



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No. 1

**SUBSCRIPTION OF EMAIL, CLOUD COMPUTING, PRODUCTIVITY AND
 COLLABORATION TOOLS FOR THE DEPARTMENT OF ENVIRONMENT AND
 NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**
Bid Ref. No. DENR-CO-2022-057

Approved Budget for the Contract: ₱15,000,000.00

This **Supplemental/Bid Bulletin No. 1** is being issued to revise specifications/provisions in the Bidding Documents and to address requests/clarifications sent thru email by prospective bidders for the aforementioned project:

A. Revision to specifications/provisions:					
FROM	TO				
SECTION III. BID DATA SHEET					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;">20.2</td> <td style="padding: 5px;"> 2.c) List of the following with attached copy of Certification and Company ID duly certified by their HR Department: iii. Certified Trainers who shall deliver professional training services to end users and IT administrators. ...XXX... </td> </tr> </table>	20.2	2.c) List of the following with attached copy of Certification and Company ID duly certified by their HR Department: iii. Certified Trainers who shall deliver professional training services to end users and IT administrators. ...XXX...	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center; vertical-align: middle;">20.2</td> <td style="padding: 5px;"> 2.c) List of the following with attached copy of Certification and Company ID duly certified by their HR Department: iii. Certified Trainers who shall deliver fundamental training to End-users and Google Workspace Admin Course for NIMD Staff as follows: <ul style="list-style-type: none"> 100 end-users 3 admins ...XXX... </td> </tr> </table>	20.2	2.c) List of the following with attached copy of Certification and Company ID duly certified by their HR Department: iii. Certified Trainers who shall deliver fundamental training to End-users and Google Workspace Admin Course for NIMD Staff as follows: <ul style="list-style-type: none"> 100 end-users 3 admins ...XXX...
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SECTION VI. SCHEDULE OF REQUIREMENTS					
Schedule of Requirements (Terms of Reference as of 15 November 2022)	Revised Schedule of Requirements (Terms of Reference as of 06 December 2022)				
SECTION VII. TECHNICAL SPECIFICATIONS					
Technical Specifications <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr style="background-color: #e0e0e0;"> <th style="text-align: center; padding: 5px;">Project Requirements</th> </tr> <tr> <td style="padding: 5px;"> Subscription of Email, Cloud Computing, Productivity and Collaboration Tools for the Department of Environment and Natural Resources-Central Office (DENR-CO) per Terms of Reference dated 15 November 2022 </td> </tr> </table>	Project Requirements	Subscription of Email, Cloud Computing, Productivity and Collaboration Tools for the Department of Environment and Natural Resources-Central Office (DENR-CO) per Terms of Reference dated 15 November 2022	Revised Technical Specifications <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr style="background-color: #e0e0e0;"> <th style="text-align: center; padding: 5px;">Project Requirements</th> </tr> <tr> <td style="padding: 5px;"> Subscription of Email, Cloud Computing, Productivity and Collaboration Tools for the Department of Environment and Natural Resources-Central Office (DENR-CO) per Terms of Reference dated 06 December 2022 </td> </tr> </table>	Project Requirements	Subscription of Email, Cloud Computing, Productivity and Collaboration Tools for the Department of Environment and Natural Resources-Central Office (DENR-CO) per Terms of Reference dated 06 December 2022
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B. Reply to requests/clarifications raised by bidders:					
REQUEST/CLARIFICATION	RESPONSE				
Single Largest Completed Contract (SLCC) of similar nature which means "Subscription for Google Workspace (Formerly G Suite)": - Kindly please advise if we can provide Microsoft O365 deployment PO as similar in nature?	Request considered. <i>For purposes of this project, similar in nature shall mean "Subscription of Google Workspace or equivalent Email, Cloud Computing, Productivity and Collaboration Tools"</i>				

REQUEST/CLARIFICATION	RESPONSE
<p>Certified Trainers who shall deliver professional training services to end users and IT Administrators:</p> <ul style="list-style-type: none"> - Kindly please confirm if the Certified Trainers pertains to a Trainer who will conduct the training is certified not pertaining to a specific certification since the requirement is basic training as per the discussion during the Pre-bid Conference? - Kindly please provide the required number of participants on the training sessions for the end users and another session for the admin training? 	<p>Bidder must have certified trainers who will deliver fundamental Training to End-users and Google Workspace Admin Course for NIMD Staff as follows:</p> <ul style="list-style-type: none"> • 100 end-users • 3 admins

Bidders are advised to use the following forms and submit together with all the other required documents for the submission of bids on **15 December 2022, 9:30 AM:**

- 1. Section VI. Revised Schedule of Requirements (Terms of Reference as of 05 December 2022)**
- 2. Section VII. Revised Technical Specifications**

Also, please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 1 shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this 7th of December 2022 in Quezon City.

