



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City

**PROCUREMENT OF INFORMATION AND
COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR
THE REHABILITATION AND MODERNIZATION OF THE
DEPARTMENT OF ENVIRONMENT AND NATURAL
RESOURCES (DENR) SERVER ROOMS AT
REGIONS III AND IV-A**

Bid Ref. No. DENR-CO-2024-016

Approved Budget for the Contract: ₱10,500,000.00

BIDS AND AWARDS COMMITTEE

AUGUST 2024

**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**

Visayas Avenue, Diliman, Quezon City, 1128

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Glossary of Acronyms, Terms, and Abbreviations

ABC	: Approved Budget for the Contract.
BAC	: Bids and Awards Committee.
Bid	: A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as <i>Proposal</i> and <i>Tender</i> . (2016 revised IRR, Section 5[c])
Bidder	: Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])
Bidding Documents	: The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])
BIR	: Bureau of Internal Revenue.
BSP	: Bangko Sentral ng Pilipinas.
Consulting Services	: Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])
CDA	: Cooperative Development Authority.
Contract	: Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
CIF	: Cost Insurance and Freight.
CIP	: Carriage and Insurance Paid.
CPI	: Consumer Price Index.
DDP	: Refers to the quoted price of the Goods, which means “delivered duty paid.”
DTI	: Department of Trade and Industry.
EXW	: Ex works.
FCA	: “Free Carrier” shipping point.
FOB	: “Free on Board” shipping point.
Foreign-funded Procurement or Foreign-Assisted Project	: Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).
Framework Agreement	: Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods

or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

- GFI** : Government Financial Institution.
- GOCC** : Government-owned and/or –controlled corporation.
- Goods** : Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])
- GOP** : Government of the Philippines.
- GPPB** : Government Procurement Policy Board.
- INCOTERMS** : International Commercial Terms.
- Infrastructure Projects** : Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])
- LGUs** : Local Government Units.
- NFCC** : Net Financial Contracting Capacity.
- NGA** : National Government Agency.
- PhilGEPS** : Philippine Government Electronic Procurement System.
- Procurement Project** : refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)
- PSA** : Philippine Statistics Authority.
- SEC** : Securities and Exchange Commission.
- SLCC** : Single Largest Completed Contract.
- Supplier** : refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.
- UN** : United Nations.



Section I. Invitation to Bid

INVITATION TO BID

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A
Bid Ref. No. DENR-CO-2024-016

Total Approved Budget for the Contract: P10,500,000.00

- The **Department of Environment and Natural Resources (DENR)** through the FY 2024 General Appropriations Act (GAA) intends to apply the sum of **Pesos: Ten Million Five Hundred Thousand (PhP10,500,000.00)** being the ABC to payments under the contract for **PROCUREMENT OF ICT SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DENR SERVER ROOMS AT REGIONS III AND IV-A** under Bid Ref. No. DENR-CO-2024-016. Bids received in excess of the ABC shall be automatically rejected at bid opening:

Lot No.	Description	Qty.	Funding Source	ABC (P) (Vat Inclusive)
1	Region III	1 Lot	GAA 2024	6,000,000.00
2	Region IV-A			4,500,000.00
TOTAL ABC				10,500,000.00

- Bidders may bid for one (1) lot or both lots.
- The DENR now invites bids for the above Procurement Project. Bidders should have completed, within the last five (5) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

The timeline and delivery period for the project are as follows:

Lot No.	Delivery Period
1	: Design and planning documentation must be completed within seven (7) calendar days from receipt of the Notice to Proceed (NTP).
	The server room renovation, expansion, and installation activities must be completed within one hundred (100) calendar days from the project start or kick-off date.
	Commissioning and testing reports, as-built drawings, and comprehensive handover documentation must be completed within seven (7) days from project completion.
2	: Design and planning documentation must be completed within seven (7) calendar days from receipt of NTP.
	The server room transfer and installation activities must be completed within one hundred (100) calendar days from the project start or kick-off date.
	Commissioning and testing reports, as-built drawings, and comprehensive handover documentation must be completed within seven (7) calendar days from project completion.



*Similar project shall mean **“Structured/Network Cabling, and/or Establishment/Renovation/Rehabilitation of ICT Facilities”**.*

4. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from DENR and inspect the Bidding Documents at the address given below from Mondays to Fridays, 9:00 AM to 4:00 PM.
6. A complete set of Bidding Documents may be acquired by interested bidders by requesting a copy of Order Form via email at bac.co@denr.gov.ph prior payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:

Lot No.		Cost/Price of Bid Documents (Cash payment only) (P)
1	:	10,000.00
2	:	5,000.00
Total		15,000.00

The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

7. The **Schedule of Bidding Activities** shall be as follows:

ACTIVITIES	DATE & TIME	VENUE/MODE
1. Sale and Issuance of Bid Documents	9:00 AM to 4:00 PM only Mondays to Fridays Starting 20 August 2024	BAC Secretariat c/o Dianne G. Ibias at BAC Secretariat Office, 2 nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
2. Pre-Bid Conference	28 August 2024, (Wednesday) 1:00 PM	Online via Google Meet Platform
3. Submission of Bid Documents	11 September 2024 (Wednesday) 9:30 AM	BAC Secretariat Office, 2 nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
4. Opening of Bids	11 September 2024 (Wednesday) 11:00 AM	Online via Google Meet Platform

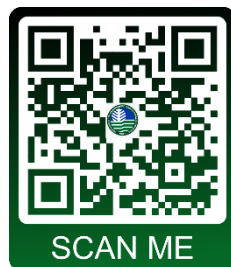


8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. A maximum of two (2) representatives per bidder shall be allowed to participate in the videoconference.

Registration is required prior to attending the videoconference. To secure the Google Meet Link for the Pre-Bid Conference, each representative must register and provide the required information by accessing the provided link or scanning the QR code below:

LINK: <https://forms.gle/Dw9GPrVe1ioyj9o98>

QR CODE:



Bidders are encouraged to send their authorized representative/s or personnel who are familiar with the project's technical requirements and preparation of bidding documents.

10. The DENR reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

Dianne G. Ibias

Head, BAC Secretariat

*BAC Secretariat Office, Basement, DENR Main Building,
Visayas Avenue, Diliman, Quezon City*

Email Address: bac.co@denr.gov.ph

Telephone/Fax No.: (02) 8926-2675

12. For downloading of Bidding Documents, you may visit: <https://denr.gov.ph/bid-type/invitation-to-bid/>

16 August 2024

(sgd.)

EVELYN G. NILLOSAN

Chief, Management Division &

Alternate Vice Chairperson, Bids & Awards Committee



Section II. Instructions to Bidders



1. Scope of Bid

The Procuring Entity, **Department of Environment and Natural Resources-Central Office** wishes to receive Bids for the **PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A**, with identification number **DENR-CO-2024-017**.

The Procurement Project (referred to herein as “Project”) is composed of **Two (2) Lots**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2024** in the amount of Pesos: **Ten Million Five Hundred Thousand (PhP10,500,000.00)**, detailed below:

Lot No.	Description	ABC (P)
1	Region III	6,000,000.00
2	Region IV-A	4,500,000.00
TOTAL		10,500,000.00

2.2. The source of funding is **NGA, General Appropriations Act**.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an **SLCC that is at least one (1) contract similar to the Project** the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. **For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.**
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that **Subcontracting is not allowed.**

- 7.2. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and through videoconferencing/webcasting as indicated in the **IB**.



