



**BIDS AND AWARDS COMMITTEE**

**Supplemental/Bid Bulletin No. 1**

**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 I AND II  
Bid Ref. No. DENR-CO-2024-030**

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

This **Supplemental/Bid Bulletin No. 1** is being issued to reschedule the submission and opening of bids and to revise provisions/specifications in the Bidding Documents for the above cited project:

**A. New Schedule of Submission and Opening of Bids:**

FROM			TO		
ACTIVITIES	DATE & TIME	VENUE/MODE	ACTIVITIES	DATE & TIME	VENUE/MODE
1. Submission of Bid Documents	18 September 2024, (Wednesday) 9:30 AM	BAC Secretariat Office, 2nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City	1. Submission of Bid Documents	<b>27 September 2024, (Friday) 9:30 AM</b> <i>(BAC Secretariat Time)</i>	BAC Secretariat Office, 2nd flr., Two-Storey Warehouse, DENR Compound, Visayas Ave., Diliman, Quezon City
2. Opening of Bids	18 September 2024, (Wednesday) 10:00 AM	Online via Google Meet Platform	2. Opening of Bids	<b>27 September 2024, (Friday) 10:00 AM</b>	Online via Google Meet Platform

**B. Revision to provisions/specifications in the Bidding Documents:**

FROM		TO	
SECTION III. BID DATA SHEET			
20.2	1.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;	20.2	1.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; <i>Note: For corporations filing Audited Financial Statement (AFS) on a fiscal year, must attach copies of the following documents:</i> <i>i. Application for Registration (BIR Form No. 1903) with a stamp of receipt by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions; and</i> <i>ii. Latest AFS (with a stamp of receipt or with attached copy of acknowledgment thru email) by the BIR or its duly accredited and authorized institutions.</i>
	1.j) No requirement.		1.j) Certificate of Site Inspection issued by the Network Infrastructure Management Division (NIMD) which must be dated before the deadline for submission of bids.

**FROM**

**TO**

2.d) List of names of the following personnel who are currently employed by the service provider, with attached copies of documentary requirements detailed below:

2.d) List of names of the following personnel who are currently employed by the service provider, with attached copies of documentary requirements detailed below:

Personnel	Required Years of Experience in its field of work	Required Years of Employment in the Service Provider	Documentary Requirements
<b>PROJECT MANAGEMENT TEAM</b>			
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"> <li>• Curriculum Vitae</li> <li>• Valid Certification relative to Project Management</li> <li>• Company-issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• Proof of SSS Premium Remittances for the past three (3) years</li> <li>• List of completed and ongoing projects starting from year 2019 to 2024 relative to project management to prove five (5) years of experience.</li> </ul>
One (1) Assistant Project Manager	At least two (2) years in Project Management	At least two (2) years	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Valid Certification relative to Project Management</li> <li>• Company-issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• Proof of SSS Premium Remittances for the past two (2) years</li> <li>• List of completed and ongoing projects starting from year 2022 to 2024 [at least one contract per year] relative to project management to prove two (2) years of experience.</li> </ul>
<b>OTHER PERSONNEL</b>			
At least two (2) Certified Fiber Optic Technician	None	At least one (1) year	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Company-issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• Proof of SSS Premium Remittances for the past one (1) year</li> <li>• Valid Certification</li> </ul>

Personnel	Required Years of Experience in its field of work	Required Years of Employment in the Service Provider	Documentary Requirements
<b>PROJECT MANAGEMENT TEAM</b>			
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"> <li>• Curriculum Vitae</li> <li>• Valid Certification relative to Project Management</li> <li>• Company-issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• <b>Proof of SSS Premium Remittances for the past three (3) years</b></li> <li>• <b>Copies of at least two (2) completed contracts relative to project management dated year 2019 or earlier as proof of at least five (5) years of experience in project management.</b></li> </ul>
One (1) Assistant Project Manager	At least two (2) years in Project Management	At least two (2) years	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Valid Certification relative to Project Management</li> <li>• Company-issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• <b>Proof of SSS Premium Remittances for the past two (2) years</b></li> <li>• <b>Copies of at least two (2) completed contracts relative to project management dated year 2022 or earlier as proof of at least two (2) years of experience in project management.</b></li> </ul>
<b>OTHER PERSONNEL</b>			
At least two (2) Certified Fiber Optic Technician	None	At least one (1) year	<ul style="list-style-type: none"> <li>• Curriculum Vitae</li> <li>• Company-issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• <b>Proof of SSS Premium Remittances for the past one (1) year</b></li> <li>• Valid Certification</li> </ul>

20.2

20.2

FROM	TO
<b>SECTION VI. SCHEDULE OF REQUIREMENTS</b>	
Section VI-A. Schedule of Requirements (Terms of Reference as of 16 July 2024)  V.C. Shall submit proof of employment including individual CVs, SSS remittances, company ID, and copies of valid certificates for certified personnel, project managers and fiber optic technician.	<b>Revised Section VI-A. Schedule of Requirements</b> <b>(Terms of Reference as of 16 September 2024)</b>  V.C. Shall submit proof of employment including individual CVs, <del>SSS remittances</del> , company ID, and copies of valid certificates for certified personnel, project managers and fiber optic technician.
Section VI-B. Schedule of Requirements (Terms of Reference as of 16 July 2024)  V.C. Shall submit proof of employment including individual CVs, SSS remittances, company ID, and copies of valid certificates for certified personnel, project managers and fiber optic technician.	<b>Revised Section VI-B. Schedule of Requirements</b> <b>(Terms of Reference as of 16 September 2024)</b>  V.C. Shall submit proof of employment including individual CVs, <del>SSS remittances</del> , company ID, and copies of valid certificates for certified personnel, project managers and fiber optic technician.

Bidders are advised to use the following forms and submit together with all the other required documents for the submission of bids on **27 September 2024 (Friday), 9:30 AM (BAC Secretariat Time)**:

Lot No.	Form
1	<b>Revised Section VI-A. Schedule of Requirements</b> <b>(Terms of Reference as of 16 September 2024)</b>
2	<b>Revised Section VI-B. Schedule of Requirements</b> <b>(Terms of Reference as of 16 September 2024)</b>

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

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

For guidance and information of all concerned.

Issued this 17<sup>th</sup> of September 2024 in Quezon City.

Approved by:

(sgd.)

