Work for list of description</i>			
			Documentation to be submitted <i>*See attached Scope of Work for list of description</i>			
			Conduct of Training <i>*See attached Scope of Work for list of description</i>			
			Roles and Responsibilities <i>*See attached Scope of Work for list of description</i>			
			2. Warranty and Support			

			3. Qualification of Service Provider			
			4. Contract Duration			
			5. Payments and Delivery Terms			
TOTAL						

Instruction to bidders (as applicable):

- I. All prices shall be VAT inclusive.
- II. Compliance must be stated by **writing "COMPLY" in EVERY requirement** mentioned above, failure to do so shall be a ground for disqualification.
- III. Present the original Mayor's Permit and submit Certified True Copy of the eligibility documents and signed Quotation upon the scheduled signing of Notice of Award for inspection and verification.
- IV. Acknowledgement of the Notice of Award shall be within five business (5) days from its issuance.
- V. Payment shall be made upon issuance of Inspection and Acceptance Report.
- VI. Delivery shall be made to NPC Office at 5F Delegation Building, PICC Complex, Pasay City.

CONFORME: _____
(Name of Supplier/Provider/Date)

BY: _____
(Name/Position/Signature of Representative/Date)



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

SCOPE OF WORK
SERVICE

DATA CENTER MAINTENANCE
(APP Item No. 2021 - 0178)

I. BACKGROUND

The Interim Management Information System Unit (IMISU) is acting as Information Technology Division of the National Privacy Commission, and is tasked to support, maintain, and implement the Information and Communications Technology (ICT) infrastructure of the National Privacy Commission. Currently, one of the two (2) Precision Air Conditioning Units (PACU) needs thorough cleaning and checking to help prevent elevated heat that can be potentially disastrous to business-critical continuity of network infrastructures and services. Overall, a well-maintained data center and underlying components which include the Environment Management System (EMS), Fire Suppression System (FSS), and Uninterruptible Power System (UPS) will protect the critical infrastructures and allow continuous delivery of network connectivity.

II. OBJECTIVE

The datacenter maintenance services will be provided by the supplier at the end-user's premises. The objective of this procurement is to check, maintain and keep the data center components in good condition which includes the labor, expertise, transportation, tools of the trade and other associated services necessary for performing preventive and corrective maintenance for all the components of the datacenter (PACU, EMS, FSS, and UPS). The datacenter maintenance includes standard cleaning, adjusting, inspection, calibration, and testing procedures to ensure that the components stay in good working condition as well as to reduce the

possibility of failure, thereby avoiding downtime and loss of network service and or damage to the ICT network infrastructure of NPC.

III. SCOPE OF WORK

1. Description of work for two units of PACU (Model: P1020DA1DCHS12S1D070CE0L0), SN numbers (21F01208152186010001, 21F01208152186010002).

The service provider shall:

- a. Must perform overall maintenance and checkup of two (2) units of PACU including clogged air filters, compressors, cooling system units, belts, bearings, motors, air ventilator, condenser, evaporator and other PACU components.
- b. Conduct overall electrical insulation test.
- c. Clean the electric control elements of dust with brush or compressed dry air.
- d. Check all sockets and see if they are in good condition. Replace those loosened ones.
- e. Check power cables if damaged, the cables must be replaced.
- f. Check and inspect the power transformers and isolation transformers and test the output voltage (of the indoor unit and output condenser).
- g. Check and fasten the I/O ports of the control, including the connection between control board and control interface board, as well as between the temperature/humidity sensor board and the interface board.
- h. Check the input and output connection between the control interface board, various contactors, solenoid valves (replace if found faulty), liquid pipes, fan overload protector, high pressure switch (replace if found faulty), heating over-temperature protection switch, humidifier protection switches, discharge air temperature sensor, and low-pressure sensor.
- i. Check the aging condition of the control cable between the indoor unit and the condenser and replace the cables when necessary.
- j. Use temperature and humidity measuring meters with higher precision to measure and calibrate the temperature and humidity sensors.
- k. Adjust the setpoints and assist in setting up alarms.
- l. Check the functional parts and the auto-flush control logic of water pan of the infrared humidifier according to control logic.
- m. Simulate and check the operation of the protection devices including high- and low-pressure alarm, high water level alarm and over-temperature protection.
- n. Check refrigerant, charging of refrigerant as needed.
- o. Check all the miscellaneous materials such as nuts, bolts, screws and connectors for connection tightness and inspect broken, damaged or burned components.
- p. Check and adjust fan belt tension, if necessary.
- q. Check compressor and pump operating pressures and current ratings.