9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **the last five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

- iv. The price of other (incidental) services, if any, listed in e.
- b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
 - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
 - a. **Philippine Pesos.**

14. Bid Security

- 14.1. The Bidder shall submit a **Bid Securing Declaration¹ or any form of Bid Security** in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2. The Bid and bid security shall be **valid for one hundred twenty calendar days from the date of opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy (1) of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

All envelopes shall:

- (a) contain the name of the contract to be bid in capital letters;
- (b) bear the name and address of the Bidder in capital letters;

¹ In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- (c) be addressed to the Procuring Entity's BAC;
- (d) bear the specific identification of this bidding process indicated in the ITB Clause

TO	:	THE BIDS AND AWARDS COMMITTEE
		DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
FROM	:	_____
		(Name of Bidder in Capital Letters)
ADDRESS:		_____
		(Address of Bidder in Capital Letters)
PROJECT:		_____
BID REF NO:		_____
		(In Capital Letters, Indicate the Phrase):
		"DO NOT OPEN BEFORE: _____

102; and bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, as specified in the IB.

16. Deadline for Submission of Bids

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address as indicated in the **IB**.

17. Opening and Preliminary Examination of Bids

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case

maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.

19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.

19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items that shall be awarded as one contract.

19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.1. Within a non-extendible period of **five (5) calendar days** from receipt by the Bidder of the notice from the BAC that it submitted the Lowest/Single Calculated Bid, the Bidder shall submit **its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.**

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS.**



Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause																									
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> a. “Structured/Network Cabling, and/or Establishment/ Renovation/ Rehabilitation of ICT Services.” and b. Completed within the last five (5) years prior to the deadline for the submission and receipt of bids. 																								
7.1	<i>Subcontracting is not allowed.</i>																								
12	The price of the Goods shall be quoted DDP <i>Philippines</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.																								
14.1	<p>The bid security shall be in any of the following forms issued in favor of the Department of Environment and Natural Resources (DENR):</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4F7942; color: white;"> <th style="width: 8%;">Lot No.</th> <th style="width: 20%;">Description</th> <th style="width: 15%;">Project ABC (P)</th> <th style="width: 20%;">Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (P)</th> <th style="width: 15%;">Bid Security: Surety Bond (5%) (P)</th> <th style="width: 22%;">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Region III</td> <td style="text-align: right;">6,000,000.00</td> <td style="text-align: right;">120,000.00</td> <td style="text-align: right;">300,000.00</td> <td style="text-align: center;">No required Amount</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Region IV-A</td> <td style="text-align: right;">4,500,000.00</td> <td style="text-align: right;">90,000.00</td> <td style="text-align: right;">225,000.00</td> <td style="text-align: center;">No required Amount</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: right;">10,500,000.00</td> <td style="text-align: right;">210,000.00</td> <td style="text-align: right;">525,000.00</td> <td></td> </tr> </tbody> </table>	Lot No.	Description	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)	Bid Securing Declaration	1	Region III	6,000,000.00	120,000.00	300,000.00	No required Amount	2	Region IV-A	4,500,000.00	90,000.00	225,000.00	No required Amount	TOTAL		10,500,000.00	210,000.00	525,000.00	
Lot No.	Description	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)	Bid Securing Declaration																				
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TOTAL		10,500,000.00	210,000.00	525,000.00																					
19.3	<p><i>The project will be awarded in two (2) lots. Details as follows:</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #4F7942; color: white;"> <th style="width: 10%;">Lot No.</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">ABC (P)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Region III</td> <td style="text-align: right;">6,000,000.00</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Region IV-A</td> <td style="text-align: right;">4,500,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: right;">10,500,000.00</td> </tr> </tbody> </table>	Lot No.	Description	ABC (P)	1	Region III	6,000,000.00	2	Region IV-A	4,500,000.00	TOTAL		10,500,000.00												
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2	Region IV-A	4,500,000.00																							
TOTAL		10,500,000.00																							
20.2	<p>Post Qualification: Within a non-extendible period of five (5) calendar days from receipt by the supplier of the Notice from the BAC that the supplier has the Single/Lowest Calculated Bid (S/LCB), the Supplier shall submit and/or present the following requirements for post qualification:</p> <p><u>Applicable for Lot No. 1 and 2</u></p> <ol style="list-style-type: none"> 1. Present an original copy and submit a certified true copy of the following: <ol style="list-style-type: none"> a) Registration certificate from SEC, Department of Trade and Industry (DTI) for a sole proprietorship, or CDA for cooperatives; b) Valid and current Business/Mayor's Permit issued to the 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; c) Valid and current Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); d) Audited Financial Statements (AFS) for CY 2023 received (with stamped receipt or with attached copy of acknowledgment thru email) by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2024; 																								

- e) **2023 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copies of Quarterly VAT returns and its corresponding payments);**
- f) POs or Contracts for all Ongoing Contracts as listed per submitted Annex I with corresponding contact details (contact person, contact number & e-mail address);
- g) PO or Certificate of Completion as per submitted Annex I-A;
- h) PO, Contract, Certificate of Registration from SEC, or any equivalent document as proof of at least six (6) years of experience in the field of structured/network cabling, and/or establishment/renovation/rehabilitation of ICT facilities;
- i) Certificate of Performance Evaluation (**Annex VII**) or equivalent document with a rating of at least Satisfactory issued by the Largest Contract/s Client/s of the bidder per submitted Annex I-A. The certification/document must indicate that the evaluation was based on the bidder's performance on timely delivery, compliance to specifications, warranty, and after-sales service.

[In case of a Joint Venture between local companies, both partners must present the original and submit copies of the 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). In case of a foreign partner, must present/submit a Corporate Financial Statement or Annual Report.]

Applicable for Lot No. 1 and 2

2. Submit the original copy of the following:

- a) Company Profile (per **Annex VIII**). Company printed brochure may be included;
- b) Vicinity map/location of the business;
- c) Certification that the service provider has a 24/7 helpdesk system via phone and email support that includes:
 - i. Single Point Contact for Problem Reporting;
 - ii. Technical Engineer Dispatch Facility;
 - iii. Case Logging and Monitoring; and
 - iv. Technical Support History and Reporting
- d) List of names of the following personnel, attached with the following requirements:

Personnel	Required Years of Experience in its field of Work	Required Years of Employment in the Service Provider	Documentary Requirements
PROJECT MANAGEMENT TEAM			
At least one (1) Head Project Manager	At least five (5) years in Project Management	At least three (3) years	<ul style="list-style-type: none"> • Curriculum Vitae; • Valid Certification relative to Project Management • Company-issued ID • Certificate of Employment issued by the Service Provider's HR Department • Proof of SSS Premium Remittances for the past three (3) years • List of completed and ongoing projects starting from year 2019 to 2024 management to prove five (5) years of experience.