**MARCIAL C. AMARO, JR., CESO II**  
 Assistant Secretary for Biodiversity &  
 Chairperson, Bids & Awards Committee

**Lot No. 1: Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room at Region I**

**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 September 2024**



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



**TERMS OF REFERENCE**  
As of 16 September 2024.

**Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room of Region 1**

**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 1, 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 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 new building 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 1 for future technological advancements.

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is **SIX MILLION FOUR HUNDRED THOUSAND PESOS (PhP 6,400,000.00)** 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) 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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- 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 transfer;**

No.	Description	QTY	UNIT
1	Transfer of existing data center	1	LOT
2	Paint 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		
6	Provision and installation of two (2) unit 2HP Air Conditioning Unit (Split Type)		
7	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	1000	MTRS
2	Fiber Panel 12 ports MM	4	PCS
3	Fiber Panel 24 ports MM	2	PCS
4	Fiber Pigtail 1 mtrs LC MM OM3	64	PCS
5	Fiber Patch Cord LC to LC 3 mtrs MM OM3	10	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	12	ROLLS
2	Faceplate duplex cat6	36	PCS
3	Information outlet cat6	36	PCS
4	Patch Panel 24 ports	4	PCS

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No.	Description	QTY	UNIT
5	Cable Manager	4	PCS
6	Patch Cord UTP cat6 1m	50*	PCS
7	Patch Cord UTP cat6 3m	50**	PCS
8	Roughing ins and consumables	1	LOT
9	Data cabinet 42u 600mm x 1070mm perforated dual front door	1	UNIT
10	Data cabinet wall mounted 600mm x 600mm 2ft	4	UNITS
11	1KVA (for IDF)	4	UNITS
13	24 ports switch	4	UNITS
14	SFP module	8	UNITS
15	Access point	12	UNITS
16	AP controller	1	UNIT

\*note 14 pcs buffer to be turnover to ICT personnel of the region.

\*\*note 14 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)	4	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 representative from regional ICT 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.

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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 of Preventive Maintenance of 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 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.
  - 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).

**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, 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 Gov. Center DENR, San Fernando City, La Union.

#### **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 1 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)

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**VIII. TERMS OF PAYMENT**

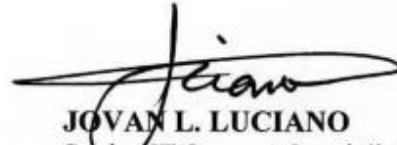
DENR shall pay the service provider for its services. The payments for the services will be done in three (3) tranches as stated in the table below.

<b>Timeline</b>	<b>Project Deliverables</b>	<b>Percentage Amount of Contract Price to be released as payments</b>	<b>Documentary Requirements</b>
Within seven (7) calendar days from receipt of NTP	<ul style="list-style-type: none"> <li>• Design and planning activities</li> </ul>	5%	<ul style="list-style-type: none"> <li>• Design and Planning documentation</li> <li>• Certificate of approval issued by NIMD and Regional Office (Region 1)</li> <li>• Certificate of Inspection and Acceptance issued by DENR CO</li> <li>• Sales Invoice or Billing statement.</li> <li>• Bank Details</li> </ul>
Within One Hundred (107) calendar days from the project start or kick-off date	<ul style="list-style-type: none"> <li>• Completion of server room transfer, including the existing equipment</li> <li>• Installation of support facilities.</li> <li>• Commissioning and testing and submission of as-built drawings, and comprehensive handover documentation</li> </ul>	85%	<ul style="list-style-type: none"> <li>• Certificate of Acceptance issued by Regional Office (Region 1)</li> <li>• Weekly Progress reports</li> <li>• Certificate of Inspection and Acceptance issued by DENR</li> <li>• Comprehensive handover documentation</li> <li>• User Manuals</li> <li>• Training Certificates</li> <li>• Warranty documentation</li> <li>• Supplier and Vendor Contacts</li> <li>• Project Closure Report Project Sign-off Sheet</li> <li>• Billing statement.</li> <li>• Bank Details</li> </ul>
Six (6) months after acceptance	<ul style="list-style-type: none"> <li>• Preventive maintenance.</li> </ul>	10%	<ul style="list-style-type: none"> <li>• Preventive maintenance report concurred by regional ICT.</li> <li>• Billing statement.</li> <li>• Bank Details</li> </ul>

Prepared by:



**ENIELBERT E. ESTEFANIO**  
Information Systems Analyst III, NIMD



**JOVAN L. LUCIANO**  
Senior IT Support Specialist, NIMD

Reviewed by:



**EUGENE C. DE GUZMAN**  
OIC Chief  
Network Infrastructure Management Division

Approved by:

