



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No.1

**PROCUREMENT OF CISCO NETWORK SWITCHES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)
Bid Ref. No. DENR-CO-2024-021**

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Documents and to address queries/clarifications raised during the Pre-Bid Conference by the prospective bidder for the aforementioned project:

A. Revision to provisions/specifications in the Bidding Documents:

FROM		TO	
Section III. BID DATA SHEET			
20.2	Post Qualification 2. (e) List of at least two (2) Cisco Certified Network Associates-CCNA Routing & Switching who are regular and locally based employees and employed at least two (2) years prior to this procurement attached with the following: i. Certificate of Cisco Network Associates; ii. Company ID; iii. Certification issued by their HR Department that they are employees	20.2	Post Qualification 2. (e) List of at least two (2) Cisco Certified Network Associates-CCNA Routing & Switching who are regular and locally based employees and employed at least two (2) years prior to this procurement attached with the following: i. Certificate of Cisco Network Associates; ii. Company ID; iii. Certification issued by their HR Department that they are employees
Section VI. SCHEDULE OF REQUIREMENTS			
Schedule of Requirements (Terms of Reference as of 27 June 2024)		Revised Schedule of Requirements (Terms of Reference as of 10 July 2024)	

B. Response to queries/clarifications:	
QUERIES/CLARIFICATIONS	RESPONSE
May we request to relax the number of years of employment required for the two (2) Cisco Certified Network Associates?	Request granted. Please see attached Revised Schedule of Requirements.

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 Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.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 11th day of July 2024 in Quezon City.

Approved by:


EVELYN G. NILLOSAN
 Chief, Management Division &
 Alternate Vice 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 10 July 2024



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



TERMS OF REFERENCE

As of 10 July 2024

Procurement of Cisco Network Switches for the Department of Environment and Natural Resources (DENR)

I. RATIONALE

The DENR Network infrastructure has been made to accommodate the growing number of computing users and increasing volume of electronic information accessed and stored daily. End-user demands a fast and resilient network infrastructure. Furthermore, the DENR's current network equipment and devices are outdated and obsolete and have already reached End-of-life and End-of-Support.

In view of this and taking into consideration the emergence of security threats among institutions and government agencies, it is recommended to have a network refresh and rehabilitation to improve network performance and security and support the department's network and critical applications.

In response, the DENR Knowledge and Information Systems Service (KISS) through its Network Infrastructure Management Division (NIMD) has embarked on the acquisition of a new, secure and responsive network infrastructure with the upgrade of network switches. This will also ensure reliability and improve longevity and capacity of the network to support the ever growing demands in information technology of the department.

II. APPROVED BUDGET OF THE CONTRACT

The total ABC for the project is **PhP11,900,000.00** inclusive of all applicable government taxes and service charges.

III. SCOPE OF WORK

Supply, delivery, configuration and testing of sixteen (16) brand-new Cisco Switches for the Regional Office and three (3) Access Switch for the Central Office (Civil Service, Multi-Purpose and Annex Building).

IV. BIDDER'S QUALIFICATION

- A.** Must have at least five (5) years' experience in providing similar contracts (supply and delivery of Network Switches) with attached proof accompanied by correspondence from references indicating date of execution of contract as well as their contactable references.
- B.** Service provider must be a Cisco System Integrator for at least seven (7) years in the Philippines.

Visayas Avenue, Diliman, Quezon City 1100, Philippines
www.denr.gov.ph

Page 1 of 4

- C. Must be an authorized partner of Cisco Systems Inc. and must be supported by a Certification from the manufacturer's local office.
- D. Service providers must have at least two (2) Cisco Certified Network Associates – CCNA Routing & Switching who are regular and locally based employees. They must submit a certificate of Cisco Network Associates and company ID with certification of their HR Department that they are employees.

V. PROJECT REQUIREMENTS

A. Technical Specifications (Minimum requirements unless otherwise specified)

ITEM	Description	Quantity
1	Core Switch <ul style="list-style-type: none">● Cisco DNA support● 208 Gbps Switching Capacity● 154 Mbps Forwarding Rate● Rack mountable● 24 x Gigabit RJ45 Ethernet Ports Data● Dual Power Supply (350W AC)● Stackable● 8 x 10GE Network Module	16
2	Access Switch <ul style="list-style-type: none">● Cisco DNA Support● 128 Gbps Switching Capacity● 95 Mbps Forwarding Rate● Rack mountable● 24 x Gigabit RJ45 Ethernet Ports PoE+● Power Supply (715W AC)● Stackable● 4 x 10GE Fixed Uplink	3

Note: *Technical Evaluation shall be based on the documents submitted such as, but not limited to brochures and technical data sheet to be submitted during post-qualification within five (5) calendar days from receipt of Notice from the Bids and Awards Committee (BAC) declaring the bidder as having the lowest or single calculated bid.*

B. Delivery Period and other deliverables

1. The winning bidder shall supply and deliver core and access switches at the DENR Central Office, through Property and Supply Management Division (PSMD) Supply Management Section (SMS) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City within ninety (90) calendar days from receipt of Notice to Proceed (NTP).
2. Winning bidder must provide a **Warranty Certificate** valid for a minimum of one (1) year 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.

Visayas Avenue, Diliman, Quezon City 1100, Philippines
www.denr.gov.ph

- b. Software/firmware upgrade and updates.

 - c. Full replacement of defective items and materials including parts and labor, free of charge.
3. 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.
4. Configuration and Testing
- a. The switch is to be configured as required by the Network team of the DENR-CO.
 - b. The testing will be undertaken for a period of one (1) calendar day and will be attested to by NIMD personnel.
 - c. 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 one (1) calendar day.
 - d. During the testing period, the winning bidder will not be held liable for performance degradation/interruptions that are beyond its control such as power outages and malfunction of DENR's own equipment

VI. Terms of Payment

Payment shall be made after completion of the project as detailed below:

Timeline	Project Deliverables	Documentary Requirements
Within ninety (90) calendar days from receipt of Notice to Proceed (NTP)	<ul style="list-style-type: none">● Supply, delivery, configuration and testing of Network switches at the DENR Central Office.	<ul style="list-style-type: none">● Delivery Receipt received by PSMD-SMS.● Test Report attested to and accepted by End-user.● Warranty Certificate submitted by Bidder.● Certificate of Inspection and Acceptance issued by End-user.● Sales Invoice or Billing Statement

Prepared by:


ALBERT M. PARPAN JR.
Computer Programmer III
NIMD

Prepared and Reviewed by:


EUGENE C. DE GUZMAN
OIC-Chief, NIMD

Approved by:


ARLENE A. ROMASANTA
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

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

Project: **PROCUREMENT OF CISCO NETWORK SWITCHES FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO)**

Bid Ref. No. **DENR-CO-2024-021**

APPROVED BUDGET FOR THE CONTRACT: ₱11,900,000.00

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 "Supply and Delivery of Network Switches"

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-CENTRAL OFFICE (DENR-CO)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration
11,900,000.00	238,000.00	595,000.00	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 Section VI. Revised Schedule of Requirements (Terms of Reference as of 10 July 2024) as enumerated and specified in the Supplemental/Bid Bulletin No. 1 and Sections VII. Technical Specifications of the Bidding Documents.</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.