- r. Facilitate and assist end user in the installation/connection of the two (2) Host Communication cards to the network switch; and the configuration of alternating PACU function.
- s. Clean the electric control elements and control board of dust and dirt with brush.
- t. Include the labor, replacement of faulty, defective and worn-out parts and materials (air filters, belts, pulleys, compressors, evaporator, condenser, motor pump, blower, refrigerants, electrical and mechanical materials in between the indoor and outdoor condensing units, circuit breakers, contactors, high- and low-pressure switches, expansion valves, filter drier, solenoid valves, access panels).
- u. Submit Initial Inspection Checklist, see appendix A.
- v. Submit Monthly Routine Inspection Report checklist, see appendix B.

2. Description of work for Environment Monitoring System (EMS) (Model: Poseidon 2 4002) Maintenance

- a. The service provider must be able to update the firmware and software of the EMS.
- b. Check and inspect all integrated equipment's interface for proper monitoring.
- c. Check and review the monitoring system setup to ensure proper settings.
- d. Check the integration test: temperature and humidity sensor, leak sensor, with water detection capability and fire suppression.
- e. The service provider must be able to reconfigure, reboot and re-install the EMS.
- f. The service provider/supplier must facilitate the configuration of SNMP parameters.
- g. The service provider/supplier must facilitate the installation of a web-based standalone monitoring system.

3. Description of Work for FSS (Model: FM 200) Maintenance

- a. Test and clean of all detectors.
- b. Verify shutdown and evacuation circuits.
- c. Verify cylinder pressures and weights.
- d. Check for changes in hazard integrity.
- e. Check input and output circuit supervision.
- f. Simulate system discharge and testing releasing circuits.
- g. Visually inspecting agent piping and nozzles.

4. Description of Work for UPS (Model: UHA1R-0050L - 5KVA/4.5KW) Maintenance

- a. Verify fan status and airflow in the ventilation nodes.
- b. Check internal batteries of the UPS for any chemical leakages.
- c. Check UPS against any alarms and faulty notifications.
- d. Check the appearance of battery module.

- e. Check the UPS whether it is operating in Bypass mode.
- f. Checking of batteries if discharging.
- g. Checking of buzzer, alarm notifications, and indicators in the LCD, including the panel assembly.
- h. Checking of battery cables and parallel communication cables.
- i. Installation of SNMP cards and associated software.
- j. Connection of SNMP cards to the network switch.
- k. Configuration of SNMP parameters.

5. Expected output

- a. Initial Inspection Report (See appendix A).
- b. Monthly Routine Inspection Reports (See appendix B).
- c. Accomplishment reports on the installation of host communication cards for PACU and UPS.
- d. Accomplishment reports on the SNMP Configuration and installation of associated standalone /web-based software of PACU, EMS and UPS.
- e. Accomplishment reports on the LAN connectivity of PACU, EMS and UPS.
- f. Conduct of Training / Knowledge transfer attendance sheet.

6. Documentation to be submitted

- a. LAN connectivity network diagram for PACU, EMS and UPS.
- b. SNMP configuration documentation and installation instructions for PACU, EMS and UPS.

7. Conduct of training

- a. FSS trigger alarm system, how to operate and disable alarm (Onsite Training).
- b. EMS training on how to use and operate the standalone web-based monitoring system (Onsite and/or Virtual Training).
- c. UPS training on how to use and operate LCD panel display and standalone web-based monitoring system (Onsite Training).
- d. PACU training on how to use and operate the LCD panel display and web-based monitoring system (Onsite Training).

8. Roles and responsibilities

- a. The service provider must submit all the documentation (operations/user manual) needed and conduct the training (virtual or onsite) necessary for the successful operation of the datacenter components (PACU, EMS, FSS and UPS).
- b. The service provider must respond within 4 hours if there are issues found.

- c. The service provider must provide specific contact person and contact information (Mobile number and Customer Service Hotline) for SMS, Email and Phone number.
- d. Payment by NPC to the service provider shall be based on the completion of the initial inspection report (IRR), monthly routine inspection reports (MRIR), submission of billing statement, submission of deliverables/output and activity completion as stated in VII, and accomplished certificate of acceptance as signed by the end-user and member of the inspection committee.
- e. The NPC, through its IMISU shall monitor the activities, deliverables and scope of work as stated in III of this Technical Specifications.
- f. The service provider shall comply with all the required documents of the Bids and Awards.

IV. WARRANTY AND SUPPORT

1. Emergency response within 4 hours after emergency call from the customer.
2. Provide technical assistance for troubleshooting and resolution to any reported problem or error encountered on the datacenter components.
3. During the maintenance period, any repair or replacement of part(s) which, upon examination and testing is found to be defective under normal use and service, will be covered by the winning bidder.