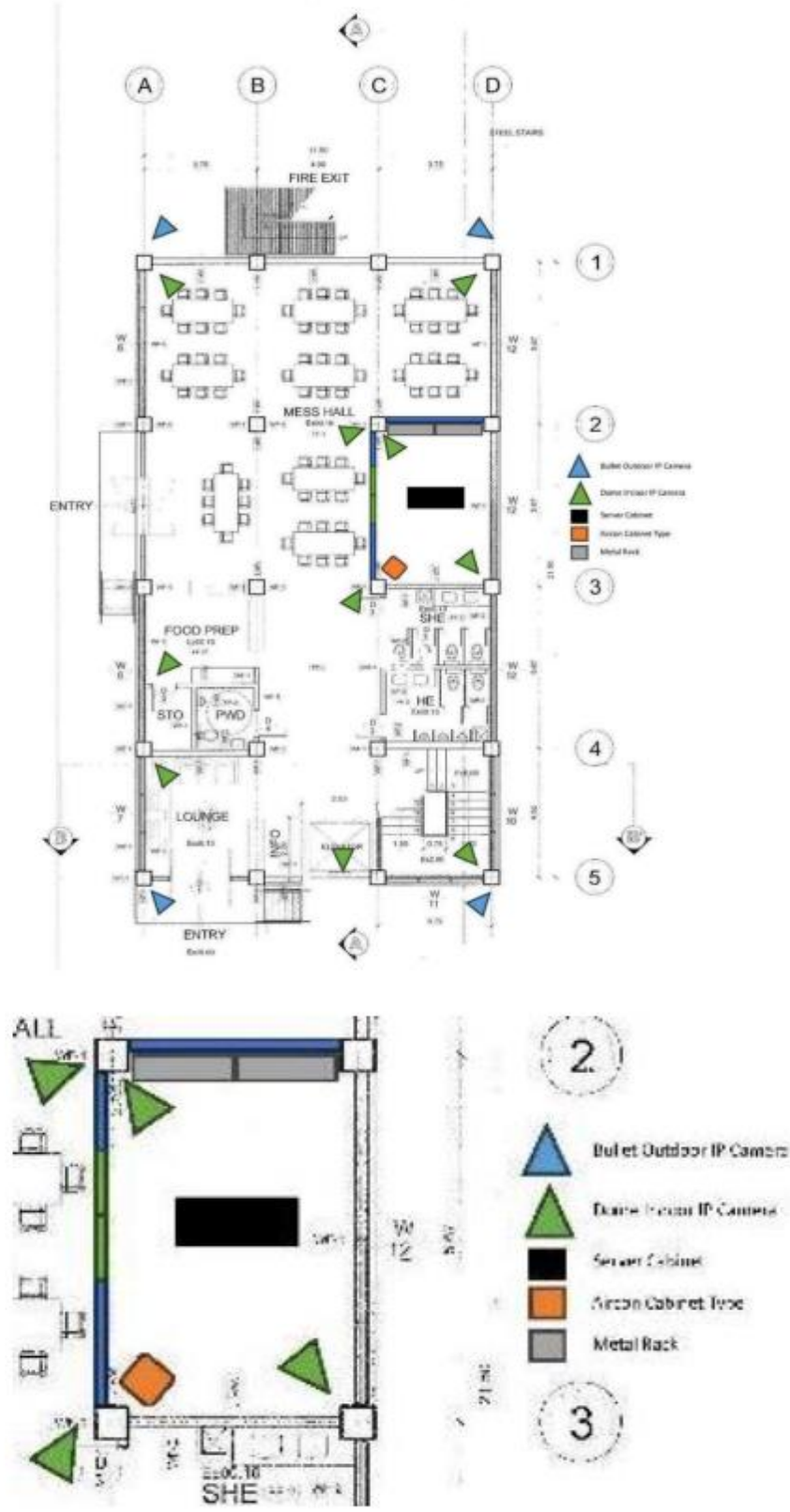


**ARLENE A. ROMASANTA**  
Director  
Knowledge and Information Systems Service

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**Annex: Layout Plan**

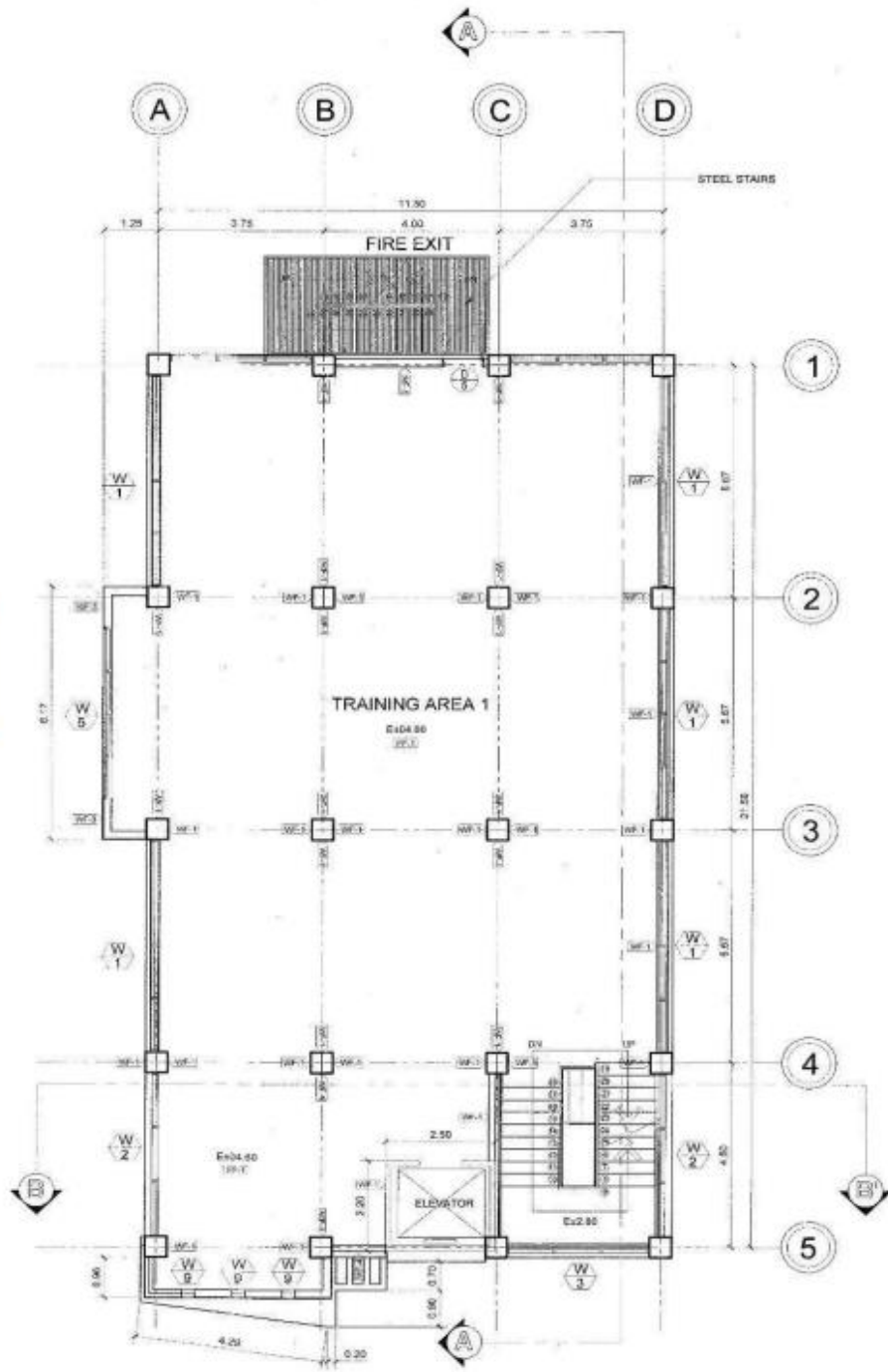
**PROPOSED SERVER AND CCTV ROOM (GROUND FLOOR)**



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[www.denr.gov.ph](http://www.denr.gov.ph)

