

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Subscription for the Renewal of 3 VEEAM Back-Up Replication Production Support, Adobe and Canva License Software for the Use of DSWD-CAR Staff
ITB NO. : ITB 2024-DSWD-CAR-11
DATE : 22 March 2024

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To
Invitation to Bid (item no. 2)	2. The Department of Social Welfare and Development - CAR now invites bids for the above Procurement Project. Delivery of the Goods is <u>fifteen (15) calendar days upon receipt of the Notice to Proceed</u> and license validity is required for One Year . Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).	2. The Department of Social Welfare and Development - CAR now invites bids for the above Procurement Project. Delivery of the Goods is <u>thirty (30) calendar days upon receipt of the Notice to Proceed</u> and license validity is required for One Year . Bidders should have completed, within two (2) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
Schedule of Requirements (Delivery Period)	Lot 1: <u>fifteen (15) calendar days upon receipt of the Notice to Proceed</u> Lot 2: <u>fifteen (15) calendar days upon receipt of the Notice to Proceed</u>	Lot 1: <u>thirty (30) calendar days upon receipt of the Notice to Proceed</u> Lot 2: <u>thirty (30) calendar days upon receipt of the Notice to Proceed</u>

Description	From	To
Technical Specifications (Lot 2; item 3)	Quantity: <u>4</u> Specifications: <u>Canva Pro (Canva for Teams)</u> Note: Price should not exceed PhP 3,200.00 per unit	Quantity: <u>2</u> Specifications: <u>Canva for Teams</u> <u>Note: Price should not exceed PhP 6, 400.00 per unit</u>
Terms and Conditions (Lot 1; item no. 2)	Service delivery shall be within <u>fifteen (15) Calendar Days upon receipt of Notice to Proceed</u>	Service delivery shall be within <u>thirty (30) Calendar Days upon receipt of Notice to Proceed</u>
Terms and Conditions (Lot 1)	<u>Lot 2: Purchase of License for the Renewal of 3 VEEAM Back-Up and Replication Production Support</u>	<u>Lot 1: Purchase of License for the Renewal of 3 VEEAM Back-Up and Replication Production Support</u>
Terms and Conditions (Lot 2; item no. 2)	Service delivery shall be within <u>fifteen (15) Calendar Days upon receipt of Notice to Proceed</u>	Service delivery shall be within <u>thirty (30) Calendar Days upon receipt of Notice to Proceed</u>
Terms and Conditions (Lot 2)	<u>Lot 3: Procurement of Adobe and Canva License Software for the Renewal of Existing Software Subscription used by DSWD-CAR</u>	<u>Lot 2: Procurement of Adobe and Canva License Software for the Renewal of Existing Software Subscription used by DSWD-CAR</u>
Price Schedule for Goods Offered from Within the Philippines (Lot 2; item 3)	Quantity: <u>4</u> Specifications: <u>Canva Pro (Canva for Teams)</u> Note: Price should not exceed PhP 3,200.00 per unit	Quantity: <u>2</u> Specifications: <u>Canva for Teams</u> Note: Price should not exceed PhP 6, 400.00 per unit

Please refer to the attached revised forms:

1. **Schedule of Requirements;**
2. **Technical Specifications & Terms and Conditions;** and
3. **Price Schedule for Goods Offered from Within the Philippines**

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

RINA CLAIRE L. REYES
BAC Chairperson

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantity	Delivery Period	Place of Delivery
Lot 1	Purchase of License for the Renewal of 3 VEEAM Back-Up and Replication Production Support	1 lot	Delivery shall be within thirty (30) calendar days upon receipt of the Notice to Proceed.	DSWD-CAR, 40 North Drive, Baguio City
Lot 2	Procurement of Adobe and Canva License Software for the Renewal of Existing Software Subscription used by DSWD-CAR	1 lot	Delivery shall be within thirty (30) calendar days upon receipt of the Notice to Proceed.	DSWD-CAR, 40 North Drive, Baguio City

