



**BIDS AND AWARDS COMMITTEE**

**Supplemental/Bid Bulletin No. 2**

**PROCUREMENT OF SERVICES FOR THE REHABILITATION AND MODERNIZATION OF  
 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) FACILITIES OF THE  
 DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**  
**Bid Ref. No. DENR-CO-2024-023**

**Approved Budget for the Contract: P13,000,000.00**

This **Supplemental/Bid Bulletin No. 2** is being issued to revise specifications/provisions in the Bidding Documents for the aforementioned project:

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

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

**SECTION III. BID DATA SHEET**

20.2	Post Qualification 2. (f) List of the Key Personnel with attached duly signed Curriculum Vitae and copies of the following additional documentary requirements:	<table border="1"> <thead> <tr> <th>No.</th> <th>Requirement</th> <th>Years of Experience</th> <th>Additional Documentary Requirements</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="4"><b>Key Personnel</b></td> </tr> <tr> <td align="center">1</td> <td>At least one (1) Head Project Manager</td> <td> <ul style="list-style-type: none"> <li>Five (5) years of experience in project management</li> <li>Employed in the company for three (3) years</li> </ul> </td> <td> <ul style="list-style-type: none"> <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> </td> </tr> </tbody> </table>	No.	Requirement	Years of Experience	Additional Documentary Requirements	<b>Key Personnel</b>				1	At least one (1) Head Project Manager	<ul style="list-style-type: none"> <li>Five (5) years of experience in project management</li> <li>Employed in the company for three (3) years</li> </ul>	<ul style="list-style-type: none"> <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>	20.2	Post Qualification 2. (f) List of the Key Personnel with attached duly signed Curriculum Vitae and copies of the following additional documentary requirements:	<table border="1"> <thead> <tr> <th>No.</th> <th>Requirement</th> <th>Years of Experience</th> <th>Additional Documentary Requirements</th> </tr> </thead> <tbody> <tr> <td align="center" colspan="4"><b>Key Personnel</b></td> </tr> <tr> <td align="center">1</td> <td>At least one (1) Head Project Manager</td> <td> <ul style="list-style-type: none"> <li>Five (5) years of experience in project management</li> <li>Employed in the company for three (3) years</li> </ul> </td> <td> <ul style="list-style-type: none"> <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><del>Proof of SSS Premium Remittances for the past three (3) years</del></li> <li>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</li> </ul> </td> </tr> </tbody> </table>	No.	Requirement	Years of Experience	Additional Documentary Requirements	<b>Key Personnel</b>				1	At least one (1) Head Project Manager	<ul style="list-style-type: none"> <li>Five (5) years of experience in project management</li> <li>Employed in the company for three (3) years</li> </ul>	<ul style="list-style-type: none"> <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><del>Proof of SSS Premium Remittances for the past three (3) years</del></li> <li>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</li> </ul>
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## SECTION III. BID DATA SHEET

	No.	Requirement	Years of Experience	Additional Documentary Requirements		No.	Requirement	Years of Experience	Additional Documentary Requirements
	<b>Key Personnel</b>					<b>Key Personnel</b>			
20.2	2	At least one (1) Assistant Project Manager	<ul style="list-style-type: none"> <li>• Two (2) years of experience in project management</li> <li>• Employed in the company for 2 years</li> </ul>	<ul style="list-style-type: none"> <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>	20.2	2	At least one (1) Assistant Project Manager	<ul style="list-style-type: none"> <li>• Two (2) years of experience in project management</li> <li>• Employed in the company for 2 years</li> </ul>	<ul style="list-style-type: none"> <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>• <del>Proof of SSS Premium Remittances for the past two (2) years</del></li> <li>• List of completed and ongoing projects <b>dated year 2022 or earlier as proof of at least two (2) years of experience in project management</b></li> </ul>
	3	At least two (2) Certified Fiber Optic Technician	<ul style="list-style-type: none"> <li>• Employed in the company for at least 1 year</li> </ul>	<ul style="list-style-type: none"> <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>		3	At least two (2) Certified Fiber Optic Technician	<ul style="list-style-type: none"> <li>• Employed in the company for at least 1 year</li> </ul>	<ul style="list-style-type: none"> <li>• Company issued ID</li> <li>• Certificate of Employment issued by the Service Provider's HR Department</li> <li>• <del>Proof of SSS Premium Remittances for the past one (1) year</del></li> <li>• Valid Certification</li> </ul>