Personnel	Required Years of Experience in its field of Work	Required Years of Employment in the Service Provider	Documentary Requirements
One (1) Assistant Project Manager	At least two (2) years in Project Management	At least two (2) years	<ul style="list-style-type: none"> Curriculum Vitae Valid Certification relative to Project Management Company-issued ID Certificate of Employment issued by the Service Provider's HR Department Proof of SSS Premium Remittances for the past two (2) years List of completed and ongoing projects starting from year 2022 to 2024 relative to project management to prove two (2) years of experience.
OTHER PERSONNEL			
At least two (2) Certified Fiber Optic Technician	None	At least one (1) year	<ul style="list-style-type: none"> Curriculum Vitae Company-issued ID Certificate of Employment issued by the Service Provider's HR Department Proof of SSS Premium Remittances for the past year Valid Certification

- e) Technical Support Organizational Structure and Escalation Level detailing the escalation procedure; the person responsible for answering technical support calls and his/her contact details (i.e. contact person, position, contact numbers, and email address);
- f) Detailed Financial Breakdown including a summary sheet indicating the unit prices of materials, labor rates, and equipment rentals, if any, used in coming up with the Bid; and
- g) Brochures for the following (original or internet download/Technical Data Sheet or equivalent) items being offered showing compliance to the technical specifications. (If not in English, please refer to Clause 10.3 of the Instruction to Bidders and Section 23.2 of the 2016 Revised IRR of RA 9184):

For Lot No. 1
1. 2 HP Air Conditioning Unit
2. UTP Cable cat6 pairs
3. 24 Port Switch
4. Dome IP CCTV
Bullet IP CCTV
5. Network Video Recorder (32 Channel)
6. Door Access
7. Environmental Management/Monitoring System

For Lot No. 2
1. UTP Cable cat6 pairs
2. AP Controller
4. Dome IP CCTV
5. Network Video Recorder (4 Channel)
6. Door Access
7. Environmental Management/Monitoring System



	<p style="text-align: center;"><i>(In case of a Joint Venture, both partners must present/submit items a and b)</i></p> <ol style="list-style-type: none">3. Present the original copy of the end-user's Acceptance or Official Receipt/Sales Invoice/Collection Receipt/s relative to the Single Largest Completed Contract per submitted Annex I-A.4. Submit certified true copies of the Eligibility, Technical and Financial Documents in two (2) sets, marked as "COPY 1" and "COPY 2".5. Submit digital/scanned copies of Eligibility, Technical, Financial and Post-qualification documents stored in a Universal Serial Bus (USB) flash drive. <p>Failure of the bidder declared as Single/Lowest Calculated Bid (S/LCB), to duly submit the above requirements or a finding against the veracity of such shall be grounds for forfeiture of the bid security and disqualify the bidder for award.</p>
21.2	Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security, sign and date the contract, and return it to DENR.



Section IV. General Conditions of Contract



1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.



6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.



Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	<p>Delivery and Documents – For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <i>in the Philippines</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <hr/> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p>ARLENE A. ROMASANTA Director, Knowledge and Information Systems Service Department of Environment and Natural Resources Tel. No.: (02) 8249-3367 loc. 1144 or 1145</p> <hr/> <p>Incidental Services – The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and <p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>

Packaging –

The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation –

Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.

Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights – The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	Payment shall be made upon submission of complete documentary requirements in accordance with prevailing accounting and auditing rules and regulations.
4	Applicable inspection and testing shall be conducted by the Inspection and Pre-Acceptance Committee of the Department.



Section VI. Schedule of Requirements

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**Section VI-A
(page 1 of 12)****Lot No. 1 - Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room at Region III**

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 16 July 2024DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**TERMS OF REFERENCE**

As of 16 July 2024

Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room of Region 3**I. RATIONALE**

The use of information and communications technology (ICT) in government is an enabler for the nation to achieve digital transformation in the delivery of basic services. As DENR plays a pivotal role in the stewardship of the country's rich and diverse environment. Recognizing the imperative to adapt to the evolving landscape of information management and technological advancements, DENR has embarked on a strategic initiative – the Rehabilitation and Modernization of the ICT facilities in all DENR Offices.

In the case of DENR Region 3, it has been more than ten (10) years since their server room was established and no further improvement was made due to lack of funds. To ensure that their room is within the adhering to the latest industry standards both international and local, this project aims to enhance the physical environment to optimize functionality and aesthetics of their existing server room. It involves refurbishing through various improvements to its overall appearance and creating a clean, organized, and professional workspace.

In addition, the project extends its scope to rehabilitate their existing structured cabling, and extend to their hostel and records building, as we acknowledge its fundamental role in fostering seamless communication within DENR Offices. Furthermore, it also includes installation of support facilities such as environmental management systems and security systems. This upgrade not only facilitates faster data transfer but also positions DENR Region 3 for future technological advancements.

II. APPROVED BUDGET OF THE CONTRACT

The total ABC for the project is **SIX MILLION PESOS (PhP 6,000,000.00)** inclusive of all applicable government taxes and service charges.

III. QUALIFICATION OF SERVICE PROVIDER

- A.** Service Providers must be at least six (6) years in the field of structured/network cabling, and/or establishment / renovation/ rehabilitation of ICT facilities.
- B.** Service Provider must have at least:
1. Two (2) Certified Fiber Optic Technician all must be employed in the company at least one (1) years. Certification from HR of the company must be submitted as post qualification documents, as well as the Certificate for the field of expertise.
- E.** Service Provider must have a project management team to assure smooth implementation of the project: composed of at least one (1) Head Project Manager with at least five (5) years' experience in project management and employed in the company for three (3) years, and one

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**Section VI-A
(page 2 of 12)**

- (1) Assistant Project Manager with two (2) years' experience in project management and employed in the company for two (2) years.
- F. Service Provider must have a 24/7 helpdesk system via phone and email support that includes:
 - 1. Single point of Contact for Problem Reporting
 - 2. Technical Engineer Dispatch Facility
 - 3. Case Logging and Monitoring
 - 4. Technical Support History and Reporting

IV. PROJECT DELIVERABLES

A. Scope of Work

The scope of work for this project includes, but is not limited to, the following:

1. Server room renovation and expansion;

No.	Description	QTY	UNIT
1	Renovation of existing data center with installation of additional glass walling and glass door	1	LOT
2	Repainting works		
3	Ceiling Works		
4	Provision and installation of one (1) unit of 2HP Air Conditioning Unit (Split Type)		
5	Installation of Anti Static Vinyl		

2. Structured Cabling and Network Refresh - Vertical Cabling FOC Backbone Multimode;

No.	Description	QTY	UNIT
1	FOC Cable MM om3 8 core outdoor	500	MTRS
2	Fiber Panel 12 ports MM	2	PCS
3	Fiber Panel 24 ports MM	1	PCS
4	Fiber Pigtail 1 mtrs LC MM OM3	48	PCS
5	Fiber Patch Cord LC to LC 3 mtrs MM OM3	4	PCS
6	Roughing ins and consumables	1	LOT

3. Structured Cabling and Network Refresh - Horizontal Cabling;

No.	Description	QTY	UNIT
1	UTP Cable cat6 pairs	14	ROLL S
2	Patch Panel 24 ports	3	PCS
3	Cable Manager	3	PCS
4	Patch Cord UTP cat6 1m	70*	PCS
5	Roughing ins and consumables	1	LOT
6	Data cabinet wall mounted 600mm x 600mm 2ft	3	UNITS

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(page 3 of 12)**

No.	Description	QTY	UNIT
7	1KVA (for IDF)	3	UNITS
8	24 ports switch	5	UNITS
9	SFP module	4	UNITS

*note 8pcs buffer to be turnover to ICT personnel of the region.

