



**BIDS AND AWARDS COMMITTEE**

**Supplemental/Bid Bulletin No.1**

**PROCUREMENT OF IP PHONES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO), STAFF BUREAUS, REGIONAL OFFICES (ROs), PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICES (PENROs), AND COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICES (CENROs) Bid Ref. No. DENR-CO-2020-038**

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Documents submitted for the aforementioned project:

A. Revision to provisions/specifications in the Bidding Documents:	
FROM	TO
<b>Section VI. SCHEDULE OF REQUIREMENTS</b>	
Terms of Reference as of 18 November 2020	<b>Revised Terms of Reference as of 03 December 2020</b>
C. (1) For inspection and acceptance, the winning bidder shall supply and deliver the IP Phones at the DENR Central Office, through Property and Supply Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City. Within forty five (45) calendar days from receipt of Notice to Proceed (NTP)	C. (1) For inspection and acceptance, the winning bidder shall supply and deliver the IP Phones at the DENR Central Office, through Property and Supply Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City. Within <b>sixty (60) calendar days</b> from receipt of Notice to Proceed (NTP)

Bidders are advised to use the attached Section VI. Schedule of Requirements-**Terms of Reference as of 03 December 2020** and submit together with all the other required documents for the submission of bids on **15 December 2020, 09:00 AM**:


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 Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.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 7<sup>th</sup> day of December 2020 in Quezon City.

Approved by:


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

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(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 926-2675)	

For guidance and information of all concerned.

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Approved by:

  
**MARCIAL C. AMARO, JR., CESO III**  
Assistant Secretary for Policy, Planning &  
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Received by:	
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Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman Quezon City, 1100  
Tel. Nos. (632) 8929-66-26 \* (632) 8929-62-52  
8929-66-20\* 8929-66-33 to 35  
8929-70-41 to 43

**TERMS OF REFERENCE**

As of 3 December 2020

**Procurement of IP Phones for the Department of Environment and Natural Resources  
Central Offices, Staff Bureaus, Regional Office, PENROs and CENROs**

**I. RATIONALE**

Resilient and reliable communication systems are essential to the flow of information throughout the Department and its Field Offices. IP Phones for IP telephony plays a crucial part in ensuring that up to date information is available where and when needed. With its ageing IP phones, the DENR deemed it necessary to procure additional IP Phones to replace old and defective units to assist with operations and provide the basic for timely strategic decision making.

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is PhP5,954,328.16 inclusive of all applicable government taxes and service charges.

**III. SCOPE OF WORK**

- A. Supply, delivery and testing of brand-new IP Phones to DENR Central Office, Staff Bureaus and Regional Offices.
- B. Installation of additional IP phones licenses to DENR's existing Unified Communication (UC) Server.

**IV. BIDDER'S QUALIFICATION**

- A. Must be at least ten (10) years in the information and communications technology (ICT) industry.
- B. Must be Tier 1 partner of brand being offered.
- C. Must have at least offices in Luzon, Visayas and Mindanao for nationwide support purposes.
- D. Must have 24x7 helpdesk support system for logging and case monitoring.

**V. PROJECT REQUIREMENTS**

**A. General Requirements**

ITEM	Description	Quantity
1	IP Phones (DENR Central Office, Staff Bureaus, Regional Offices, PENROs and CENROs)	448
2	IP Phone Licenses	160