Approved by:

(sgd.) **MARCIAL C. AMARO, JR., CESO II**
Assistant Secretary for Policy, Planning and Foreign Assisted and Special Projects & Chairperson, Bids and Awards Committee

Received by:		
_____ (SIGNATURE OVER PRINTED NAME)	_____ (DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)		

Section VI. Revised Schedule of Requirements

Instruction to Bidders: **Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".**

A. TERMS OF REFERENCE as of 06 December 2022

TERMS OF REFERENCE

As of 06 December 2022

Subscription of Email, Cloud Computing, Productivity and Collaboration Tools for DENR Central Office

I. RATIONALE

This project aims to subscribe Email, Cloud Computing, Productivity and Collaboration Tools to support the long-term programs and services of DENR. This will provide the offices and employees with custom domain for email address (denr.gov.ph), full suite of workplace productivity and collaboration applications, 24/7 technical support and administrative controls.

Since the Department is using Google Workspace as the official email service of the organization, the office would like to subscribed the same to avoid the complex process of migration and the re-orientation of the employees which may incur additional costing.

II. APPROVED BUDGET OF THE CONTRACT

The total ABC for the project is PhP15,000,000.00 inclusive of all applicable government taxes and service charges.

III. SCOPE OF WORK

- A. Subscription of Google Workspace; and
- B. Provision of Local Support and other Services.

IV. QUALIFICATION OF BIDDER

- A. Must have at least five (5) years' experience in deploying large-scale messaging and collaboration systems to at least three (3) local organizations with more than a thousand users.
- B. Must have at least two (2) Certified Deployment Specialist with proof of certification to perform the professional implementation requirements.
- C. Must have at least two (2) Certified Professional Collaboration Engineer or Certified Administrator of the service being offered with proof of certification to design the technical deployment configuration activities of the project
- D. Must have certified trainers that will deliver fundamental training to end-users and Google Workspace Admin Course to NIMD Staff.
 - 100 end-users
 - 3 admin



- E. Must be a Certified Premier Partner (or equivalent) for the messaging and collaboration systems being offered with proof of certification.

V. PROJECT DELIVERABLES

A. Google Workspace Cloud-based Services (Principal)

B.

1. General Requirements

Edition	Domain	Features	Account Quantity
Enterprise Standard	denr.gov.ph	<ul style="list-style-type: none">• Custom and secure business email• 250 participant video meetings with (recording and attendance tracking)• As much storage as you need per account.• Advanced security, management, and compliance controls, including Vault, DLP, data regions, and enterprise endpoint management• Enhanced Support (paid upgrade to Premium Support)	1,000
Business Starter	denr.gov.ph	<ul style="list-style-type: none">• Custom and secure business email• 100 participant video meetings• 30 Gigabyte (GB) cloud storage per account• Security and management controls• Standard support	300
Frontline	denr.gov.ph	<ul style="list-style-type: none">• Custom and secure email• 100 participant video meetings• 2 GB cloud storage per account• Security and data protection• Docs editors (includes Docs, Sheets, Slides, Forms and Sites)	1,000

TOTAL: 2,300

2. Security and Privacy

- Built-in anti-spam and anti-virus
- SSL and TLS encryption
- Multi-factor authentication
- ISO 27018 certification
- ISO 27017 certification
- ISO 27001 certification
- ISO SOC 2/3 certification

C. Support (Local) and other services

- 1. Shall provide a 24/7 Helpdesk Ticketing System (Email or Phone) for support. Please see the table below for corresponding response time:

Support	Response Time
Email or Phone Call (P1 and P2)*	30 minutes to 1 hour
Email or Phone Call (P3, P4 and P5)*	2 to 3 hours
Remote Support upon issuance of support ticket (P1 and P2)*	30 minutes to 1 hour
Remote Support upon issuance of support ticket (P3, P4 and P5)*	2 to 4 hours

- **Priority 1 (P1)** – A complete business down situation or single critical system down with high financial impact. The client is unable to operate.
- **Priority 2 (P2)** – A major component of the clients’ ability to operate is affected. Some aspects of the business can continue but it’s a major problem.
- **Priority 3 (P3)** – The clients’ core business is unaffected but the issue is affecting efficient operation by one or more people.
- **Priority 4 (P4)** – The issue is an inconvenience or annoying but there are clear workarounds or alternates.
- **Priority 5 (P5)** – The issue is a background or planned task and will be addressed when time permits or on the planned date.