4. Provision of Electrical Works;

No.	Description	QTY	UNIT
1	Installation of Separate panel board for data center	1	LOT
2	Installation of additional twist lock outlet supply for server cabinets	1	LOT

5. Provision of support facilities;

A. FM Fire Suppression;

No.	Description	QTY	UNIT
1	FM-200 100 LBS CYLINDER ASSEMBLY FREE AGENT(HFC227EA)	1	PC
2	FM-200 AGENT(HFC227ea)	100	LBS
3	ELECTRIC CONTROL HEAD, 24VDC	1	PC
4	DISCHARGE HOSE, VALVE OUTLET ADAPTER	1	PC
5	360 DEGREE DISCHARGE NOZZLE	1	PC
6	SINGLE HAZARD RELEASING CONTROL PANEL	1	SET
7	BACKUP BATTERY, 12VDC, 7AH	2	PCS
8	SMOKE DETECTOR PHOTOELECTRIC	2	PCS
9	STANDARD BASE TWO WIRE	2	PCS
10	MANUAL RELEASE STATION	1	PC
11	ABORT TOGGLE SWITCH	1	PC
12	DIAMETER FIRE ALARM BELL	1	PC
13	HORN STROBE	1	PC
14	LOCAL MATERIALS, LABOR AND INSTALLATION	1	LOT

B. CCTV

No.	Description	QTY	UNIT
1	DOME IP CCTV (4MP)	45	UNITS
2	NVR 32 channel	2	UNITS
3	Bullet IP CCTV	17	UNIT
4	8TB HDD	4	UNITS
5	Workstation	1	UNIT
6	Monitor 43"	2	UNIT

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**Section VI-A
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C. Door Access;

No.	Description	QTY	UNIT
1	Door access (Biometric)	2	UNIT
2	EM lock	2	UNIT
3	Key Switch	2	UNIT
4	Push button	2	UNIT
5	Break glass	2	UNIT
6	12v power supply	2	UNIT

D. Provision and Installation of Environmental Monitoring/Management System;

No.	Description	QTY	UNIT
1	SecurityProbe 5E p/n: SEC5ESVA SecurityProbe 4G Modem (Global) Internal 4G Cellular Modem With Voice Call For SecurityProbe, Global Frequency	1	UNIT
2	RopeWater Sensor 100 feet. Composed of sensing module, plus standard 20 feet non-sensing cable, plus 100 feet sensing rope	2	UNITS
3	Single Port Temperature and Humidity sensor with extension cable 5ft Can be extended at an additional cost to your desired cable length using CAT5 extension cables, CABXX, up to 1000 feet p/n: THS00	2	UNITS
4	Inline power Meter Control Relay	2	UNITS

6. Provision of Maintenance for one (1) year of all support facilities and cables;

Note: Please see Annexes for Floor Plans, Locations, Examples and Quantities. Prospective service provider/s are required to conduct site inspection to gauge the actual bill of materials, labor and services required for the project. The end-user or through his/her representative shall issue a Certificate of Site Inspection/Survey/Ocular for the prospective service provider. Site inspection shall be conducted prior to the schedule of submission and opening of bids.

B. Project Kickoff

The project kickoff meeting communicates the project goals and objectives to ensure the winning service provider’s project team and their DENR counterpart are clear on what they should be doing in the project.

The Meeting agenda must at least provide the following:

- Project Background
- Project Scope / Deliverables
- Project Timeline
- Risk Management
- Roles and Responsibilities

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Note: Other agenda can be added/included depending on the winning service provider's proposal.

C. Timeline and Deliverables

The project timeline will be determined in collaboration with the service provider. However, the following deliverables are expected:

1. Design and planning documentation within seven (7) calendar days from receipt of Notice to Proceed (NTP) which will be approved by a representative of NIMD and Regional ICT.
2. Completion of server room renovation and expansion, and installation activities within One-Hundred (100) calendar days from the project start or kick-off date.
3. Commissioning and testing reports, as-built drawings, and comprehensive handover documentation within seven (7) days from project completion.
4. Conduct Preventive Maintenance for support facilities.

D. Quality Assurance

The service provider is responsible for ensuring that all aspects of the Data center meet the highest quality standards. Regular inspections and quality checks should be conducted throughout the construction and installation phases to ensure compliance with industry best practices and relevant regulations.

E. Health and Safety

The service provider must prioritize health and safety during all project activities. All workers should adhere to appropriate safety protocols, wear personal protective equipment (PPE) where necessary, and follow established safety guidelines. The service provider must also comply with local regulations and standards relating to health and safety.

F. Reporting and Communication

The service provider shall provide regular progress reports to the NIMD and Regional ICT, including updates on construction milestones, key challenges, and any significant deviations from the project plan. Effective communication channels should be established to address any queries or concerns from the project team or stakeholders. The progress report shall be submitted weekly and acknowledged by all stakeholders.

G. Project Handover

1. Documentation:
 - a. As-built drawings and schematics: Provide accurate and up-to-date drawings and schematics of the server room and campus layout, including cables and equipment locations.
 - b. Operation and maintenance manuals: Prepare detailed manuals outlining the systems' operation, maintenance, and troubleshooting procedures.
 - c. System specifications and equipment lists: Document the specifications of all installed equipment.

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(page 6 of 12)**

- d. Testing and commissioning reports: Include comprehensive reports that outline the testing procedures, results, and compliance with design specifications.
 - e. Preventive maintenance schedules: Provide a schedule that outlines the recommended maintenance activities, frequencies, and tasks for the infrastructure installed.
2. Training and Knowledge Transfer:
 - a. Conduct training sessions: Organize training sessions for the maintenance personnel to ensure they are familiar with the operation, maintenance, and troubleshooting of the system installed.
 - b. Provide user manuals: Distribute user-friendly manuals or guides that explain the usage and best practices for operating the system installed.
 - c. Knowledge transfer sessions: Facilitate knowledge transfer sessions with the relevant staff to ensure they understand the system's intricacies, including control interfaces, alarm systems, and emergency protocols.
 - d. Provide training certificates for the abovementioned personnel or staff.
 3. Warranty and Support Information:
 - a. Warranty documentation: Provide copies of all warranties and guarantees associated with all installed equipment, specifying their duration, coverage, and contact information for warranty support.
 - b. Supplier and vendor contacts: Include a list of contacts for the suppliers and vendors involved in the project, including their names, roles, phone numbers, and email addresses, to facilitate future support or warranty claims.
 4. Project Closure Report:
 - a. Prepare a comprehensive project closure report summarizing the project objectives, achievements, challenges, and lessons learned.
 - b. Include a summary of the key deliverables, milestones achieved, and any outstanding or pending tasks or issues.
 - c. Provide recommendations for future improvements or enhancements to the Server Room infrastructure.
 5. Handover Meeting:
 - a. Conduct a formal handover meeting with the relevant stakeholders to review the project scope, deliverables, and documentation.
 - b. Address any outstanding questions or concerns and ensure a smooth transition of responsibilities.
 - c. Obtain sign-off and acceptance from the stakeholders indicating their satisfaction with the completed project thru a Project Sign-off Sheet.
 6. Ongoing Support and Maintenance:
 - a. Provide information about ongoing support and maintenance services, including technical and emergency assistance contact details.
 - b. Offer post-project support options, such as extended warranties, maintenance contracts, or service-level agreements (SLAs).

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(page 7 of 12)**

Note: The specific requirements for project handover may vary depending on the DENR's policies and project specifications. It is recommended that the service provider tailor the handover requirements to meet the unique needs of the project and the expectations of the stakeholders involved.

V. SUBMITTALS DURING POST-QUALIFICATION AND TECHNICAL EVALUATION

- A. Shall submit a copy of the purchase order or certificate of completion for the required completed contract similar to this project.
- B. Shall submit certificates as required on Section III (Qualification of Service providers).
- C. Shall submit proof of employment including individual CVs, SSS remittances, and copy of valid company id for certificates for certified personnel, project managers, and fiber optic technician.
- D. Shall submit certification, stating that they are capable of providing a 24/7 helpdesk system via phone and email support that includes:
 - 1. Single point of Contact for Problem Reporting
 - 2. Technical Engineer Dispatch Facility
 - 3. Case Logging and Monitoring
 - 4. Technical Support History and Reporting
- E. Shall submit brochures and/or technical data sheets of the Brand or Solutions being offered.
- F. Shall submit Technical Support Organizational Structure and Escalation Level detailing the escalation procedure; the person responsible for answering technical support calls and his/her contact details (i.e. contact person, position, contact numbers, and email address)

VI. LOCATIONS

The project implementation site will be at the Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga.