Note: Please refer to Section VII. for the Technical Specifications

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

ITEM	QTY	UNIT	SPECIFICATION	STATEMENT OF COMPLIANCE
				<p><i>[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 (including the prescribed terms and conditions). 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 Bidder's 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 applicable laws and issuances.]</i></p>
Lot 1: Purchase of License for the Renewal of 3 VEEAM Back-Up and Replication Production Support				
1	1	unit	Purchase of License for the Renewal of 3 VEEAM Back-Up and Replication Production Support <ul style="list-style-type: none"> • 1 year of Production (24/7) maintenance renewal for Veeam Data Platform Foundation Universal Perpetual License. 10 instance pack x 3 packs • Bidder should be at least a registered VEEAM Value 	

ITEM	QTY	UNIT	SPECIFICATION	STATEMENT OF COMPLIANCE
			<p>Added Reseller and should be able to include a certificate in the bid proposal subject for validation during post qualification.</p> <p>Note : Price should not exceed PhP 597,000.</p>	
Lot 2: Procurement of Adobe and Canva License Software for the Renewal of Existing Software Subscription used by DSWD-CAR				
1	6	unit	<p>Adobe Creative Cloud for Teams All Apps License Renewal</p> <p>SKU: 65297765BC02A12</p> <ul style="list-style-type: none"> • Bidder should be at least a registered Adobe Certified Reseller and should be able to include a certificate in the bid proposal subject for validation during post qualification. <p>Note: Price should not exceed PhP 95,500.00 per unit</p>	
2	3	unit	<p>Adobe Acrobat Pro for Teams License Renewal</p> <p>SKU: 65324057BC01A12</p> <ul style="list-style-type: none"> • Bidder should be at least a registered Adobe Certified Reseller and should be able to include a certificate in the bid proposal subject for validation during post qualification. <p>Note: Price should not exceed PhP 27,500 per unit</p>	

ITEM	QTY	UNIT	SPECIFICATION	STATEMENT OF COMPLIANCE
3	2	unit	Canva for Teams Note: Price should not exceed PhP 6,400.00 per unit	

NOTE:

For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications.

Example:

Specification	Statement of Compliance
Purchase of License for the Renewal of 3 VEEAM Back Up and Replication Production Support	Comply, brand/model x, photo, datasheet or brochure of the offered item

TERMS AND CONDITIONS

Lot 1: Purchase of License for the Renewal of 3 VEEAM Back-Up and Replication Production Support

	TERMS AND CONDITIONS	
1	The bidder can comply with the attached Schedule of Requirements	
2	Service delivery shall be within thirty (30) Calendar Days upon receipt of Notice to Proceed	
3	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	
4	Payment term: one-time payment	

Lot 2: Procurement of Adobe and Canva License Software for the Renewal of Existing Software Subscription used by DSWD-CAR

	TERMS AND CONDITIONS	
1	The bidder can comply with the attached Schedule of Requirements	
2	Service delivery shall be within thirty (30) Calendar Days upon receipt of Notice to Proceed	
3	The winning bidder must provide a license with one year validity.	
4	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	
5	Payment term: one-time payment for subscription of license software application	

NOTE:

The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.

Example:

Terms and Conditions:	Statement of Compliance
The bidder can comply with the attached Schedule of Requirements	Comply

Price Schedule for Goods Offered from Within the Philippines

Name of Bidder : _____
 Invitation to Bid No. ITB 2024-DSWD-CAR-11 (Lot 2)

Page ___ of ___

1	2	3	4		5	6	7	8	9	10
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Adobe Creative Cloud for Teams All Apps License Renewal SKU: 65297765BC02A12 ●Bidder should be at least a registered Adobe Certified Reseller and should be able to include a certificate in the bid proposal subject for validation during post qualification. Note: Price should not exceed PhP 95,500.00 per unit	-	6	unit	-	-	-	-	-	-
2	Adobe Acrobat Pro for Teams License Renewal SKU: 65324057BC01A12 ●Bidder should be at least a registered Adobe Certified Reseller and should be able to include a certificate in the bid proposal subject for validation during post qualification. Note: Price should not exceed PhP 27,500 per unit	-	3	unit	-	-	-	-	-	-
3	Canva for Teams Note: Price should not exceed PhP 6, 400.00 per unit	-	2	unit	-	-	-	-	-	-
Total										-

NOTES:

- In case a column is not applicable for an offered item, just indicate "-" or "0".
- Leaving columns 5, 6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: _____
 Legal Capacity: _____
 Signature: _____
 Duly authorized to sign the Bid for and behalf of: _____