**B. Technical Specifications (Minimum requirements unless otherwise specified)**

ITEM	Description
1	<p><b>IP Phone</b></p> <ul style="list-style-type: none"> <li>• Signaling protocol support: Session Initiation Protocol (SIP)</li> <li>• Codec support: G.711a/μ, G.722, G.729a, iLBC</li> <li>• Ringtones: Supports user-adjustable ring tones.</li> <li>• Display: White backlit, greyscale, 3.5" 396×162 pixel-based display</li> <li>• Handset: Standard wideband-capable audio handset (connects through an RJ-9 port)</li> <li>• Backlit Indicator: Supports backlit indicators for the audio path keys (handset, headset and speakerphone), select key, line keys, and message waiting.</li> <li>• Volume Control: Provides easy decibel-level adjustments of the handset, monitor speaker, and ringer.</li> <li>• PoE: supports IEEE 802.3af PoE (Class 1)</li> <li>• Ethernet: 10/100</li> <li>• Industry Standards: TIA 810 and TIA 920, IEEE 802.3 Ethernet, IEEE 802.3af and 802.3at</li> <li>• Others: Full duplex speakerphone, Unified Communications Manager, Business Edition 6000, Hosted Collaboration Solution, Unified Survivable Remote Site Telephony,</li> </ul>
2	<p><b>IP Phone Licenses</b></p> <ul style="list-style-type: none"> <li>• Three (3) years subscription</li> <li>• A-FLEX-3 – Collaboration Flex Plan 3.0</li> <li>• SVS-FLEX-SUPT – Basic Support for Flex Plan</li> <li>• A-FLEX-NUPL-A – NU On-premise calling access</li> <li>• A-FLEX-SRST-E – SRST Endpoints</li> <li>• A-FLEX-P-ACC – Access Smart License (1)</li> <li>• A-FLEX-P-ER – Emergency Responder Smart License (1)</li> <li>• A-FLEX-SW-12.5-K9 – On-Premises &amp; Partner Hosted Calling SW Bundle v12.5(1)</li> <li>• A-FLEX-CCUCS-NU – Cloud Connected UC NU Standard ENT</li> </ul>

**Note:** Technical Evaluation shall be evaluated based on the documents submitted such as, but not limited to brochures and technical data sheet to be submitted along with the bidder's proposal.

**C. Delivery Period and other deliverables**

1. For inspection and acceptance, the winning bidder shall supply and deliver the IP Phones at the DENR Central Office, through Property and Supply Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City. Within sixty (60) calendar days from receipt of Notice to Proceed (NTP)
2. After testing (see V.C.5), the winning bidder shall transport the IP Phones to the Biodiversity and Management Bureau (BMB), Ecosystem Research and Development Bureau (ERDB), Forest Management Bureau (FMB), Land Management Bureau (LMB) and all Regional Offices (see ANNEX A) within thirty (30) calendar days from receipt of Notice to deliver.

**Note:** Notice to deliver shall be issued by the End-user per location, sets of locations or depending on the arrangement with the winning bidder. If at least one (1) notice to deliver

*has been issued the thirty (30) calendar day count will start. PENROs and CENROs equipment will be delivered to their respective regional offices.*

3. Winning bidder must provide a **Warranty Certificate** valid for a minimum of three (3) years and in favor of the Department of Environment and Natural Resources which shall cover the following:
  - a. Hardware (parts and service), subscription and technical support.
  - b. Software/firmware upgrade and updates.
  - c. Full replacement of defective items and materials including parts and labor, free of charge.
  - d. IP Phone Subscription validity.
  - e. Winning Bidder shall not be held liable for destroyed equipment caused by an extraordinary event or circumstance beyond its control.
4. Support during the warranty period
  - a. Single point of contact for customer support.
  - b. 8x5 Email, phone and remote support.
  - c. Shall respond to request for corrective maintenance at no cost to DENR.
  - d. In case of equipment pull-out, defective items from PENROs and CENROs must be brought at the location of their respective Regional Offices. There, the winning bidder shall service, repair and/or replace the equipment as per warranty.
5. Testing
  - a. The testing will be undertaken for a period of five (5) calendar days and will be attested to by DENR Central Office ICT personnel.
  - b. If any of the foregoing conditions are not met, the count of the testing period shall be restarted until all conditions have been duly satisfied continuously for five (5) calendar days.
  - c. During the testing period, the winning bidder shall not be held liable for performance degradation/interruptions that are beyond its control such as power outages, malfunction of DENR's own equipment and internet connectivity issues.