## SECTION VI. SCHEDULE OF REQUIREMENTS

Section VI-A. Schedule of Requirements (Terms of Reference as of 16 July 2024)	<b>Section VI-A. Revised Schedule of Requirements (Terms of Reference as of 16 September 2024)</b>  <b>V.c</b> Shall submit proof of employment including individual CVs, <b>SSS Remittances</b> , Company ID, and copies of valid certificates
Section VI-B. Schedule of Requirements (Terms of Reference as of 16 July 2024)	<b>Section VI-B. Revised Schedule of Requirements (Terms of Reference as of 16 September 2024)</b>  <b>V.c</b> Shall submit proof of employment including individual CVs, <b>SSS Remittances</b> , Company ID, and copies of valid certificates
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	
Section VII-A. Technical Specifications	<b>Section VII-A. Revised Technical Specifications</b>
Section VII-B. Technical Specifications	<b>Section VII-B. Revised Technical Specifications</b>

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

1. **Section VI-A. Revised Schedule of Requirements (Terms of Reference as of 16 September 2024)**
2. **Section VI-B. Revised Schedule of Requirements (Terms of Reference as of 16 September 2024)**
3. **Section VII-A. Revised Technical Specifications**
4. **Section VII-B. Revised Technical Specifications**

Also please use the **2<sup>nd</sup> Revised Checklist of Technical and Financial Documents** as a guide/reference.

This Supplemental/Bid Bulletin No. 2 shall form part of the Bidding Documents. Any provisions in the Bidding Documents and Supplemental/Bid Bulletin No. 1 inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

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

Approved by:

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

<b>Received by:</b>		
_____ (SIGNATURE OVER PRINTED NAME)	_____ (DATE)	_____ NAME OF COMPANY
(PLEASE RETURN OR FAX THIS PAGE ONLY TO THE DENR BAC OFFICE @ 8926-2675)		

**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

**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".*

**I. 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 (ERDB) 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 ERDB, 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 the 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 ERDB for future technological advancements.

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is **EIGHT MILLION PESOS (PhP 8,000,000.00)** 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) year. Certification from HR of the company must be submitted as post qualification documents, as well as the Certificate for the field of expertise.
- 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.

**SECTION VI-A. Revised Schedule of Requirements****Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

- 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	Construction of network room in new building		
3	Repaint Wall inside Server Room (2 Shades of Grey – ANSI 49 and 61).		
4	Paint all Dry Walls and Repaint existing walls with the same color (TBD).		
5	Ceiling Works		
6	Provision and installation of one (1) (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	5	PCS
3	Fiber Panel 24 ports MM	2	PCS
4	Fiber Pigtail 1 mtrs LC MM OM3	60	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; and**

No.	Description	QTY	UNIT
1	UTP Cable cat6 pairs	40	ROLLS
2	Faceplate duplex cat6	168	PCS
3	Information outlet cat6	168	PCS
4	Patch Panel 24ports	9	PCS
5	Cable Manager	9	PCS
6	Patch Cord UTP cat6 1m	168	PCS
7	Patch Cord UTP cat6 3m	168	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 3ft	2	UNITS
11	Data cabinet wall mounted 600mm x 600mm 2ft	3	UNITS
12	6 KVA UPS	1	UNIT
13	1KVA (for IDF)	5	UNITS

**SECTION VI-A. Revised Schedule of Requirements****Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

No.	Description	QTY	UNIT
14	Core switch 24 ports	1	UNIT
15	24 ports switch	9	UNITS
16	SFP module	10	UNITS
17	Access point	30	UNITS
18	AP controller	1	UNIT

**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. Provision and Installation of 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. Provision and Installation of 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. Provision and Installation of 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

**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

**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

**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

**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).
2. Completion of server room expansion, and renovation, 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

**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

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 end user, 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.
- 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.



**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

- 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)

**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

**VI. LOCATIONS**

The project implementation site will be at the ERDB Vicinity located at 4031 College, Los Baños, 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 ERDB 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 Inspection and Acceptance issued by NIMD and DENR-ERDB</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 renovation 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>	80%	<ul style="list-style-type: none"><li>● Certificate of Acceptance issued by DENR-ERDB</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>	15%	<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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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

**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

**Annex: Layout Plan**



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

(page 10 of 10)

**SECTION VI-A. Revised Schedule of Requirements**

**Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room**

**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 VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

**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".***



**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 Biodiversity Management Bureau ICT Infrastructure**

**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 BMB, 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 installation of support facilities such as EMS and physical security measures. This upgrade not only facilitates faster data transfer but also positions BMB for future technological advancements

**II. APPROVED BUDGET OF THE CONTRACT**

The total ABC for the project is **Five Million Pesos (Php 5,000,000.00)** 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) 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. Schedule of Requirements****Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