2. Shall provide an escalation procedure in reporting issues and concerns.
3. Shall provide regular updates on Google Cloud or Google Workspace Services.
4. Assist in capacity planning, requirements identification and recommendations to better improve the performance of email usability.

D. Non-Disclosure Agreement, Service Level Agreement (SLA) and Service Credit/Rebates

The DENR and the winning service provider shall execute a Non-Disclosure Agreement to establish confidential relationship and protect information of DENR processed through the platform of the winning service bidder. The NDA shall state that “any information, tangible or intangible, provided to the Service Provider for the purpose of cloud-based service agreement shall be the sole property of the DENR. Such information shall be used by the Service Provider solely for the purpose for which it was provided and shall be treated confidential. The Service Provider shall not disclose such information to any person or entity unless written clearance or authority is secured from the DENR, and return any tangible information to DENR upon the end of the service agreement.”

Further, the winning service shall provide an SLA which shall carry a corresponding service credit or rebate in favor of the DENR should any of the availability requirements are not met.

99.9% Monthly Uptime of Cloud-based services

If the interruption is attributed to the Principal Cloud Service Provider and acknowledged by the local service provider, an appropriate service credit or rebate shall be made to DENR (see table below).

Monthly Uptime Percentage	Days of Service added to the end of the Service term at no cost to the DENR
< 99.9% to >= 99.0%	3
< 99.0% to >= 95.0%	7
< 95.0%	15

Note: If the interruption will be contested by the local service provider. They must provide a certification from the principal indicating that no such interruption occurred and no service credit will be applied.

E. Delivery Period and Contract Validity

1. Enrollment of Google Workspace cloud-based services is within **thirty (30)** calendar days from receipt of Notice to Proceed (NTP).
2. Google Workspace cloud-based services: Minimum of one (1) year subscription period
3. Service and Support Coverage: Minimum of one (1) year from issuance of Certificate of Inspection and Acceptance by DENR.

Note: DENR shall not shoulder any cost related to additional licenses or software that may be needed for the completion of project. The Service Provider shall shoulder additional licenses or software's that may be needed in the project's completion.

VI. DUTIES AND RESPONSIBILITIES OF THE DENR

- A. Grant to the representatives of Service Provider access to DENR's premises, equipment and facilities to perform its obligations, provided that such representative/s shall be accompanied by a duly authorized DENR KISS-NIMD personnel;
- B. Monitor the SLA and NDA.
- C. Issue Certificate of Inspection and Acceptance upon full completion and compliance with the terms and conditions of the contract.

VII. TERMS OF PAYMENT

The DENR shall pay the Service Provider for its services as stated in the table below:

Timeline	Project Deliverables	Documentary Requirements
Within thirty (30) calendar days from receipt of NTP	As indicated in Section III and V of this document.	<ul style="list-style-type: none"> • Certificate of enrollment to Cloud-based services in favor of DENR as received by the End-user/Representative. • Certificate of Local Support and Other services in favor of DENR as received by the End-user/Representative. • Service Level Agreement (see Section V. C) as received by the End-user/Representative. • Certificate of Acceptance issued by the DENR Inspection and Acceptance Committee • Notarized Non-Disclosure Agreement (NDA) • Sales Invoice or Billing statement

Prepared by:



ENIELBERT E. ESTEFANIO

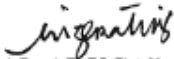
Information Systems Analyst III

Chief, Network Infrastructure Asset Management Section

Network Infrastructure Management Division

Knowledge and Information Systems Service

Reviewed by:



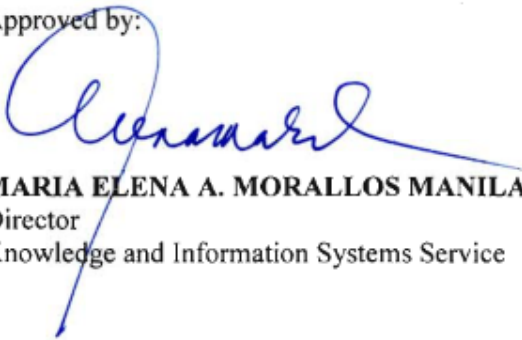
NIZETHAL ADUCAL-MATIAS

OIC-Chief

Network Infrastructure Management Division

Knowledge and Information Systems Service

Approved by:



MARIA ELENA A. MORALLOS MANILA

Director

Knowledge and Information Systems Service

B. OTHER REQUIREMENTS

1. Bidder has no overdue deliveries or unperformed services intended for DENR.
2. Bidder did not participate as a consultant in the preparation of the design or technical specification of the GOODS/SERVICES subject of the bid.