VII. DUTIES AND RESPONSIBILITIES OF THE DENR

- A. Grant the winning service provider'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 REGION 3 IT personnel;
- B. Responsible for the safe custody and use of the equipment provided by the winning service provider; and
- C. Issue a Certificate of Inspection and Acceptance to the winning service provider certifying conformance with the project Terms of Reference (TOR).

VIII. TERMS OF PAYMENT

DENR shall pay the service provider for its services. The payments for the services will be done in three (3) tranches as stated in the table below.

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**Section VI-A
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Timeline	Project Deliverables	Percentage Amount of Contract Price to be released as payments	Documentary Requirements
Within seven (7) calendar days from receipt of NTP	<ul style="list-style-type: none"> ● Design and planning activities 	5%	<ul style="list-style-type: none"> ● Design and Planning documentation ● Certificate of approval issued by NIMD and Regional Office (Region 3) ● Certificate of Inspection and Acceptance issued by DENR CO ● Sales Invoice or Billing statement. ● Bank Details
Within One Hundred Seven (107) calendar days from the project start or kick-off date	<ul style="list-style-type: none"> ● Completion of server room transfer, including the existing equipment ● Installation of support facilities. ● Commissioning and testing and submission of as-built drawings, and comprehensive handover documentation 	85%	<ul style="list-style-type: none"> ● Certificate of Acceptance issued by Regional Office (Region 3) ● Weekly Progress reports ● Certificate of Inspection and Acceptance issued by DENR ● Comprehensive handover documentation ● User Manuals ● Training Certificates ● Warranty documentation ● Supplier and Vendor Contacts ● Project Closure Report Project Sign-off Sheet ● Billing statement. ● Bank Details
Six (6) months after acceptance	<ul style="list-style-type: none"> ● Preventive maintenance. 	10%	<ul style="list-style-type: none"> ● Preventive maintenance report concurred by regional ICT. ● Billing statement. ● Bank Details



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**Section VI-A
(page 9 of 12)**

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**Section VI-A
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Annex: Layout Plan

DENR Regional Office 3 Server Room Proposed Layout



DENR Regional Office 3 Server Room Proposed Layout



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DENR Regional Office 3 Server Room Proposed Layout



DENR Regional Office 3 Server Room Proposed Layout



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**Section VI-A
(page 12 of 12)**

DENR Regional Office 3 Server Room Proposed Layout



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)

PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.**Section VI-B
(page 1 of 11)****Lot No. 2 - Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room at Region IV-A****A. TERMS OF REFERENCE as of 16 July 2024**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**TERMS OF REFERENCE**

As of 16 July 2024

Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Region CALABARZON Server Room**I. RATIONALE**

The use of information and communications technology (ICT) in government is an enabler for the nation to achieve digital transformation in the delivery of basic services. As DENR plays a pivotal role in the stewardship of the country's rich and diverse environment. Recognizing the imperative to adapt to the evolving landscape of information management and technological advancements, DENR has embarked on a strategic initiative – the Rehabilitation and Modernization of the ICT facilities in all DENR Offices.

In the case of DENR CALABARZON, it has been more than ten (10) years since their server room was established and no further improvement was made due to lack of funds. To ensure that their room is within the adhering to the latest industry standards both international and local, this project aims to enhance the physical environment to optimize functionality and aesthetics of their existing server room. It involves refurbishing through various improvements to its overall appearance and creating a clean, organized, and professional workspace.

In addition, the project extends its scope to rehabilitate their existing structured cabling within their office premises, as we acknowledge its fundamental role in fostering seamless communication within DENR Offices. Furthermore, it also includes installation of support facilities such as environmental management systems and security systems. This upgrade not only facilitates faster data transfer but also positions DENR CALABARZON for future technological advancements.

II. APPROVED BUDGET OF THE CONTRACT

The total ABC for the project is **FOUR MILLION FIVE HUNDRED THOUSAND PESOS (PhP 4,500,000.00)** inclusive of all applicable government taxes and service charges.

III. QUALIFICATION OF SERVICE PROVIDER

- A. Service Providers must be at least six (6) years in the field of structured/network cabling, and/or establishment / renovation/ rehabilitation of ICT facilities.
- B. Service Provider must have at least:
 1. Two (2) Certified Fiber Optic Technician all must be employed in the company for at least one (1) year. Certification from HR of the company must be submitted as post qualification documents, as well as the Certificate for the field of expertise.

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**Section VI-B
(page 2 of 11)**

- C. Service Provider must have a project management team to assure smooth implementation of the project: composed of at least one (1) Head Project Manager with at least five (5) years' experience in project management and employed in the company for three (3) years, and one (1) Assistant Project Manager with two (2) years' experience in project management and employed in the company for two (2) years.
- D. Service Provider must have a 24/7 helpdesk system via phone and email support that includes:
 - 1. Single point of Contact for Problem Reporting
 - 2. Technical Engineer Dispatch Facility
 - 3. Case Logging and Monitoring
 - 4. Technical Support History and Reporting

IV. PROJECT DELIVERABLES

A. Scope of Work

The scope of work for this project includes, but is not limited to, the following:

1. Server room expansion and renovation;

No.	Description	QTY	UNIT
1	Renovation of existing data center	1	LOT
2	Repaint Wall inside Server Room (2 Shades of Grey – ANSI 49 and 61).		
3	Paint all Dry Walls and Repaint existing walls with the same color (TBD).		
4	Ceiling works, with existing glass wall and sliding glass door, covering existing glass window with dry walling		
5	Re use existing two units ACU		
6	Installation of Anti Static Vinyl		

2. Structured Cabling and Network Refresh - Vertical Cabling FOC Backbone Multimode;

No.	Description	QTY	UNIT
1	FOC Cable MM om3 8 core outdoor	400	MTRS
2	Fiber Panel 12 ports MM	2	PCS
3	Fiber Panel 24 ports MM	1	PCS
4	Fiber Pigtail 1 mtrs LC MM OM3	32	PCS
5	Fiber Patch Cord LC to LC 3 mtrs MM OM3	4	PCS
6	Roughing ins and consumables	1	LOT

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3. Structured Cabling and Network Refresh - Horizontal Cabling;

No.	Description	QTY	UNIT
1	UTP Cable cat6 pairs	6	ROLLS
2	Patch Panel 24 ports	8	PCS
3	Cable Manager	8	PCS
4	Patch Cord UTP cat6 1m	160*	PCS
5	Roughing ins and consumables	1	LOT
6	Data cabinet wall mounted 600mm x 600mm 3ft	2	UNIT
7	Data cabinet 42u 600mm x 1170mm perforated dual front door	1	UNIT
8	SFP module	4	UNITS
9	AP controller	1	UNIT
10	Relocation of IDF from EE room to a well ventilated area using consolidation point	1	LOT

*note 10 pcs buffer to be turnover to ICT personnel of the region.