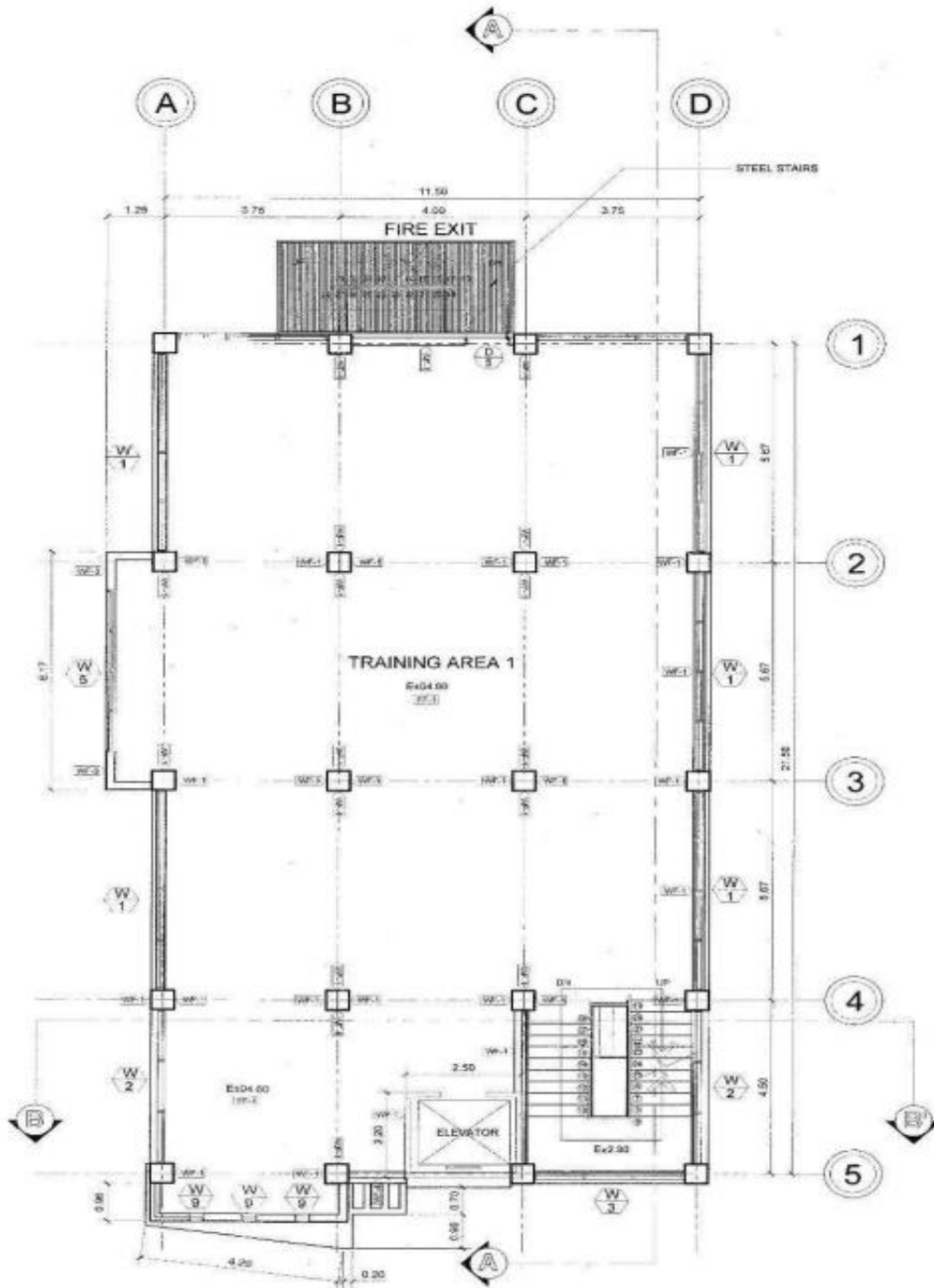
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**MAIN BUILDING**



**NEW HOSTEL BUILDING**

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**NEW TRAINING CENTER**

Visayas Avenue, Diliman, Quezon City 1100, Philippines  
[www.denr.gov.ph](http://www.denr.gov.ph)

**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**



**Lot No. 2: Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room at Region II**

**A. TERMS OF REFERENCE as of 16 September 2024**



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



**TERMS OF REFERENCE**

As of 16 September 2024

**Procurement of ICT Services for the Rehabilitation and Modernization of the DENR Server Room of Region 2**

**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 2, 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. Moreover, there is a plan of transferring their server room to another floor within its main building. It involves establishing a new server room on another floor and introducing improvements to its overall appearance and creating a clean, organized, and professional workspace. This is to ensure that the new server room to be established to another floor will adhere to the latest industry standards both international and local to enhance the physical environment to optimize functionality and aesthetics of the server room.

In addition, the project extends its scope to rehabilitation of existing structured cabling within the 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 Region 2 for future technological advancements.

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is **EIGHT MILLION SIX HUNDRED THOUSAND PESOS (PhP 8,600,000.00)** 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) 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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- 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 transfer;**

No.	Description	QTY	UNIT
1	Transfer of existing data center (please see attached floor plan)	1	LOT
2	Paint 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		
5	Provision and installation of two (2) units of 2HP Air Conditioning Unit (Split Type)		
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	1200	MTRS
2	Fiber Panel 12 ports MM	5	PCS
3	Fiber Panel 24 ports MM	2	PCS
4	Fiber Pigtail 1 mtrs LC MM OM3	80	PCS
5	Fiber Patch Cord LC to LC 3 mtrs MM OM3	10	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	70	ROLLS
2	Faceplate duplex cat6	178	PCS
3	Information outlet cat6	178	PCS
4	Patch Panel 24 ports	12	PCS
5	Cable Manager	12	PCS
6	Patch Cord UTP cat6 1m	262 *	PCS
7	Patch Cord UTP cat6 3m	190**	PCS
8	Roughing ins and consumables	1	LOT
9	Data cabinet wall mounted 600mm x 600mm 3ft	2	UNITS
10	Data cabinet wall mounted 600mm x 600mm 2ft	3	UNITS
11	1KVA (for IDF)	5	UNITS
12	24 ports switch	9	UNITS
13	SFP module	10	UNITS

\*note 15 pcs buffer to be turnover to ICT personnel of the region.