BIDDER'S UNDERTAKING

I/We, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby BID to (supply/deliver/perform/comply) the above Terms of Reference

I/We undertake, if our bid is accepted, to deliver the goods/services in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security within ten (10) calendar days from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

Section VII. Revised Technical Specifications

Instruction to Bidders: *Please fill up the form accordingly and sign the Bidder's Undertaking. Failure to conform will result in a rating of "FAILED".*

Project Requirements	*Bidder's Statement of Compliance
Subscription of Email, Cloud Computing, Productivity and Collaboration Tools for the Department of Environment and Natural Resources-Central Office (DENR-CO) per Terms of Reference dated 06 December 2022	

Please specify the brand being offered in the space provided:

I hereby certify to comply with the above Technical Specifications.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date

**Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB a(ii) and/or GCC Clause (iii).*

DENR BIDS AND AWARDS COMMITTEE
REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: SUBSCRIPTION OF EMAIL, CLOUD COMPUTING, PRODUCTIVITY AND COLLABORATION TOOLS FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)

Bid Ref. No. Bid Ref. No. DENR-CO-2022-057

APPROVED BUDGET FOR THE CONTRACT: P15,000,000.00

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

- (a) Valid and current **Certificate of PhilGEPS Registration (Platinum Membership)** (all pages) *in accordance with Section 8.5.2 of the IRR* (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);

B. TECHNICAL DOCUMENTS

- (b) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per **Annex I**);

- (c) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per **Annex I-A**)
- Similar in nature shall mean "Subscription of Google Workspace or equivalent Email, Cloud Computing, Productivity and Collaboration Tools."*
- Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:
- i) Copy of End User's Acceptance; or
 - ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s

- (d) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (P)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)	Bid Security: Surety Bond (5%) (P)	Original Bid Securing Declaration
15,000,000.00	300,000.00	750,000.00	No required Amount

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

<input type="checkbox"/>	<p><i>The following are the grounds for forfeiture of Bid Security</i></p> <ul style="list-style-type: none"> ▪ IF A BIDDER: <ul style="list-style-type: none"> a) Withdraws its bid during the period of bid validity. b) Does not accept the correction of errors pursuant to Section 32.2.1 of the IRR of RA 9184. c) Fails to submit the Post Qualification requirements within the prescribed period or a finding against their veracity thereof. d) Submission of eligibility requirements containing false information or falsified documents. e) Submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding. f) Allowing the use of one's name, or using the name of another for purposes of public bidding. g) Withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the Lowest Calculated and Responsive Bid. h) Refusal or failure to post the required performance security within the prescribed time. i) Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification. j) Any documented unsolicited attempt by a bidder to unduly influence the outcome of the bidding in his favor. k) Failure of the potential joint venture partners to enter into the joint venture after the bid is declared as successful. l) All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons. ▪ IF THE SUCCESSFUL BIDDER: <ul style="list-style-type: none"> a) fails to sign the contract in accordance with Section 40 of the Revised IRR of RA 9184; or b) fails to furnish performance security in accordance with Section 40 of the Revised IRR of RA 9184.
<input type="checkbox"/>	<p>(e) Conformity with Revised Schedule of Requirements (Terms of Reference as of 06 December 2022) and Revised Technical Specifications, as enumerated and specified in Sections VI and VII of the Supplemental/Bid Bulletin No. 1.</p>
<input type="checkbox"/>	<p>(f) Original duly signed Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as Annex III with attached <u>Proof of Authority of the bidder's authorized representative/s</u>:</p> <ul style="list-style-type: none"> i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Notarized Special Power of Attorney. ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Notarized Secretary's Certificate evidencing the authority of the designated representative/s. <p>Note: <i>Should there be more than one (1) appointed authorized representatives, use the word "<u>any of the following</u>" or "<u>OR</u>", otherwise, all authorized representatives must sign/initial the bid submission</i></p> <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>

C. FINANCIAL DOCUMENTS

(g) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per **Annex IV**).

The NFCC computation must at least be equal to the ABC of this project. The detailed computation using the required formula must be provided.

OR

Original copy of Committed Line of Credit (CLC) per **Annex IV-A** issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.

In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.

Class "B" Document: (For Joint Venture)

If applicable, For Joint Ventures, Bidder to submit either:

- (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or
- (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (**Annex V**) signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful and must be in accordance with Section 23.1 (b) of the IRR

In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]

(h) **The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.**

ENVELOPE 2: FINANCIAL COMPONENT

(a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (**Annex VI**); **and**

(b) Original of duly signed and accomplished Price Schedule(s) (**Annex VI-A or VI-B**).

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.