4. Provision of Electrical Works;

No.	Description	QTY	UNIT
1	Installation of Separate panel board for data center	1	LOT
2	Installation of additional twist lock outlet supply for server cabinets	1	LOT

5. Provision of support facilities;

A. FM Fire Suppression;

No.	Description	QTY	UNIT
1	FM-200 100 LBS CYLINDER ASSEMBLY FREE AGENT(HFC227EA)	1	PC
2	FM-200 AGENT(HFC227ea)	100	LBS
3	ELECTRIC CONTROL HEAD, 24VDC	1	PC
4	DISCHARGE HOSE, VALVE OUTLET ADAPTER	1	PC
5	360 DEGREE DISCHARGE NOZZLE	1	PC
6	SINGLE HAZARD RELEASING CONTROL PANEL	1	SET
7	BACKUP BATTERY, 12VDC, 7AH	2	PCS
8	SMOKE DETECTOR PHOTOELECTRIC	2	PCS
9	STANDARD BASE TWO WIRE	2	PCS
10	MANUAL RELEASE STATION	1	PC
11	ABORT TOGGLE SWITCH	1	PC
12	DIAMETER FIRE ALARM BELL	1	PC
13	HORN STROBE	1	PC
14	LOCAL MATERIALS, LABOR AND INSTALLATION	1	LOT

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B. CCTV;

No.	Description	QTY	UNIT
1	DOME IP CCTV (4MP)	3	UNITS
2	NVR 4 channel	1	UNITS
3	3TB HDD	3	UNITS
4	1kva UPS	1	UNIT

C. Door Access;

No.	Description	QTY	UNIT
1	Door access (Biometric)	1	UNIT
2	EM lock	1	UNIT
3	Key Switch	1	UNIT
4	Push button	1	UNIT
5	Break glass	1	UNIT
6	12v power supply	1	UNIT

D. Provision and Installation of Environmental Monitoring/Management System;

No.	Description	QTY	UNIT
1	SecurityProbe 5E p/n: SEC5ESVA SecurityProbe 4G Modem (Global) Internal 4G Cellular Modem With Voice Call For SecurityProbe, Global Frequency	1	UNIT
2	RopeWater Sensor 100 feet. Composed of sensing module, plus standard 20 feet non-sensing cable, plus 100 feet sensing rope	2	UNITS
3	Single Port Temperature and Humidity sensor with extension cable 5ft Can be extended at an additional cost to your desired cable length using CAT5 extension cables, CABXX, up to 1000 feet p/n: THS00	2	UNITS
4	Inline power Meter Control Relay	2	UNITS

6. Provision of Maintenance for one (1) year of all support facilities and cables;

Note: Please see Annexes for Floor Plans, Locations, Examples and Quantities. Prospective service provider/s are required to conduct site inspection to gauge the actual bill of materials, labor and services required for the project. The end-user or through his/her representative shall issue a Certificate of Site Inspection/Survey/Ocular for the prospective service provider. Site inspection shall be conducted prior to the schedule of submission and opening of bids.

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**Section VI-B
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B. Project Kickoff

The project kickoff meeting communicates the project goals and objectives to ensure the winning service provider's project team and their DENR R4A counterpart are clear on what they should be doing in the project.

The Meeting agenda must at least provide the following:

- Project Background
- Project Scope / Deliverables
- Project Timeline
- Risk Management
- Roles and Responsibilities

Note: Other agenda can be added/included depending on the winning service provider's proposal.

C. Timeline and Deliverables

The project timeline will be determined in collaboration with the service provider. However, the following deliverables are expected:

1. Design and planning documentation within seven (7) calendar days from receipt of Notice to Proceed (NTP) which will be approved by a representative of NIMD and Regional ICT.
2. Completion of server room transfer and installation activities within One-Hundred (100) calendar days from the project start or kick-off date.
3. Commissioning and testing reports, as-built drawings, and comprehensive handover documentation within seven (7) days from project completion.
4. Conduct Preventive Maintenance for support facilities.

D. Quality Assurance

The service provider is responsible for ensuring that all aspects of the Data center meet the highest quality standards. Regular inspections and quality checks should be conducted throughout the construction and installation phases to ensure compliance with industry best practices and relevant regulations.

E. Health and Safety

The service provider must prioritize health and safety during all project activities. All workers should adhere to appropriate safety protocols, wear personal protective equipment (PPE) where necessary, and follow established safety guidelines. The service provider must also comply with local regulations and standards relating to health and safety.

F. Reporting and Communication

The service provider shall provide regular progress reports to the NIMD and Regional ICT, including updates on construction milestones, key challenges, and any significant deviations from the project plan. Effective communication channels should be established to address any queries or concerns from the project team or stakeholders. The progress report shall be submitted weekly and acknowledged by all stakeholders.

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(page 6 of 11)****G. Project Handover**

1. Documentation:
 - a. As-built drawings and schematics: Provide accurate and up-to-date drawings and schematics of the server room and campus layout, including cables and equipment locations.
 - b. Operation and maintenance manuals: Prepare detailed manuals outlining the systems' operation, maintenance, and troubleshooting procedures.
 - c. System specifications and equipment lists: Document the specifications of all installed equipment.
 - d. Testing and commissioning reports: Include comprehensive reports that outline the testing procedures, results, and compliance with design specifications.
 - e. Preventive maintenance schedules: Provide a schedule that outlines the recommended maintenance activities, frequencies, and tasks for the infrastructure installed.
2. Training and Knowledge Transfer:
 - a. Conduct training sessions: Organize training sessions for the maintenance personnel to ensure they are familiar with the operation, maintenance, and troubleshooting of the system installed.
 - b. Provide user manuals: Distribute user-friendly manuals or guides that explain the usage and best practices for operating the system installed.
 - c. Knowledge transfer sessions: Facilitate knowledge transfer sessions with the relevant staff to ensure they understand the system's intricacies, including control interfaces, alarm systems, and emergency protocols.
 - d. Provide training certificates for the abovementioned personnel or staff.
3. Warranty and Support Information:
 - a. Warranty documentation: Provide copies of all warranties and guarantees associated with all installed equipment, specifying their duration, coverage, and contact information for warranty support.
 - b. Supplier and vendor contacts: Include a list of contacts for the suppliers and vendors involved in the project, including their names, roles, phone numbers, and email addresses, to facilitate future support or warranty claims.
4. Project Closure Report:
 - a. Prepare a comprehensive project closure report summarizing the project objectives, achievements, challenges, and lessons learned.
 - b. Include a summary of the key deliverables, milestones achieved, and any outstanding or pending tasks or issues.
 - c. Provide recommendations for future improvements or enhancements to the Server Room infrastructure.
5. Handover Meeting:
 - a. Conduct a formal handover meeting with the relevant stakeholders to review the project scope, deliverables, and documentation.
 - b. Address any outstanding questions or concerns and ensure a smooth transition of responsibilities.

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(page 7 of 11)**

- c. Obtain sign-off and acceptance from the stakeholders indicating their satisfaction with the completed project thru a Project Sign-off Sheet.

6. Ongoing Support and Maintenance:

- a. Provide information about ongoing support and maintenance services, including technical and emergency assistance contact details.
- b. Offer post-project support options, such as extended warranties, maintenance contracts, or service-level agreements (SLAs).

Note: The specific requirements for project handover may vary depending on the DENR's policies and project specifications. It is recommended that the service provider tailor the handover requirements to meet the unique needs of the project and the expectations of the stakeholders involved.

V. SUBMITTALS DURING POST-QUALIFICATION AND TECHNICAL EVALUATION

- A. Shall submit a copy of the purchase order or certificate of completion for the required completed contract similar to this project.
- B. Shall submit certificates as required on Section III (Qualification of Service providers).
- C. Shall submit proof of employment including individual CVs, SSS remittances, and copy of valid company id for certificates for certified personnel, project managers, and fiber optic technician.
- D. Shall submit certification, stating that they are capable of providing a 24/7 helpdesk system via phone and email support that includes:
 1. Single point of Contact for Problem Reporting
 2. Technical Engineer Dispatch Facility
 3. Case Logging and Monitoring
 4. Technical Support History and Reporting
- E. Shall submit brochures and/or technical data sheets of the Brand or Solutions being offered.
- F. Shall submit Technical Support Organizational Structure and Escalation Level detailing the escalation procedure; the person responsible for answering technical support calls and his/her contact details (i.e. contact person, position, contact numbers, and email address).

VI. LOCATIONS

The project implementation site will be at the DENR IV-A (CALABARZON) Compound, Mayapa Main Road (along SLEX), Barangay Mayapa, Calamba City, Laguna.