V. QUALIFICATION OF SERVICE PROVIDER

The service provider shall have the following qualifications:

4. Must be PHILGEPS registered.
5. The service provider must be doing the same service maintenance for at least two (2) years and must provide a certificate as proof.
6. The technical personnel or team of technical staff of the Service Provider must have at least two (2) years of practical experience in handling datacenter maintenance.

VI. CONTRACT DURATION

The engagement shall commence after fifteen (15) working days from the issuance of the Notice to Proceed (NTP) or Purchase Order (PO) and shall be in full effect until 31 December 2022 or until all the visits, submission of initial and monthly inspection reports, activities, knowledge transfer, deliverables/outputs are accomplished.

VII. PAYMENT AND SCHEDULE

Payment shall be made upon Issuance of the Inspection and Acceptance Certificate by the Inspection and Acceptance Committee upon recommendation by the end-user and shall be consistent with the following schedule:

Visits	Activities	Deliverable/Output	Schedule
1 st Visit	Refer to scope of work for PACU, UPS, EMS and FSS. Training on the operation of PACU, UPS, EMS and FSS.	<ol style="list-style-type: none"> 1. Initial Inspection Report (IRR). 2. Accomplishment report on Host Communication Cards installation and configuration for PACU and UPS. 3. Accomplishment report for SNMP configuration on PACU, UPS and EMS. 4. Accomplishment report for installation of software or web-based monitoring system for PACU, EMS and UPS. 5. Accomplishment report on LAN connectivity for PACU, UPS and EMS. 6. Accomplishment report on PACU Alternating function. 7. Operation Manuals for PACU, UPS, EMS and FSS. 	<p>Start of first activity must be fifteen (15) working days after issuance of Notice to Proceed (NTP) / Purchase Order (PO).</p> <p>Submission of deliverables/output must not exceed fifteen (15) working days after the activity.</p>

2 nd Visit	Refer to appendix B for PACU and scope of work for UPS (a to h), EMS (a to d) and FSS (a to g).	<ol style="list-style-type: none"> 1. 2nd Monthly Routine Inspection Report (MRIR) 2. Training Attendance and Documentation in the operation of PACU, UPS, EMS and FSS. 	Twenty-five (25) calendar days after accomplishment of the Initial Inspection Report and relevant submission of deliverables/outputs.
3 rd Visit	Refer to appendix B for PACU and scope of work for UPS (a to h), EMS (a to d) and FSS (a to g).	<ol style="list-style-type: none"> 1. 3rd Monthly Routine Inspection Report (MRIR). 	Twenty-five (25) calendar days after accomplishment of the 2 nd Initial Inspection Report and relevant submission of deliverables/outputs.
4 th Visit	Refer to appendix B for PACU and scope of work for UPS (a to h), EMS (a to d) and FSS (a to g).	<ol style="list-style-type: none"> 1. 4th Monthly Routine Inspection Report (MRIR). 	Twenty (25) calendar days after accomplishment of the 3 rd Initial Inspection Report and relevant submission of deliverables/outputs.

Indicative scheduled dates may be adjusted upon request from and approval of NPC. However, the contract shall be completed after all the visits / activities and submission of the IRR and MRIR, completion of knowledge transfer and deliverables/output required.

VIII. MODE AND NATURE OF PROCUREMENT

This shall be procurement of Service.

The mode of procurement shall be: Alternative Mode through Negotiated Procurement – *Small Value Procurement*


VIII. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT (ABC)

Source of Fund : Continuing General Appropriations Act FY2021
(RA11640)
Continuing Annual Procurement Plan for F.Y. 2021(APP
Item No. 2021 - 0178)

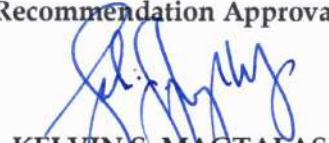
ISSP : NPC ISSP 2021-2023

Approved Budget for the Contract : Approved Budget for the Contract is Four Hundred and
Thirty Thousand Pesos Only (Php 430,000.00).

Prepared by:


LENNARD A. PLANDOR
ITO II, IMISU

Recommendation Approval:


KELVIN S. MAGTALAS
Vice-Chair, IMISU

Approved by:


ATTY. MANUEL C. SATUITO
Director IV, FAO

*PCSO No. 038 s. 2022 Designation of Officer-in-Charge of the Office of the Executive Director and
Data Protection Officer of the National Privacy Commission dated 30 August 2022*

Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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] 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] 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, **by itself or by relation, membership, association, affiliation, or controlling**

interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

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.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ at _____, affiant having exhibited to me his/her _____ issued on/valid until _____.

Doc. No.: _____

Page No. _____

Book No.: _____

Series of 20_____