\*\*note 12 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

**B. CCTV;**

No.	Description	QTY	UNIT
1	DOME IP CCTV (4MP)	4	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 representative from regional ICT 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

*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 of Preventive Maintenance of 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 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.
  - 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).

**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, 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 Regional Government Center, Carig Sur, Tuguegarao City.

## **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 2 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.

<b>Timeline</b>	<b>Project Deliverables</b>	<b>Percentage Amount of Contract Price to be released as payments</b>	<b>Documentary Requirements</b>
Within seven (7) calendar days from receipt of NTP	<ul style="list-style-type: none"> <li>• Design and planning activities</li> </ul>	5%	<ul style="list-style-type: none"> <li>• Design and Planning documentation</li> <li>• Certificate of approval issued by NIMD and Regional Office (Region 2)</li> <li>• Certificate of Inspection and Acceptance issued by DENR CO</li> <li>• Sales Invoice or Billing statement.</li> <li>• Bank Details</li> </ul>
Within One Hundred (107) calendar days from the project start or kick-off date	<ul style="list-style-type: none"> <li>• Completion of server room transfer, including the existing equipment</li> <li>• Installation of support facilities.</li> <li>• Commissioning and testing and submission of as-built drawings, and comprehensive handover documentation</li> </ul>	85%	<ul style="list-style-type: none"> <li>• Certificate of Acceptance issued by Regional Office (Region 2)</li> <li>• Weekly Progress reports</li> <li>• Certificate of Inspection and Acceptance issued by DENR</li> <li>• Comprehensive handover documentation</li> <li>• User Manuals</li> <li>• Training Certificates</li> <li>• Warranty documentation</li> <li>• Supplier and Vendor Contacts</li> <li>• Project Closure Report Project Sign-off Sheet</li> <li>• Billing statement.</li> <li>• Bank Details</li> </ul>
Six (6) months after acceptance	<ul style="list-style-type: none"> <li>• Preventive maintenance.</li> </ul>	10%	<ul style="list-style-type: none"> <li>• Preventive maintenance report concurred by regional ICT.</li> <li>• Billing statement.</li> <li>• Bank Details</li> </ul>