VII. DUTIES AND RESPONSIBILITIES OF THE DENR

- A. Grant the winning service provider'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 R4A IT personnel;
- B. Responsible for the safe custody and use of the equipment provided by the winning service provider; and

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**Section VI-B
(page 8 of 11)**

C. Issue a Certificate of Inspection and Acceptance to the winning service provider certifying conformance with the project Terms of Reference (TOR).

VIII. TERMS OF PAYMENT

DENR shall pay the service provider for its services. The payments for the services will be done in three (3) tranches as stated in the table below.

Timeline	Project Deliverables	Percentage Amount of Contract Price to be released as payments	Documentary Requirements
Within seven (7) calendar days from receipt of NTP	<ul style="list-style-type: none"> ● Design and planning activities 	5%	<ul style="list-style-type: none"> ● Design and Planning documentation ● Certificate of approval issued by NIMD and Regional Office (Region-CALABARZON) ● Certificate of Inspection and Acceptance issued by DENR CO ● Sales Invoice or Billing statement. ● Bank Details
Within One Hundred Seven (107) calendar days from the project start or kick-off date	<ul style="list-style-type: none"> ● Completion of server room transfer, including the existing equipment ● Installation of support facilities. ● Commissioning and testing and submission of as-built drawings, and comprehensive handover documentation 	85%	<ul style="list-style-type: none"> ● Certificate of Acceptance issued by Regional Office (Region-CALABARZON) ● Weekly Progress reports ● Certificate of Inspection and Acceptance issued by DENR ● Comprehensive handover documentation ● User Manuals ● Training Certificates ● Warranty documentation ● Supplier and Vendor Contacts ● Project Closure Report Project Sign-off Sheet ● Billing statement. ● Bank Details
Six (6) months after acceptance	<ul style="list-style-type: none"> ● Preventive maintenance. 	10%	<ul style="list-style-type: none"> ● Preventive maintenance report concurred by regional ICT. ● Billing statement. ● Bank Details



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**Section VI-B
(page 9 of 11)**

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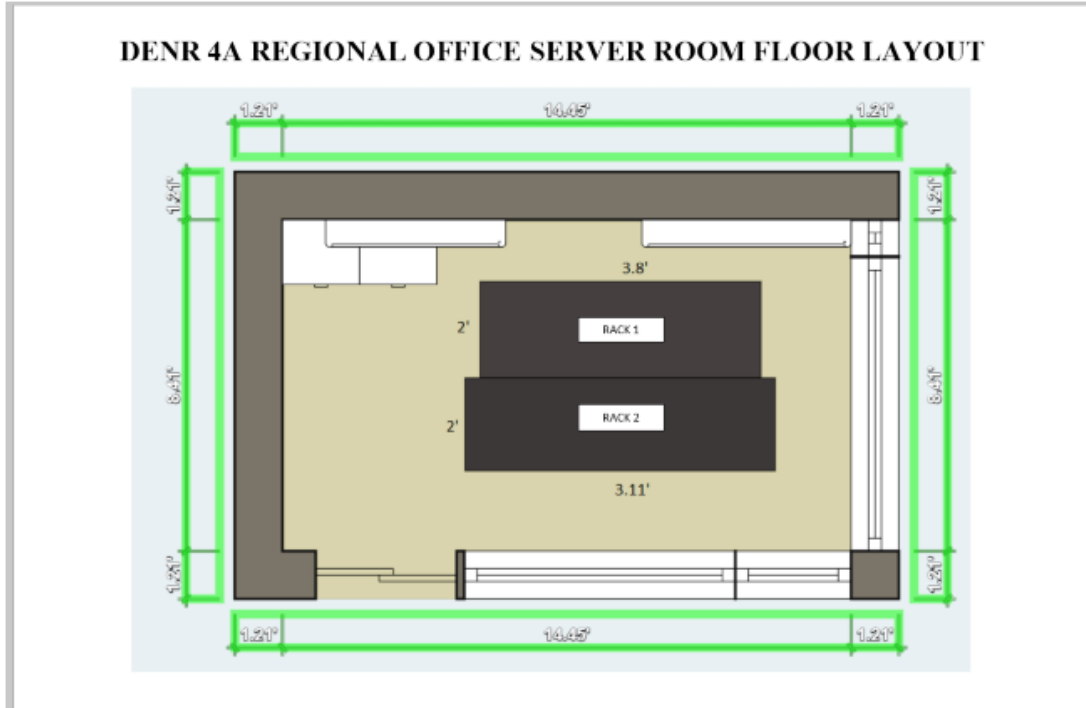

ARLENE A. ROMASANTA
Director
Knowledge and Information Systems Service



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**Section VI-B
(page 10 of 11)**

Annex: Layout Plan





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**Section VI-B
(page 11 of 11)**

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. Technical Specifications



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Section VII-A

(page 1 of 1)

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".*

Technical Requirement	*Bidder's Statement of Compliance
PROCUREMENT OF ICT SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DENR SERVER ROOM AT REGION III	

PLEASE SPECIFY THE BRAND AND MODEL NO. BEING OFFERED FOR THE FOLLOWING ITEMS:

1. 2 HP Air Conditioning Unit (Split Type)	:	
2. UTP Cable cat6 pairs	:	
3. 24 Ports Switch	:	
4. CCTV	:	
Dome IP CCTV (4 MP)	:	
Bullet IP CCTV	:	
Network Video Recorder (32 Channel)	:	
5. Door Access (Biometric)	:	
6. Environmental Management/ Monitoring System (EMS)	:	

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).



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**Section VII-B
(page 1 of 1)**

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".*

Technical Requirement	*Bidder's Statement of Compliance
PROCUREMENT OF ICT SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DENR SERVER ROOM AT REGION IV-A	

PLEASE SPECIFY THE BRAND AND MODEL NO. BEING OFFERED FOR THE FOLLOWING ITEMS:

1. UTP Cable cat6 pairs	:	_____
2. AP Controller	:	_____
3. CCTV	:	_____
<i>Dome IP CCTV (4 MP)</i>	:	_____
<i>Network Video Recorder (4 Channel)</i>	:	_____
4. Door Access (Biometric)	:	_____
5. Environmental Management System (EMS)	:	_____

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).



Section VIII. Checklist of Technical and Financial Documents

DENR BIDS AND AWARDS COMMITTEE
CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS

Project: PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

TOTAL APPROVED BUDGET FOR THE CONTRACT:

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00
TOTAL			10,500,000.00

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 the date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC of the lot being bi (per **Annex I-A**)

*Similar in nature shall mean "**Structured/Network Cabling, and/or Establishment/Renovation/Rehabilitation of ICT Facilities**".*

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:

Lot No.	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
1	Region III	120,000.00	300,000.00	No required Amount
2	Region IV-A	90,000.00	225,000.00	
TOTAL		210,000.00	525,000.00	



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.



(e) Conformity with Schedule of Requirements and Technical Specifications, as enumerated and specified in **Sections VI and VII** of the Bidding Documents:

Lot No.	Project Description	Form	Form Description
1	Region III	Section VI-A	Schedule of Requirements
		Section VII-A	Technical Specifications
2	Region IV-A	Section VI-B	Schedule of Requirements
		Section VII-B	Technical Specifications

(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 **Proof of Authority of the bidder's authorized representative/s:**

- 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.
- Note:** *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*

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.

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 the lot being bid. 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 the lot being bid.