**V. DUTIES AND RESPONSIBILITIES OF THE DENR**

- A. Grant the winning bidder's authorized representative access to its premises, equipment and facilities located therein to perform its obligations, provided that such representative shall be accompanied by the duly assigned DENR ICT personnel;
- B. Issue Certificate of Inspection and Acceptance.

**VI. Terms of Payment**

DENR will make partial releases of the payment to be given to the winning bidder. The partial payments will be done in two (2) tranches after specific project activities.



Timeline	Project Deliverables	Percentage Amount of Contract Price to be released as payments	Documentary Requirements
Within sixty (60) calendar days from receipt of NTP	<ul style="list-style-type: none"> <li>• Supply, delivery and testing of IP Phones at the DENR Central Office.</li> <li>• Installation of IP phone licenses.</li> </ul>	70%	<ul style="list-style-type: none"> <li>• Delivery Receipt received by PSMD or End-user.</li> <li>• Test Report attested to and accepted by End-user.</li> <li>• Warranty Certificate submitted by Bidder.</li> <li>• Certificate of Inspection and Acceptance issued by End-user.</li> <li>• Notice to Deliver issued by End-user.</li> <li>• Sales Invoice or Billing Statement</li> </ul>
Within thirty (30) calendar days from receipt of Notice to Deliver	<ul style="list-style-type: none"> <li>• Delivery of all Network Equipment to their respective locations (see ANNEX A).</li> </ul>	30%	<ul style="list-style-type: none"> <li>• Delivery Receipt received by ICT focal person from Bureaus and Regional Offices.</li> <li>• Certificate of Inspection and Acceptance issued by End-user.</li> <li>• Sales Invoice or Billing Statement</li> </ul>

Approved by:



**ELIZAR S. CANTUBA**  
 Information Technology Officer III  
 Chief, Network Infrastructure Management Division  
 Knowledge and Information Systems Service  
 Department of Environment and Natural Resources

**ANNEX A (Locations and Equipment Distribution)**

Office	Qty	Address
Central	30	Visayas Ave. Brgy. Vasra Diliman Quezon City
BMB	10	Ninoy Aquino Parks and Wildlife Center, 1100 Diliman Quezon City, Philippines
ERDB	10	Forestry Campus, College U.P. Los Baños, Laguna
FMB	10	Visayas Ave. Diliman Quezon City
LMB	10	880 F.R. Estuar Building Quezon Ave. Brgy. Paligsahan, Quezon City
NCR	10	National Ecology Center, East Avenue, Diliman, Quezon City
CAR	28	Forestry Compound, Gibraltar Rd, Paedal, Baguio City
Region 1	21	Gov. Center DENR, San Fernando City, La Union
Region 2	28	#14 Dalan Na Pagayaya Corner Angicacua, Regional Government Center Carig Sur, Tuguegarao City
Region 3	29	Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
Calabarzon	22	DENR Compound, Canlubang exit, Mayapa-Cadre Road, Calamba City, Laguna
Mimaropa	25	DENR by the Bay, 1515 L & S Bldg., Salas -Cuarteles St., Roxas Blvd., Ermita, Manila 1000
Region 5	22	Regional Center Cite, Rizal St., Rawis Legazpi City, Albay
Region 6	26	Pepita Aquino Ave., Port Area, Iloilo City
Region 7	20	Govt. Center, Sudlon, Lahug, Cebu City
Region 8	27	Brgy.2., Sto. Nino Ext., Tacloban City
Region 9	22	New Regional Gov't Ctr., Balintawak, Pagadian City, Zamboanga Del Sur
Region 10	25	Macabalan, Cagayan de Oro City, Misamis Oriental
Region 11	26	Km. 7, Lanang Davao City (SPED road)
Region 12	22	Aurora St., Koronadal City
Caraga	25	Ambago, Butuan City
<b>TOTAL</b>	<b>448</b>	





**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.*

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**Name of Company (in print)**