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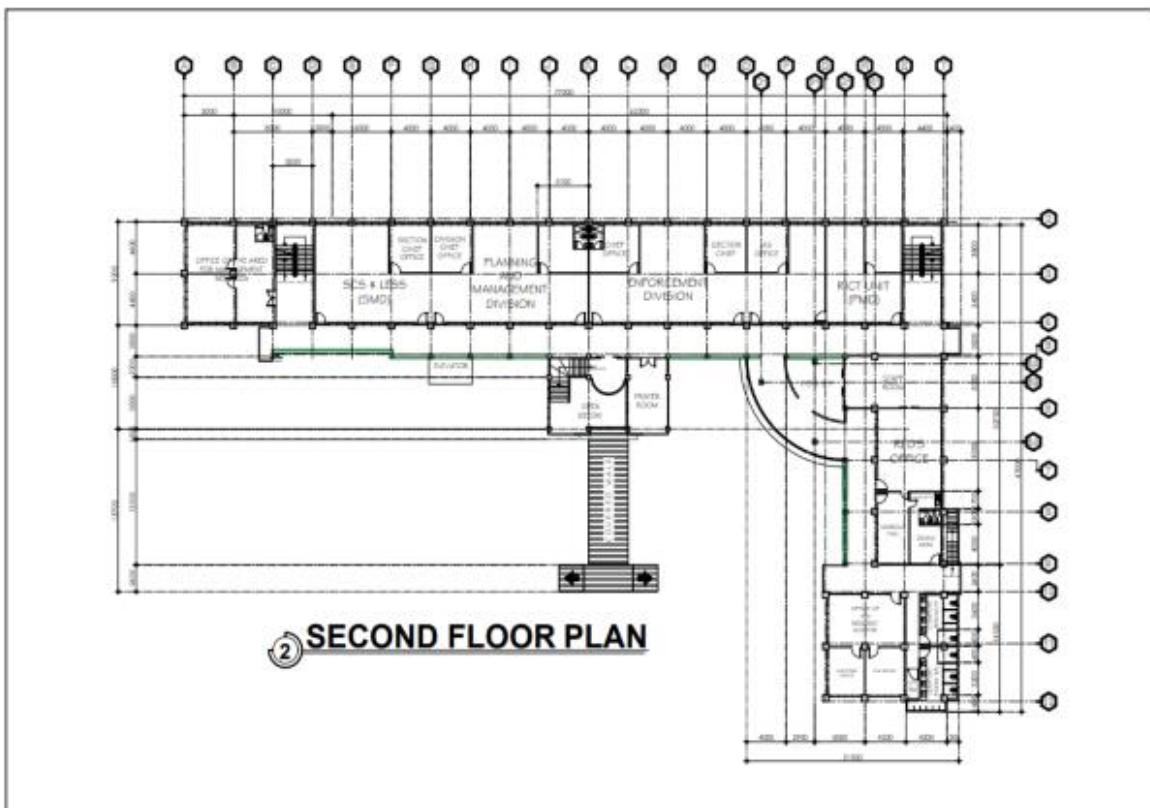
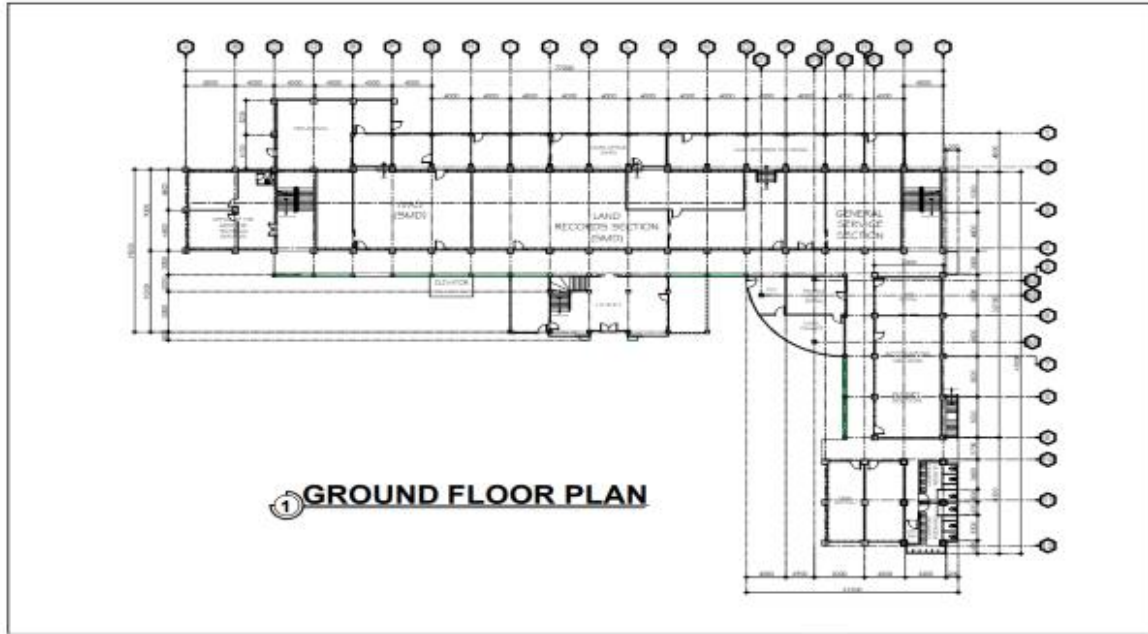
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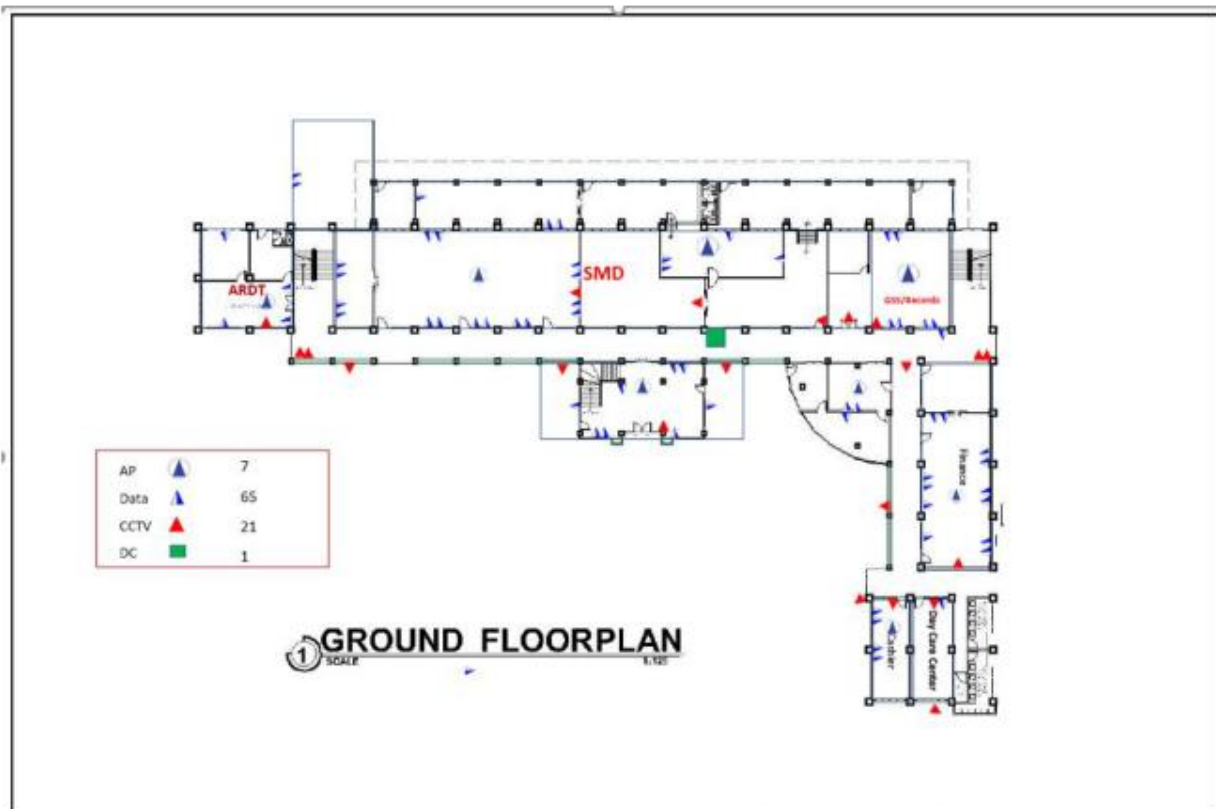
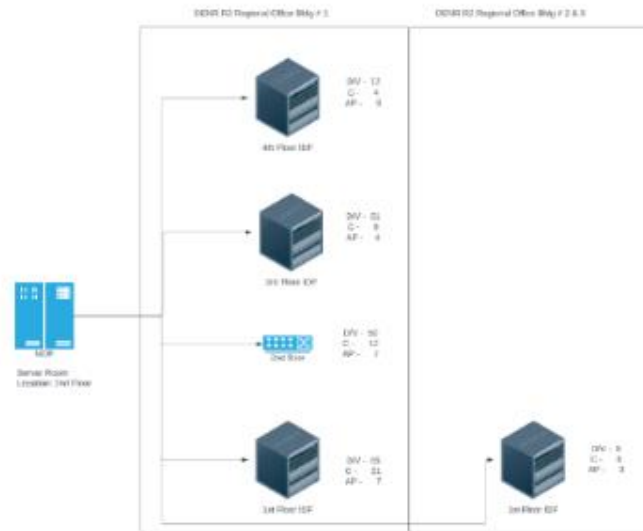
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**Annex: Layout Plan**

