

PROCUREMENT FOR UPDATE AND MAINTENANCE OF SERVER COMPONENTS FOR MANAGEMENT INFORMATION SYSTEM UNIT OF DANGEROUS DRUGS BOARD

ABC – Php5,000,000.00

Item	Specification	Comments
I. GENERAL REQUIREMENTS		
	1. The bidder must be a valid registered IT company/organization in existence for a minimum of ten (10) years	
	2. The bidder must have at least five (5) years' experience in supply, delivery, and installation ICT equipment within the Government Sector	
	3. The bidder must have certification that they are certified reseller or partner of the server components from the manufacturer or from authorized distributor	
	4. The bidder must have a completed Single Largest Contract of similar nature within the last 2 years amounting to at least fifty percent 50% of the ABC of the item being bid	
	5. The bidder must be Platinum PhiGeps accredited.	
II. TECHNICAL REQUIREMENTS		
Server Components Installation		
	1. DELL PowerEdge R730 – 3 Units 1.1. Processor – One (1) Unit with 8 core and Heatsink per Server 1.2. Memory – 128GB per Server 1.3. HDD – 3.6TB per Server 2. DELL PowerEdge R740 – 3 Units 2.1. Processor - One (1) Unit with 10 core and Heatsink per Server 2.2. Memory – 128 per Server 2.3. HDD – 3.6TB per Server 3. Lenovo ThinkSystem SR650 – 1 Unit 3.1. Processor - One (1) Unit with 8 core and Heatsink per Server 3.2. Memory – 128GB per Server 3.3 HDD – 3.6TB per Server	
MAINTENANCE AND SUPPORT SERVICE		
	1. The bidder must have at least one (1) employee certified ITIL.	

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	<ol style="list-style-type: none"> 2. The bidder must have at least one (1) employee certified installer for servers. 3. The bidder must provide two (2) dedicated onsite technical engineer to provide maintenance and support for one (1) year commencing on the date to be determined by the Management Information System Unit of the agency. 4. The technical engineer must have the following knowledge, training, or certifications <ol style="list-style-type: none"> a. Maintain, troubleshoot, and administer the use of local area networks (LANs), computer workstations, connections to the Internet and peripheral equipment b. Evaluate and install computer hardware, networking software, operating system software and software applications c. Operate master consoles to monitor the performance of computer systems and networks and to co-ordinate access and use of computer networks d. Provide problem-solving services to network users e. Implement network traffic and security monitoring software, and optimize server performance f. Perform routine network start up and close and maintain control records g. Perform data backups and disaster recovery operations h. Conduct tests and perform security and quality controls 5. Provide 24/7 Proactive Monitoring Server Support 	
III. WARRANTIES OF THE CONTRACTOR		
	<p>The contractor must provide one (1) year warranty to the update and maintenance service of the server components:</p> <ol style="list-style-type: none"> 1. Processor 2. Memory 3. Hard Disk Drive 	
IV. INSTALLATION AND DEPLOYMENT SERVICE		
	<p>The bidder must provide the following services:</p>	

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	<ol style="list-style-type: none"> 1. Update, maintenance, and support of the server components for identified servers of MISU 2. Two (2) dedicated onsite Technical Engineer Support 3. Proactive 24/7 Server monitoring 	
V. SCOPE OF DELIVERY		
Delivery Address	3rd Floor DDB-PDEA Bldg., National Government Center, NIA Rd, Diliman, Quezon City, Metro Manila	
Delivery Period	Within fifty-five (55) calendar days from receipt of Notice to Proceed (NTP)	
Deployment, Installation/Setup, Operability, Acceptance and	<p>DDB Main Office</p> <ol style="list-style-type: none"> 1. Within fifty-five (55) calendar days from date of approval of Inspection and Acceptance Report (IAR) 	
Payment Period	<p>DDB Main Office</p> <ol style="list-style-type: none"> 1. Upon completion of server updates and maintenance. 	
Delivery Requirements	<ol style="list-style-type: none"> 1. The CONTRACTOR must deliver all server components at the Dangerous Drug Board, 3rd Floor DDB-PDEA Bldg., National Government Center, NIA Rd, Diliman, Quezon City, Metro Manila based on the above schedule. 2. The new server components shall be free from defects and have manufacture warranty. 3. The technical personnel from DDB shall conduct the Technical Inspection. An Inspection and Acceptance Report shall be issued by Inspection Committee and Acceptance Committee. 4. The contractor shall submit a summary report of server update to DDB MISU indicating the details of each server components (i.e. Serial number, Parts number etc.) 5. A Certificate of Acceptance and Operability shall be issued by the DDB. 	
VI. CONFIDENTIALITY OF DATA		
	<ol style="list-style-type: none"> 1. The CONTRACTOR shall document detailed procedures/techniques in identifying systems security risks and breach and how such shall be handled. 2. All project staff of CONTRACTOR shall be required to sign a non-disclosure agreement. 3. The DDB system, its components, parts and all products, product samples and specifications, data, ideas, technology, 	

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	<p>and technical and non-technical materials, all or any of which may be derived from any of the foregoing (all of which, individually and collectively, referred to as “Proprietary Information”) are confidential and proprietary to the Dangerous Drugs Board.</p> <p>4. The CONTRACTOR agrees to hold the Proprietary Information in strict confidence. CONTRACTOR furthermore agrees not to reproduce, transcribe, or disclose the Proprietary Information to third parties without prior written approval of the Dangerous Drugs Board.</p> <p>5. To ensure the confidentiality of all information that will come to the knowledge of the CONTRACTOR and its employees detailed with the DDB, the CONTRACTOR and its employees assigned therein shall be considered agents of the DDB. The contract that will be executed hereto shall categorically provide that the CONTRACTOR and its employees, as agents of the DDB, shall uphold strict confidentiality of any information in compliance with RA 10173 otherwise known as “Data Privacy Act of 2012”</p>	
VII. TERMS OF PAYMENT		
	<ol style="list-style-type: none"> 1. Server health check <ol style="list-style-type: none"> a. Twenty percent (20%) of the contract price 2. Server component installation and configuration <ol style="list-style-type: none"> a. Sixty percent (60%) of the contract price 3. Server Profile Documentation, and Sign Off <ol style="list-style-type: none"> a. Twenty percent (20%) of the contract price 	
VIII. PRE-TERMINATION OF THE CONTRACT		
	<ol style="list-style-type: none"> 1. The contract for the PROCUREMENT FOR UPDATE AND MAINTENANCE OF SERVER COMPONENTS FOR MANAGEMENT INFORMATION SYSTEM UNIT OF DANGEROUS DRUGS BOARD may be pre-terminated by DDB for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by DDB thirty (30) days prior to such pre-termination. 2. In case of pre-termination, the CONTRACTOR shall be liable to an additional liquidated damages equivalent to one percent (1%) of the contract price as provided for in the Government Accounting and Auditing Manual (GAAM) and forfeiture of the Performance Security. 	