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

No.	Description	QTY	UNIT
1	FOC Cable outdoor armoured 8 core	3800	MTRS
2	Fiber Panel loaded 12 ports sc SM	8	PCS
3	Fiber Panel loaded 48 port sc SM	2	PCS
4	Fiber Pigtail SM 1mtr	128	PCS
5	Fiber patchcord 3 meters SM SC to LC	16	pcs
6	Data CABINET 2ft 600MMX600MM	8	units

No.	Description	QTY	UNIT
7	cable ladder 4x18x8ft g.18 w/ coupling	6	lgth
8	cable tray2x4x8ft g.18 w/ coupling	16	lgth
9	lucky pvc pipes 1 with locknut and bushing	160	lgth
10	pvc connector 1	160	pcs
11	pvc elbow 1	30	pcs
12	lucky pvc pipes 1 ½" with locknut and bushing	550	lgth

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**SECTION VI-B. Schedule of Requirements****Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

13	pvc connector 1 1/2	550	pcs
14	pvc elbow 1 1/2	120	pcs
15	threaded rod 3/8x10ft	80	lgth
16	unistrut channel 2x10ft	45	lgth
17	Pullbox 8x8x4 g18	40	pcs
18	Pullbox 10x10x6 ga 18	40	pcs
19	Mobilization and Demobilization/Hanger and Support/Miscellaneous/Consumables/AS Built Plan, documentation and labor cost	1	Lot

**2. 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	unit
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	unit
4	Inline power Meter Control Relay	2	unit

**3. Provision and Installation of Door Access;**

No.	Description	QTY	UNIT
1	Door access (Biometric)	1	unit
2	EM lock	1	unit
3	KeySwitch	1	unit
4	Push button	1	unit
5	Break glass	1	unit

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**SECTION VI-B. Schedule of Requirements****Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

6	12v power supply	1	unit
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**4. Provision of Electric Works;**

No.	Description	QTY	UNIT
1	Installation of Separate panel board for data center	1	unit
2	Installation of additional twist lock outlet supply for server cabinets	1	unit
3	Electric works for CU and data center systems	1	unit

**5. Provision and Installation of CCTV;**

No.	Description	QTY	UNIT
1	N22AL12 CCTV DOME IP (4MP)	4	unit
2	NVR5208-8P-EI	1	unit
3	ST3000VX010 HDD	3	unit
4	1KVA UPS ITYS-E 1kVA 230V ONL	1	unit

1. Single-Mode (SM) Fiber Optic Backbone Cabling (burial installation)
2. Two Hundred (200) nodes Cat6 Horizontal Cabling
3. 8 x 2 Ft. wall mounted Data Cabinet.

**Note:** Please see **ANNEX A** for Vicinity Maps. Prospective bidder/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 bidder. Site inspection shall be conducted prior to the schedule of submission and opening of bids.

**B. 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 DENR-BMB.
2. Completion of services 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

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**SECTION VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

**C. Quality Assurance**

The service provider is responsible for ensuring that all aspects of the Cabling Infrastructure 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.

**D. 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.

**E. Reporting and Communication**

The service provider shall provide regular progress reports to the end user, 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.

**F. Project Handover**

**1. Documentation:**

- a. As-built drawings and schematics: Provide accurate and up-to-date drawings and schematics of the structured cabling.
- b. Operation and maintenance manuals: Prepare detailed manuals outlining the structured cabling's 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.

**2. 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.

**3. 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 cabling infrastructure.

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**SECTION VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

**4. 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.

**5. 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 Bidders).
- 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 DENR-BMB Compound at Ninoy Aquino Parks and Wildlife Center, Diliman Quezon City.

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**SECTION VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

**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-BMB IT personnel; and
- B. Responsible for the safe custody and use of the equipment provided by the winning bidder;
- C. Issue a Certificate of Inspection and Acceptance to the winning bidder certifying conformance with the project Terms of Reference (TOR).

**VIII. TERMS OF PAYMENT**

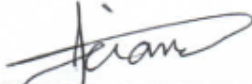
DENR shall pay the service provider for its services. The payments for the services will be done in two (2) tranches as stated in the table below.

