DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS YAMAN

BAGONG PILIPINAS

MEMORANDUM

FOR/TO   :   **The Regional Directors**
Region 1, Region 2, Region 3, Region 5, Region 6, Region 7, Region 8, and Region 12

FROM   :   **The Director**
Knowledge and Information Systems Service

SUBJECT   :   **SCOPING ACTIVITY AND GUIDELINES ON SERVER ROOM AND CABLING REHABILITATION OF THE REGIONAL OFFICE**

DATE   :   1 March 2024

This is regarding the upcoming scoping activity initiated by the Network Infrastructure Management Division (NIMD) for the procurement of Server Room Rehabilitation and Structured Cabling services. We propose tapping into the expertise of your ICT focal to proceed with the actual scoping activity, assisted by a service provider available in your locality. If this is not feasible, we are willing to assist your ICT focal by providing our own service provider, who has nationwide coverage.

In addition to seeking your assistance in the scoping activity, we are providing guidelines for the Server Room and Cabling Rehabilitation. These guidelines aim to ensure adherence to best practices and standards. Please find below the guidelines for your reference:

1. Expansion and/or Renovation of Existing Server Room:
   a. Repainting works (2 Shades of Grey – ANSI 49 and 61).
   b. Ceiling and Wall works.
   c. Relocation and re use of existing ACU.
   d. Anti-static vinyl flooring.
   e. Lighting relocation and/or placement.

2. Installation of a new FM200 Fire Suppression System:
   a. Installation of an FM200 Fire Suppression System:
      - Fm-200 Agent (Hfc227ea)
      - 360 Degree Discharge Nozzle
      - Smoke Detector Photo Electric
      - Control Panel with abort toggle switch
      - Alarm Bell, Horn Strobe

3. Installation of CCTV (Wired for a maximum of 4 IP cameras):
   a. Location: at least two (2) IP Cameras inside the server room. Two (2) will be placed to view exit and entry point to the server room.
   b. Network Video Recorder (NVR) with retention period of one (1) to two (2) weeks.

      c. Provide 1KVA UPS for the CCTV System.

4. Installation of Door Access Control:
   a. Biometrics, Push Button and/or Proximity Card.
   b. Push Button.
   c. Electronic Lock.

5. Installation of Environmental Management System:
   a. EMS Appliance 1U Rack Mountable.
   b. Water Sensor.
   c. Temperature and Humidity Sensor.
   d. Inline Power Meter Control Relay.

6. Electrical Works
   a. Installation of Separate panel board for data center.
   b. Installation of additional twist lock outlet supply for server cabinets.

7. Installation of a Separate Electrical Panel Board for the Server Room:
   a. Electrical Assessment: Engage certified electricians for needs assessment.
   b. Panel Board Installation: Plan the installation with compliance to safety standards.

8. Installation of Fiber Optic Backbone: Inter-Buildings if work areas are separated by buildings, Intra-Buildings if separated by floors or combination of both.
   a. 10G FOC Cable
   b. Fiber Panels
   c. Fiber Pigtails and Patch Cords
   d. Data Cabinet
   e. Roughing ins and Overhead

9. Installation of Horizontal Cabling:
   a. UTP Cable cat6 pairs.
   b. Color coding cables (Access Point, Data Node and VoIP).
   c. Roughing ins and Overhead

      We will require the submission of a scoping report detailing the activities conducted. The deadline for the submission of the scoping report is on or before March 15, 2024. This timeframe will provide us with ample time to coordinate clarifications and recommendations with your ICT focal for the final requirements of the rehabilitation.

      Should you have questions, clarifications or require assistance, you may contact KISS-NIMD at VOIP 1145, Telephone no. (02) 8926-4806 and/or nimd@denr.gov.ph for email.

      Hoping for your favorable response.

ARLENE A. ROMASANTA