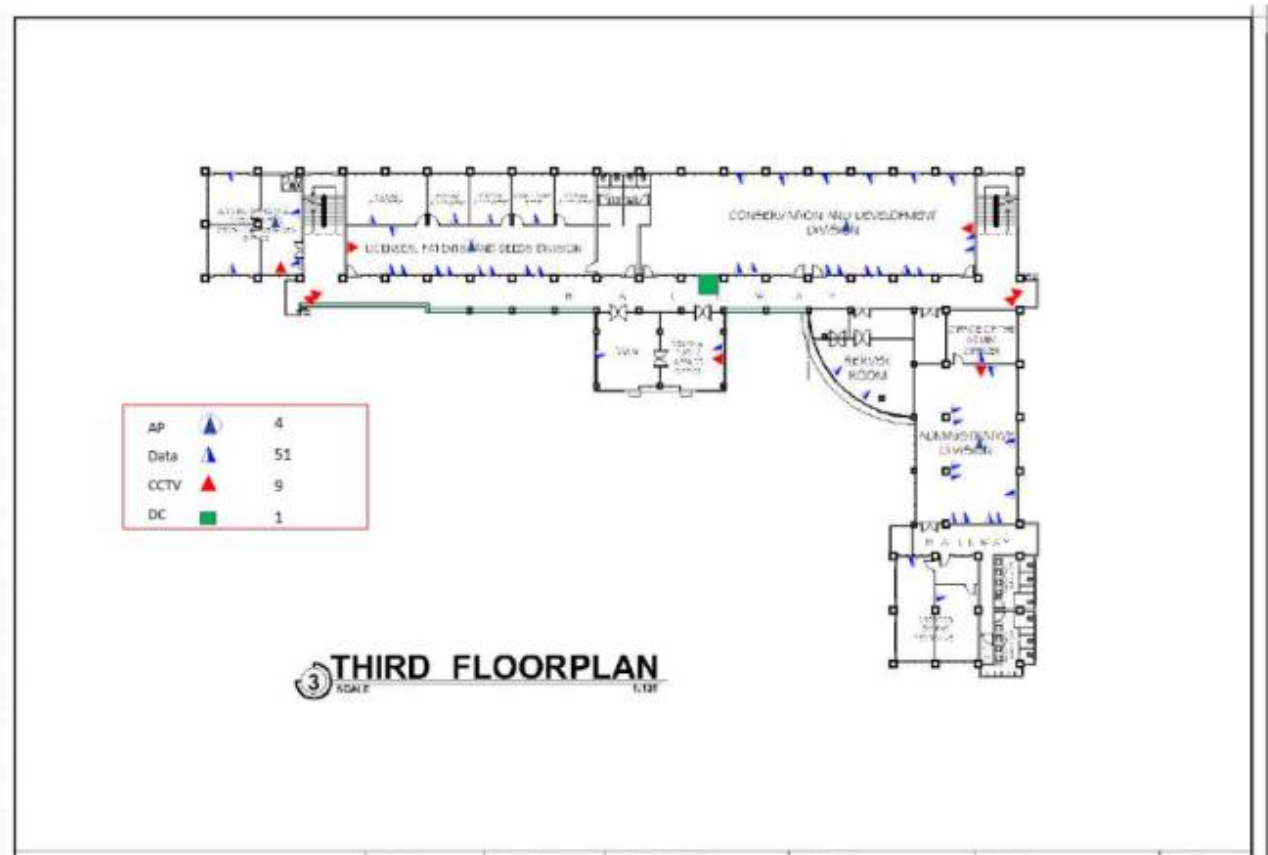
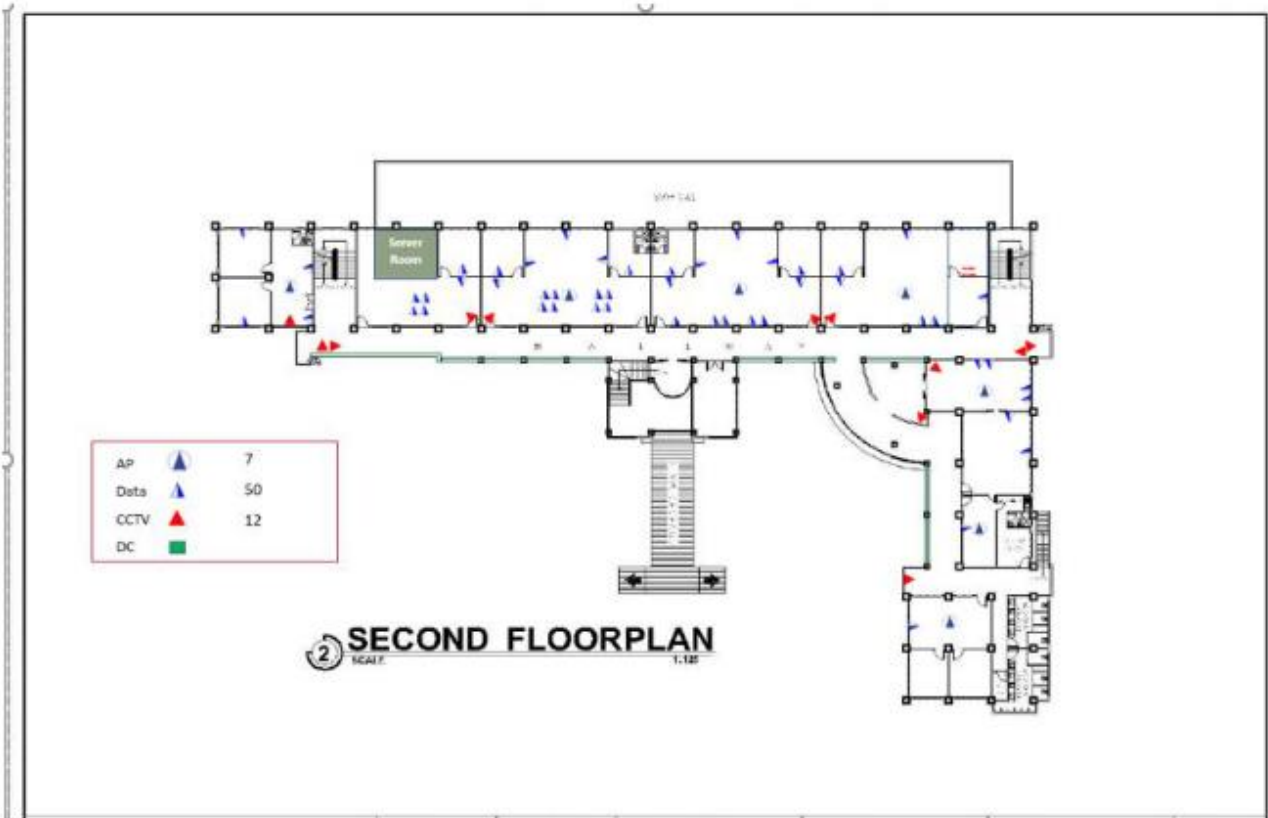


