



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



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No. 1

**PROCUREMENT OF SUBSCRIPTION TO ADOBE CREATIVE CLOUD FOR TEAMS
FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

Bid Ref. No. DENR-CO-2024-039

Approved Budget for the Contract: P 3,200,000.00

This **Supplemental/Bid Bulletin No. 1** is being issued to revise provisions/specifications in the Bidding Documents in response to clarifications/requests raised by prospective bidders during the Pre-Bid Conference conducted on 05 July 2024 for the aforementioned project:

Revision to provisions/specifications in the Bidding Documents	
FROM	TO
SECTION VI. SCHEDULE OF REQUIREMENTS	
Section VI. Schedule of Requirements (Terms of Reference as of 04 June 2024)	Revised Section VI. Schedule of Requirements Terms of Reference as of 05 July 2024
...XXX... III. Project Description This project involves the supply and delivery of forty Adobe Creative Cloud for Teams All Application Subscriptions valid for one (1) year for the DENR Central Office. ...XXX...	...XXX... III. Project Description This project involves the supply and delivery of forty Adobe Creative Cloud for Teams (Pro Edition) All Application Subscriptions shall be valid for one (1) year for the DENR Central Office. ...XXX...
SECTION IX. PRESCRIBED/SAMPLE FORMS	
Annex VI. Bid Form	Revised Annex VI. Bid Form

Bidders are advised to use the following forms and submit together with all the other required documents for the submission of bids on **19 July 2024 at 9:00 AM**:

- 1. Revised Section VI. Schedule of Requirements**
- 2. Revised Annex VI. Bid Form**

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 Any provisions in the Bidding Documents inconsistent herewith are amended, modified, and superseded accordingly.

For guidance and information of all concerned.

Issued this 12th 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)		

Revised Section VI. 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 05 July 2024



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



TERMS OF REFERENCE As of 05 July 2024

Procurement of Subscription to Adobe Creative Cloud for Teams for the Department of Environment and Natural Resources

I. RATIONALE

The DENR is the primary agency responsible for the conservation, management, development, and proper use of the country's environment and natural resources. In order to effectively and efficiently perform its mandated tasks and responsibilities, DENR employees must have necessary ICT resources such as but not limited to desktop, laptop, server, software, uninterrupted power supply (ups), etc. With this, the DENR shall procure adobe subscription for use of adobe applications to support such tasks and responsibilities.

II. APPROVED BUDGET FOR THE CONTRACT

The total ABC for the project is **PhP3,200,000.00** inclusive of all applicable government taxes and service charges.

III. PROJECT DESCRIPTION

This project involves supply and delivery of forty (40) Adobe Creative Cloud for teams (Pro Edition). All Application Subscription shall be valid for one (1) year for the DENR Central Office. Accounts will be distributed accordingly: ten (10) SCIS sixteen, (16) Regional Offices, four (4) staff bureaus (LMB, BMB, ERDB and FMB), five (5) KISS, two (2) FASPS and three (3) HRDS

IV. QUALIFICATION OF BIDDER

- A. Bidders must have at least six (6) years' experience in providing similar (supply and delivery of Adobe Creative Cloud Subscription) and should provide proof accompanied by correspondence from referees indicating that such project was executed as well as their contactable references.
- B. Bidder Must be an Adobe Platinum or Gold Partner and should provide a partnership certificate.
- C. Bidders must provide certification that they have the capacity and ability to provide maintenance services and technical support.

V. PROJECT REQUIREMENTS

A. General Specifications (Minimum Technical Requirements unless Otherwise Specified)

1. Creative Applications

Industry-leading apps for design, photography, video, and web — including Adobe Photoshop, Illustrator, InDesign, Spark, and Acrobat Pro.

2. Easy license management

Assign and reassign licenses quickly with a web-based Admin Console.

3. Adobe Fonts

Access to thousands of fonts right within a Creative Cloud apps.

4. 1 Terabyte of cloud storage per user

Extra storage makes it easier for teams to share and manage creative assets.

5. Behance

Access the world's largest creative community.

6. Creative Cloud Libraries

Teams can share assets across their apps and devices, so everyone's in sync.

