



BIDS AND AWARDS COMMITTEE

Supplemental/Bid Bulletin No.1

**PROCUREMENT OF WEB-BASED ACTIVE DIRECTORY MANAGEMENT AND HELPDESK
 SYSTEM FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-
 CENTRAL OFFICE (DENR-CO) FOR CY 2021
 Bid Ref. No. DENR-CO-2021-002**

This **Supplemental/Bid Bulletin No.1** is being issued to revise provisions/specifications in the Bidding Documents and to address queries/clarifications sent thru email for the aforementioned project:

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

FROM	TO
Section III. BID DATA SHEET	
20.2 (1) A.d. Audited Financial Statements (AFS) for CY 2020 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021	20.2 (1) A.d. Audited Financial Statements (AFS) for CY 2019 or 2020 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2020 or 2021, respectively.
20.2 (2) a. 2020 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copy of VAT returns and corresponding payments for the last 6 months)	20.2 (2) a. 2019 or 2020 Annual Income Tax Return and Latest Income Tax Returns per Revenue Regulations 3-2005; Tax returns filed through the Electronic Filing and Payments System (EFPS). The latest income and business tax returns are those within the last six months preceding the date of bid submission (including copy of VAT returns and corresponding payments for the last 6 months)
20.2. (5) Submit certified true copies of the Eligibility, Technical and Financial Documents in two (2) sets, marked as "COPY 1" and "COPY 2" & digital/scanned copy stored in Universal Serial Bus (USB) flash drive.	20.2 (5) Submit certified true copies of the Eligibility, Technical and Financial Documents in two (2) sets, marked as "COPY 1" and "COPY 2" & digital/scanned copy stored in Universal Serial Bus (USB) flash drive. 20.2 (6) Submit digital/scanned copy of Eligibility, Technical, Financial and Post-qualification documents stored in Universal Serial Bus (USB) flash drive.

B. Response to queries/clarifications:

Queries/Clarifications	Response
As per your requirement bidder should submit CY 2020 Audited Financial Statements (AFS) for CY 2020 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2021, may we humbly request your good office to consider Audited Financial Statements (AFS) for CY 2019 as our AFS for 2020 is still with the auditing firm and will be available hopefully on June 30.	Request approved.

Please use the **Revised Checklist of Technical and Financial Documents** as a guide/reference for the submission of bids on **23 June 2021, 8:00 AM**.

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

For guidance and information of all concerned.
Issued this 16th day of June 2021 in Quezon City.

Approved by:

(sgd.) **MARCIAL C. AMARO, JR., CESO III**
Assistant Secretary for Policy, Planning &
Foreign Assisted and Special Projects &
Chairperson, Bids and Awards Committee

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

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

Project: **PROCUREMENT OF SUBSCRIPTION TO WEB-BASED ACTIVE DIRECTORY AND HELPDESK SYSTEM FOR THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES-CENTRAL OFFICE (DENR-CO) FOR CY 2021**

Bid Ref. No. **Bid Ref. No. DENR-CO-2021-002**

APPROVED BUDGET FOR THE CONTRACT: ₱2,200,000.00

ENVELOPE 1: TECHNICAL COMPONENT

CLASS "A" DOCUMENTS

A. LEGAL DOCUMENTS

<input type="checkbox"/>	(a) Valid and current Certificate of PhilGEPS Registration (Platinum Membership) issued to bidder; <i>[Note: The valid and current Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said Certificate reflects not updated documents, the bidder shall submit, together with the certificate certified true copies of the updated documents]</i>
	OR
<input type="checkbox"/>	(b) Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives or its equivalent document; and
<input type="checkbox"/>	(c) Copy of Business/Mayor's Permit for 2021 issued to bidder by the city or municipality where the principal place of business of the bidder is located or the equivalent document for Exclusive Economic Zones or Areas and
<input type="checkbox"/>	(d) Current and valid Tax Clearance per E.O. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);

B. TECHNICAL DOCUMENTS

<input type="checkbox"/>	(e) 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);
<input type="checkbox"/>	(f) 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) <i>Similar in nature shall mean "Supply and Delivery of Active Directory and Helpdesk System"</i> 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

(g) Original Bid Security must be issued in favor of the **DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES (DENR)** (must be valid for at least 120 calendar days from the date of bid opening); any one of the following forms:

Project ABC (₱)	Bid Security: Cash, Cashier's/ Manager's Check, Bank Draft / Guarantee, Irrevocable Letter of Credit (2%) (₱)	Bid Security: Surety Bond (5%) (₱)	Original Bid Securing Declaration
2,200,000.00	44,000.00	110,000.00	No required Amount

1. Bid Securing Declaration per **Annex II**;
2. The Cashier's/Manager's Check shall be issued by a Local, Universal or Commercial Bank
3. The Bank Draft/Guarantee or Irrevocable Letter of Credit shall be issued by a Local Universal or Commercial Bank; or
4. Should bidder opt to submit a Surety Bond as Bid Security, the surety bond must be callable on demand and must be issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such bond. Together with the surety bond, a certification from Insurance Commission must be submitted by the bidder which must state that the surety or insurance company is specifically authorized to issue surety bonds.
5. For submission of Bank Draft/Guarantee or Irrevocable Letter of Credit or Surety Bond, the following must be stated/specified in the Bid Security pursuant to Section III, ITB Clause 18.5, to wit:

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.

Note: Duly notarized or unnotarized Bid Securing Declaration shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.

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

<input type="checkbox"/>	<p>(i) Original 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:</p> <p>i. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Notarized or unnotarized Special Power of Attorney.</p> <p>ii. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Notarized or unnotarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Notes 1) <i>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.</i></p> <p>2) <i>Unnotarized documents shall be accepted pursuant to GPPB Resolution No. 09-2020 dated 07 May 2020.</i></p> <p>IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>
C. FINANCIAL DOCUMENTS	
<input type="checkbox"/>	<p>(j) Audited Financial Statements (AFS) for CY 2019 or 2020 with stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions dated CY 2020 or 2021, respectively;</p>
<input type="checkbox"/>	<p>(k) Net Financial Contracting Capacity (NFCC) computation, in accordance with ITB Clause 5.5, (per Revised Annex IV), as included in the Supplemental/Bid Bulletin No. 1.</p> <p>The NFCC computation must be equal to the ABC of this project. The detailed computation using the required formula must be provided.</p> <p>OR</p> <p>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.</p> <p>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.</p>
Class "B" Document: (For Joint Venture)	
<input type="checkbox"/>	<p>If applicable, For Joint Ventures, Bidder to submit either:</p> <p>(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</p> <p>(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</p> <p>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)]</p> <p>(l) 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.</p>

ENVELOPE 2: FINANCIAL DOCUMENTS

- (a) Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Bid Form **(Annex VI); and**
- (b) Original of duly signed and accomplished Price Schedule(s) **(Annex VI-A or VI-B)**.

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

Note: In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.