<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 Inspection and Acceptance issued by DENR</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 Structure Cabling</li><li>● Installation of support facilities</li><li>● Commissioning and testing and submission of as-built drawings, and comprehensive handover documentation</li></ul>	95%	<ul style="list-style-type: none"><li>● Certificate of Acceptance issued by DENR-BMB</li><li>● Weekly Progress reports</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>● Certificate of Inspection and Acceptance issued by DENR</li><li>● Billing statement.</li><li>● Bank Details</li></ul>

**SECTION VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

Prepared by:



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

Prepared and Reviewed by:



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

Approved by:



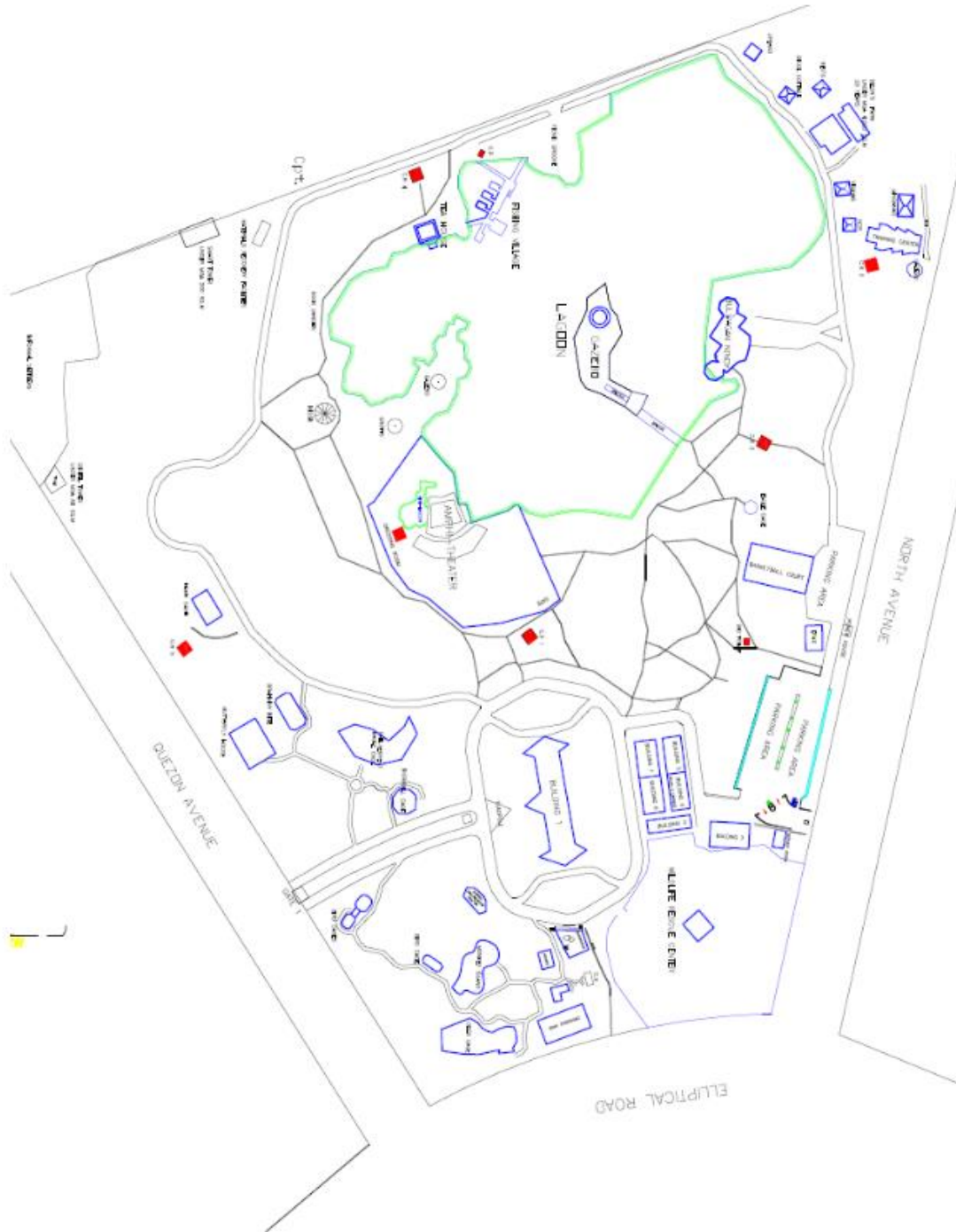
**ARLENE A. ROMASANTA**  
Director  
Knowledge and Information Systems Service

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**SECTION VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

**ANNEX A**



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**SECTION VI-B. Schedule of Requirements**

**Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure**

**B. OTHER REQUIREMENTS**

3. Bidder has no overdue deliveries or unperformed services intended for DENR.
4. 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-A. Revised Technical Specifications**

Lot No. 1 Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems  
Research and Development Bureau (ERDB) Server Room