In the case of a 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 of Award [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 the following Bid Forms:

Lot No.	Form
1	Annex VI-1
2	Annex VI-2

and



(b) Original of duly signed and accomplished Price Schedule(s) per lot being bid”

Lot No.	Form
1	Annex VI-A-1 and/or Annex VI-B-1
2	Annex VI-A-2 and/or Annex VI-B-1

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



Section IX. Prescribed/Sample Forms



(Bidder's Company Letterhead)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

Statement of All Ongoing Government and Private Contracts, including contracts awarded but not yet started, if any, within the Last Three (3) Years

NAME OF CLIENT	NAME OF THE CONTRACT	DATE AND STATUS OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACTS	DATE OF DELIVERY	PURCHASE ORDER NUMBER/S OR DATE OF CONTRACT/S
TOTAL							

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

**(Bidder's Company Letterhead)****PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A**

Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

Statement of Single Largest Completed Contract of a Similar Nature within the Last Five (5) Years from the date of submission and receipt of bids

Single completed contract of a similar nature amounting to at least fifty percent (50%) of the ABC of the lot being bid;

NAME OF CLIENT	NAME OF THE CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	DATE OF DELIVERY	SALES INVOICE/OFFICIAL RECEIPT NO./COLLECTION RECEIPT NO.& DATE OR END USER'S ACCEPTANCE DATE (Please attach)

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Annex II**PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A**

Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID-SECURING DECLARATION**To: DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration¹, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1 (b), 34.2, 40.1, and 69.1, except 69.1 (f) of the IRR of RA 9184; without prejudice to the other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Single/Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]*[Format shall be based on the latest Rules on Notarial Practice]*

Annex III

(Page 1 of 2)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A
Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

Annex III

(Page 2 of 2)

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examine all of the Bidding Documents;
 - Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the following obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 3154 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

*[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Annex IV

(Bidder's Company Letterhead)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

NET FINANCIAL CONTRACTING CAPACITY COMPUTATION
(Please show figures on how you arrived at the NFCC)

Our **Net Financial Contracting Capacity (NFCC)** which is at least equal to the total ceiling price of the lot we are bidding is computed as follows:

CA	=	Current Assets	P
LESS			-
CL	=	Current Liabilities	P
		Sub-total 1	P
			X 15
		Sub-total 2	P
LESS			-
C	=	Value of all outstanding or uncompleted portions of the project under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	P
NET FINANCIAL CONTRACTING CAPACITY			P

Name & Signature of Authorized Representative

Position

Date

Notes:

- 1) *The value of the bidder's current assets and current liabilities must be based on the latest Audited Financial Statements submitted to the BIR.*
- 2) *The value of all outstanding or uncompleted contracts refers to those listed in **Annex I**.*
- 3) *The detailed computation using the required formula must be shown as provided for in **Annex IV**.*
- 4) *The NFCC computation must at least be equal to the sum of ABC of the lot being bid.*



Sample Form

(BANK'S LETTERHEAD)

(Name of Bank)

COMMITTED LINE OF CREDIT CERTIFICATE

Date: _____

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

DENR Main Building, DENR Compound
Visayas Avenue, Diliman, Quezon City

Contract/Project	:	_____
Company/Firm	:	_____
Address	:	_____
Bank/Financing Institution	:	_____
Address	:	_____
Amount	:	_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the (Supplier/Distributor/Manufacturer/Contractor), if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned Contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the (Supplier/Distributor/Manufacturer/Contractor) of the Notice of Award and such line of credit shall be maintained until issuance of Certificate of Acceptance of DENR authorized representative/s.

This Certification is being issued in favor of said (Supplier/Distributor/Manufacturer/Contractor) in connection with the bidding requirement of the Department of Environment and Natural Resources for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

This committed line of credit cannot be terminated or cancelled without the prior written approval of the Department of Environment and Natural Resources.

Name and Signature of Authorized Financing Institution Office

Official Designation

Concurred by:

Name and Signature of (Supplier/Distributor/Manufacturer/Contractor's) Authorized Representative

Official Designation

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Annex V

(Page 1 of 2)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE

This **PROTOCOL/UNDERTAKING OF AGREEMENT TO ENTER INTO JOINT VENTURE**, executed by: a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at, represented herein by its, hereinafter referred to as “.....”;

-and-

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at, represented herein by its, hereinafter referred to as “.....”;

For submission to the **Bids and Awards Committee** of the **Department of Environment and Natural Resources**, pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

WITNESSETH That:

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will be conducted by the **Department of Environment and Natural Resources** pursuant to Republic Act No. 9184 and its implementing rules and regulations, with the following particulars:

Bid Reference No.	
Name/Title of Procurement Project	
Approved Budget for the Contract	

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement** relative to their joint cooperation for this bid project, in the event that their bid is successful, furnishing the **DENR BAC** a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice from the BAC that our bid has the lowest calculated responsive bid or highest rated responsive bid (as the case may be).



Annex V
(Page 2 of 2)

For purposes of this bid project, and unless modified by the terms of the Joint Venture Agreement, the following party shall be the authorized representative of the JV:

JV Partner (Name of Company):

Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)

Name

Designation

That furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

THAT Finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non-issuance by DENR of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by DENR under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of DENR.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above-written.

JV Partner 1's Representative/Authorized Signatory

JV Partner 2's Representative/Authorized Signatory

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

**PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY
(ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)
SERVER ROOMS AT REGIONS III AND IV-A**

Bid Ref. No. DENR-CO-2024-016

Lot No. 1 – Region III

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) (VAT Inclusive)
Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Rooms at Region III	1 Lot	6,000,000.00	
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.

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.



Annex VI-1

(page 2 of 2)

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



PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Lot No. 2 - Region IV-A

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) (VAT Inclusive)
Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Rooms at Region IV-A	1 Lot	4,500,000.00	
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.



Annex VI-2

(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



Annex VI-A-1

(page ___ of ___)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Lot No. 1 - Region III

Price Schedule for Goods Offered from Within the Philippines

[shall be submitted with the Bid if the bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Legal Capacity (in print)

Duly Authorized to sign for and behalf of:

Date



Annex VI-A-2

(page ___ of ___)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Lot No. 2 - Region IV-A

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if the bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Legal Capacity (in print)

Duly Authorized to sign for and behalf of:

Date



Annex VI-B-1

(page ___ of ___)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Lot No. 1 - Region III

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if bidder is offering goods from Abroad]

For Goods Offered from Abroad

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Legal Capacity (in print)

Duly Authorized to sign for and behalf of:

Date



Annex VI-B-2

(page ___ of ___)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Lot No. 2 - Region IV-A

Price Schedule for Goods Offered from Abroad

[shall be submitted with the Bid if the bidder is offering goods from Abroad]

For Goods Offered from Abroad

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Legal Capacity (in print)

Duly Authorized to sign for and behalf of:

Date

(BIDDER'S CLIENT'S COMPANY LETTERHEAD)

CERTIFICATE OF PERFORMANCE EVALUATION

[To be issued by the **Bidder's Client** specified in Annex I-A (Single Largest Completed Contract) on the performance of the product supplied / delivered by the prospective bidder]

This is to certify that (NAME OF BIDDER) has supplied our company/agency with (Name of Product/s) . Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give (NAME OF BIDDER) a rating of:

- EXCELLENT
- VERY SATISFACTORY
- SATISFACTORY
- POOR

This Certification shall form part of the Post-Qualification Documentary Requirements in line with (Name of Bidder) participation in the bidding for the **PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A.**

Issued this _____ day of _____ 2024 in _____, Philippines

Name of Company (Bidder's Client)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax

E-mail Address



Annex VIII

(Bidder's Company Letterhead)

PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS III AND IV-A

Bid Ref. No. DENR-CO-2024-016

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region III	6,000,000.00
<input type="checkbox"/>	2	Region IV-A	4,500,000.00

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

E-MAIL ADDRESS/ES : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES : _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : _____

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date