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**Signature of Company Authorized Representative**

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**Name & Designation (in print)**

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**Date**

**DENR BIDS AND AWARDS COMMITTEE**

**REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**Project:** PROCUREMENT OF IP PHONES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES CENTRAL OFFICE (CO), REGIONAL OFFICES (ROs) PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICES (PENROs) and COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICES (PENROs)

**Bid Ref. No.** Bid Ref. No. DENR-CO-2020-038

**APPROVED BUDGET FOR THE CONTRACT: P5,954,328.16**

**ENVELOPE 1: TECHNICAL COMPONENT**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | (a) Valid and current <b>Certificate of PhilGEPS Registration (Platinum Membership)</b> issued to bidder; <i>[Note: The valid and current Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the certificate certified true copies of the updated documents]</i><br><b>OR</b>  |
| <input type="checkbox"/> | (b) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives or its equivalent document; <b>and</b>  |
| <input type="checkbox"/> | (c) Copy of any of the following documents issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas:<br>a. Business/Mayor's Permit for 2020; or<br>b. Application for Business/Mayor's Permit with attached Official Receipt (OR) of payment of Licensing and Regulatory fees and 2019 Business/Mayor's Permit.<br><br><b>Note: Expired Business/Mayor's permit with Official Receipt of renewal application shall be accepted. Valid and current Business/Mayor's permit is subject for submission after award of contract but before payment, pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</b><br><br><b>and</b> |
| <input type="checkbox"/> | (d) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);  |

**B. TECHNICAL DOCUMENTS**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | (e) 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 <b>Annex I</b> );   |
| <input type="checkbox"/> | (f) 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 <b>Annex I-A</b> )<br><br>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:<br><br>i) Copy of End User's Acceptance; or<br>ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s |

(g) 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
5,954,328.16	119,086.56	297,716.41	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:

*The following are the grounds for forfeiture of Bid Security*

▪ **IF A BIDDER:**

- 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:**

- 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.

**Note: Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.**



(h) Conformity with **Section VI. Revised Schedule of Requirements (Terms of Reference as of 03 December 2020)** as attached in the Supplemental/Bid Bulletin No.1 and **Section VII Technical Specifications**, as specified in the Bidding Documents.

<input type="checkbox"/>	<p>(i) Original <b>Omnibus Sworn statement</b> in accordance with Section 25.3 of the IRR of RA 9184 and using the prescribed form attached as <b>Annex III</b> with attached <b>Proof of Authority of the bidder's authorized representative/s</b>:</p> <p>i. <b>FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE)</b>: Notarized or unnotarized Special Power of Attorney.</p> <p>ii. <b>FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE</b>: Notarized or unnotarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p><b>Notes</b> 1) <i>Should there be more than one (1) appointed authorized representatives, use the word "any of the following" or "OR", otherwise, all authorized representatives must sign/initial the bid submission.</i></p> <p>2) <i>Unnotarized documents shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</i></p> <p><b>IN THE CASE OF UNINCORPORATED JOINT VENTURE</b>: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>
<b>C. FINANCIAL DOCUMENTS</b>	
<input type="checkbox"/>	<p>(j) Audited Financial Statements (AFS) for CY 2019 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2020;</p>
<input type="checkbox"/>	<p>(k) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per <b>Annex IV</b>).</p> <p>The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p><b>OR</b></p> <p>Original copy of Committed Line of Credit (CLC) per <b>Annex IV-A</b> issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.</p> <p><b>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.</b></p>
<b>Class "B" Document: (For Joint Venture)</b>	
<input type="checkbox"/>	<p><b>If applicable, For Joint Ventures, Bidder to submit either:</b></p> <p>(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</p> <p>(ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (<b>Annex V</b>) 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</p> <p>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)]</p> <p><b>(l) 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.</b></p>

## ENVELOPE 2: FINANCIAL DOCUMENTS



- (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.

**Note: In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.**