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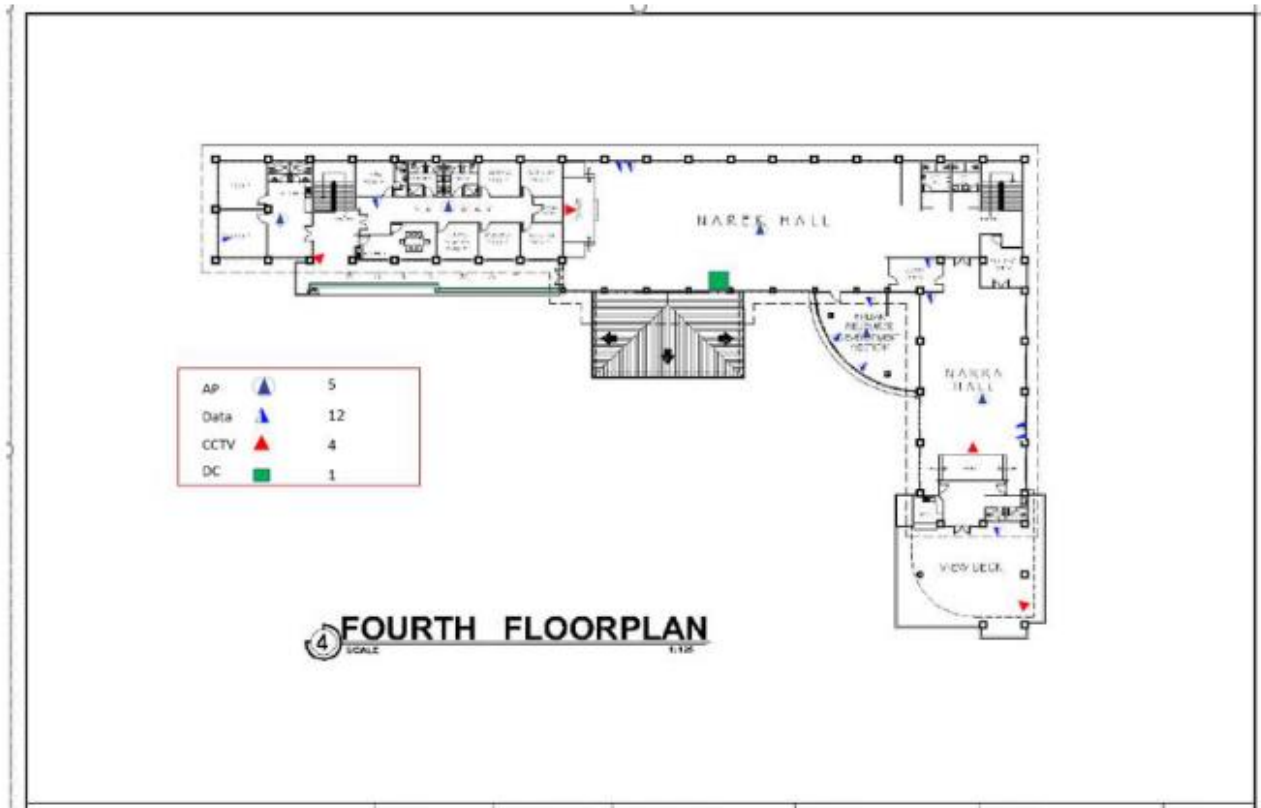


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**B. OTHER REQUIREMENTS**

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

**BIDDER'S UNDERTAKING**

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

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

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

\_\_\_\_\_  
**Name of Company (in print)**

\_\_\_\_\_  
**Signature of Company Authorized Representative**

\_\_\_\_\_  
**Name & Designation (in print)**

\_\_\_\_\_  
**Date**

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

**Project:**      **PROCUREMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES FOR THE REHABILITATION AND MODERNIZATION OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR) SERVER ROOMS AT REGIONS I AND II**

**Bid Ref. No.**    **DENR-CO-2024-030**

**TOTAL APPROVED BUDGET FOR THE CONTRACT:**

Please check the lot no. being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Region I	6,400,000.00
<input type="checkbox"/>	2	Region II	8,600,000.00
<b>TOTAL</b>			<b>15,000,000.00</b>

**ENVELOPE 1: TECHNICAL COMPONENT**

**CLASS "A" DOCUMENTS**

**A. LEGAL DOCUMENTS**

<input type="checkbox"/>	<p>(a) Valid and current <b>Certificate of PhilGEPS Registration (Platinum Membership)</b> (all pages) <i>in accordance with Section 8.5.2 of the IRR</i> (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);</p> <p><b>Note: For corporations filing Audited Financial Statement (AFS) on a fiscal year, must attach copies of the following documents:</b></p> <ul style="list-style-type: none"> <li><i>i. Application for Registration (BIR Form No. 1903) with a stamp of receipt by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions; and</i></li> <li><i>ii. Latest AFS (with a stamp of receipt or with attached copy of acknowledgment thru email) by the BIR or its duly accredited and authorized institutions.</i></li> </ul>
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**B. TECHNICAL DOCUMENTS**

<input type="checkbox"/>	<p>(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 <b>Annex I</b>);</p>
<input type="checkbox"/>	<p>(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 <b>Annex I-A</b>)</p> <p><b><u>Similar in nature shall mean "Structured/Network Cabling, and/or Establishment/ Renovation/Rehabilitation of ICT Facilities".</u></b></p> <p><u>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per Annex I-A:</u></p> <ul style="list-style-type: none"> <li>i) Copy of End User's Acceptance; or</li> <li>ii) Copy of Official Receipt/s or Sales Invoice or Collection Receipt/s</li> </ul>

(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 I	128,000.00	320,000.00	No required Amount
2	Region II	172,000.00	430,000.00	
<b>TOTAL</b>		<b>300,000.00</b>	<b>750,000.00</b>	

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 Revised Section VI. Schedule of Requirements (Terms of Reference as of 16 September 2024) (all pages) of the Supplemental/Bid Bulletin No. 1 and Section VII. Technical Specifications (all pages), as enumerated and specified in the Bidding Documents:**

Lot No.	Project Description	Form	Form Description
1	Region I	Revised Section VI-A	<b>Schedule of Requirements (Terms of Reference as of 16 September 2024)</b>
		Section VII-A	Technical Specifications
2	Region II	Revised Section VI-B	<b>Schedule of Requirements (Terms of Reference as of 16 September 2024)</b>
		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.**