B. After-Sales Support

Access to Adobe Premium Tech Support

Advanced 24/7 tech support, 1:1 Expert Sessions, and resources for standout creative work, including Adobe Fonts, Behance, and tutorials for every skill level.

VI. DELIVERY PERIOD AND PLACE OF DELIVERY

The winning bidder shall supply and deliver a Certificate of Subscription for the project requirements at the DENR Central Office, through Supply Management Section-Property and Supply Management Division (PSMD) located at Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City within **thirty (30) calendar days** from receipt of Notice to Proceed (NTP).


VII. TERMS OF PAYMENT


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

Timeline	Project Deliverables	Documentary Requirements
Within thirty (30) calendar days from receipt of NTP	<ul style="list-style-type: none">As indicated in Project Description and Project Requirements in this TOR (item III & V)	<ul style="list-style-type: none">Delivery Receipt received by SMS-PSMD.Certificate of SubscriptionCertificate of Inspection and Acceptance issued by DENR.Billing Statement or Sales invoice.Bank Details

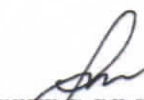
Prepared by:

Prepared by:

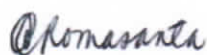

MICHAEL L. PAGULAYAN
Administrative Assistant III
KISS-NIMD


JOVAN L. LUCIANO
Senior IT Support Specialist
KISS-NIMD

Reviewed by:


EUGENE C. DE GUZMAN
OIC Chief, NIMD
Knowledge and Information Systems Service

Approved by:


ARLENE A. ROMASANTA
Director
Knowledge and Information Systems Service
Department of Environment and Natural Resources

Let's Go Green!

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

(page 3 of 3)

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 Authorized Representative

Name of Authorized Representative (in print)

Designation (in print)

**PROCUREMENT OF SUBSCRIPTION TO ADOBE CREATIVE CLOUD FOR
TEAMS FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES (DENR)**

Bid Ref. No. DENR-CO-2024-039

Approved Budget for the Contract – ₱3,200,000.00

Bid Form

To: **DENR Bids and Awards Committee**
DENR-Central Office
DENR Main Building, DENR Compound,
Visayas Avenue, Diliman, Quezon City

Gentlemen and/or Ladies:

I/We, having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin, *if any*, the receipt of which is hereby acknowledge, I/We, the undersigned offer to *supply/deliver/perform the following* in conformity with the said PBDs for the sum specified in the table below or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this bid. The total bid price includes the cost of all applicable taxes, which are itemized herein or in the Price Schedules.

Description	Qty./Unit	Total ABC (P)	Financial Bid (P)	
			Unit Cost (P)	Total Cost (P)
Procurement of Subscription to Adobe Creative Cloud for Teams for the DENR	40 Licenses	3,200,000.00		
TOTAL BID PRICE (Amount in Words): _____				

Note: Please indicate "0" or "-" for item/s offered for free to the DENR. Incomplete financial proposal shall be considered non-responsive and thus, automatically disqualified in accordance with Section 32.2.1 (a) of the 2016 Revised IRR of RA 9184.

If our Bid is accepted, we undertake:

- a. to deliver the goods on accordance with the delivery schedules specified in the Schedule of Requirements of the PBDs;
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs ;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain bidding upon us at any time before the expiration of that period.

Revised Annex VI

(page 2 of 2)

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

I/We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of the company as evidences by the attached Secretary's Certificate/Board of Resolution/Special Power of Attorney in the submitted Omnibus Sworn Statement.

I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Legal Capacity (in print)

Duly Authorized to sign for and behalf of:

Date

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

Project: PROCUREMENT OF SUBSCRIPTION TO ADOBE CREATIVE CLOUD FOR TEAMS FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)

Bid Ref. No. DENR-CO-2024-039

APPROVED BUDGET FOR THE CONTRACT: P3,200,000.00

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 Adobe Creative Cloud Subscription**"*
- 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
3,200,000.00	64,000.00	160,000.00	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: <ol 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: <ol 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 Section VI. Schedule of Requirements (Terms of Reference as of 05 July 2024) (all pages) as enumerated and specified in the Supplemental/Bid Bulletin No. 1. and Section 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> <ol 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 (**Revised 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.