**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".*

<b>Project Requirements</b>	<b>*Bidder's Statement of Compliance</b>
Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room As per Terms of Reference dated <b>16 SEPTEMBER 2024</b>	

**PLEASE INDICATE BRAND AND MODEL NO. OF THE ITEMS/SERVICES BEING OFFERED  
IN THE SPACE PROVIDED:**

<b>1. Air Conditioning</b>	_____
<b>2. UTP Cable</b>	_____
<b>3. 24 port Switch</b>	_____
<b>4. Access Point</b>	_____
<b>5. AP Controller</b>	_____
<b>6. CCTV</b>	_____
<b>7. NVR</b>	_____
<b>8. Door Access</b>	_____
<b>9. EMS</b>	_____

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 VII-B. Revised Technical Specifications**

Lot No. 2 Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure

**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".**

<b>Project Requirements</b>	<b>*Bidder's Statement of Compliance</b>
Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure As per Terms of Reference dated <b>16 SEPTEMBER 2024</b>	

**PLEASE INDICATE BRAND AND MODEL NO. OF THE ITEMS/SERVICES BEING OFFERED IN THE SPACE PROVIDED:**

<ol style="list-style-type: none"> <li><b>1. CCTV</b></li> <li><b>2. NVR</b></li> <li><b>3. Door Access</b></li> <li><b>4. EMS</b></li> </ol>	<hr/> <hr/> <hr/> <hr/>
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**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)*

**DENR BIDS AND AWARDS COMMITTEE**

**2<sup>ND</sup> REVISED CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

**Project:**        **PROCUREMENT OF SERVICES FOR THE REHABILITATION AND MODERNIZATION OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) FACILITIES OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)**

**Bid Ref. No.**    **DENR-CO-2024-023**

**APPROVED BUDGET FOR THE CONTRACT: ₱13,000,000.00**

Please check the lot being bid	Lot No.	Description	ABC (P)
<input type="checkbox"/>	1	Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room	8,000,000.00
<input type="checkbox"/>	2	Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure	5,000,000.00
<b>TOTAL</b>			<b>13,000,000.00</b>

**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);
- Note: For AFS filing covering the fiscal year, please attach a document to verify the fiscal year of the filing.**

**B. TECHNICAL DOCUMENTS**

- (b) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (per **Annex I**);
- (c) Statement of the Bidder's Single Largest Completed Contract (SLCC) of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty (50%) of the total ABC (per **Annex I-A**)
- Similar in Nature shall mean "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-CENTRAL OFFICE (DENR-CO)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

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)	Original Bid Securing Declaration
1	Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room	8,000,000.00	160,000.00	400,000.00	No required Amount
2	Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure	5,000,000.00	100,000.00	250,000.00	
<b>TOTAL</b>		<b>13,000,000.00</b>	<b>13,000,000.00</b>	<b>260,000.00</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 Schedule of Requirements and Revised Technical Specifications, as enumerated and specified in Sections VI and VII of the Supplemental/Bid Bulletin No. 2.**

Lot No.	Description	Form	Description
1	Procurement of ICT Services for the Rehabilitation and Modernization of Ecosystems Research and Development Bureau (ERDB) Server Room	Section VI-A	Revised Schedule of Requirements (Terms of Reference as of 16 September 2024)
		Section VII-A	Revised Technical Specifications
2	Procurement of ICT Services for the Rehabilitation and Modernization of Biodiversity Management Bureau (BMB) ICT Infrastructure	Section VI-B	Revised Schedule of Requirements (Terms of Reference as of 16 September 2024)
		Section VII-B	Revised 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 this project. The detailed computation using the required formula must be provided.

**OR**

Original copy of Committed Line of Credit (CLC) per **Annex IV-A** issued by a Local Universal or Local Commercial Bank at least equal to ten percent (10%) of the ABC of this project.

**In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements.**

**Class “B” Document: (For Joint Venture)**

**If applicable, For Joint Ventures, Bidder to submit either:**

- (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or
  - (ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture (**Annex V**) signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful and must be in accordance with Section 23.1 (b) of the IRR
- In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i)]
- (h) **The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (per Annex V) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.**

**ENVELOPE 2: FINANCIAL COMPONENT**

- (a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form (**Annex VI**);

Lot No.	Form
1	Annex VI-1
2	<b>Revised Annex VI-2</b> <i>(as indicated in the Supplemental/Bid Bulletin No. 1)</i>

**and**

- (b) Original of duly signed and accomplished Price Schedule(s) (**Annex VI-A or VI-B**).

The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC