

## **BIDS AND AWARDS COMMITTEE**

### **Bid Bulletin No. 1**

04 July 2022

#### **PROCUREMENT OF SUPPLY, DELIVERY, INSTALLATION, CONFIGURATION, SUPPORT AND SUBSCRIPTION OF GOOGLE WORKSPACE FOR ONE (1) YEAR**

This Bid Bulletin No. 1 modifies the respective portions of the Bidding Documents issued on 20 June 2022.

The changes to the Bidding Documents, as indicated in the succeeding pages, are being issued in compliance with Section 22.5 of the Revised 2016 Implementing Rules and Regulations of RA 9184. Under this section, the procuring entity is directed to issue an amendment at least seven (7) days before the deadline for submission of the bid.

Except as expressly amended by this Bid Bulletin, all other terms and conditions of the Bidding Documents issued on 20 June 2022 shall remain unchanged and shall remain in full force and effect in accordance with their terms.

For guidance and information of all concerned.

**(SGD)**

**MINERVA ELOISA P. ESQUIVIAS**

Chairperson, Bids and Awards Committee  
Philippine Statistics Authority

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<b>BB Series No.</b>	<b>Reference</b>	<b>Amendments/Revisions</b>
BB1-1	Section VIII - Checklist of Requirements	Please see attached updated Checklist of Requirements.
BB1-2	Section VII – Technical Specifications  On Additional Requirements, “Support”	The requirement is amended as follows:  <b>From:</b>  Standard Support <b>plus faster response times</b> , 24x7 phone/chat support; all issue types  <b>To:</b>  Standard Support, 24x7 phone/chat support; all issue types
BB1-3	Section III – Bid Data Sheet, ITB Clause 5.3  On similar contracts	The requirement is amended as follows:  <b>From:</b>  Supply, Delivery, and Subscription to Google Workspace or Google Suites <b>(E-mail Communication Service)</b>  <b>To:</b>  Supply, Delivery, and Subscription to Google Workspace or Google Suites <b>(such as email, collaboration and productivity applications)</b>

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**Questions and Answers (as of 01 July 2022)**

<b>Q&amp;A Series No.</b>	<b>Queries</b>	<b>Response/s</b>
Q&A #1	For confirmation, the Committee mentioned a Supplemental Bid Bulletin (SBB) will be issued to answer clarifications/queries. Do bidder/s still required to send their respective questions even after raising the same queries during the Pre-Bid activity?	Yes. While the Secretariat notes down the queries from the bidders during the activity, sending a written clarification is appreciated to avoid misinterpretation of the bidder's questions.
Q&A #2	Section V – Special Conditions of the Contract  Terms of Payment “The terms of payment shall be as follows: One-time payment shall be made in accordance with budgeting, accounting, and auditing laws, rules, and regulations”  Will PSA pay the bidder/s upfront after the latter commissions, and the former accepts the licenses?	Yes. However, payment is still subject to the budgeting, accounting, and auditing laws, rules, and regulations.
Q&A #3	Section III – Bid Data Sheet, Clause 5.3  On similar contracts for SLCC, “Similar contracts are the Supply, Delivery, and Subscription to Google Workspace or Google Suites (E-mail Communication Service)”  Will PSA accept any contracts on E-mail Communication Service, OR do PSA require that the e-mail services be provided by Google Solutions?	PSA requires that the bidder/s must have a contract providing Google Solutions to any government or private entities.
Q&A #4	Will PSA provide Service Level Agreement (SLA) for the Standard Support requirement indicated in Section VII?  Kindly define “standard support”.	The requirement for “Support” has been amended. Please refer to BB1-2.
Q&A #5	The Technical Specifications did not specify any requirement for “Training”. Is this still part of the requirement for the subject procurement?	For reference purposes, listed below are the training requirements:  Admin/user training - Virtual Training

	Also, does the cost for the training is considered during the determination of the ABC?	Admin training – 35 participants User training – 181 participants  Yes. However, the cost for the training should be shouldered by the winning bidder.
Q&A #6	Section II – Instructions to Bidder/s  How many copies of the bidding documents are required to be submitted?	Only one (1) copy of the technical and financial components of the bid MUST be submitted.  Nevertheless, a USB copy is requested from the bidders to submit during the same deadline of submission (11 July 2022 at 11:00AM). Although, non-submission of a USB copy will not be a ground for disqualification of the bidder/s
Q&A #7	When is the last day/deadline of submission of queries or request of clarifications?  Also, when will PSA release the SBB?	01 July 2022  04 July 2022
Q&A #8	The schedule of delivery if not included in the checklist of requirements. Will bidder/s still be required to submit said documents? Is there a prescribed form for this?	As indicated in the published bidding document (Section VIII, (i)) for the subject procurement, bidder is required to submit the:  “Conformity with the Technical Specifications, <b><u>which may include production/delivery schedule</u></b> , manpower requirements, and/or aftersales/parts, if applicable” (emphasis ours)  The bidder/s are required to sign the documents to signify their conformity on the provisions stated in their submitted bidding proposals.
Q&A #9	On the statement of compliance in the Technical Specifications,  Are bidder/s required to state their compliance to every line item indicated in Section VII?	Yes. Pursuant to the “Notes in Preparing Technical Specifications” for Section VII-Technical Specifications  “Bidders must state here either “Comply” or “Not Comply” against <b><i>each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered...</i></b> ”
Q&A #10	Is the additional 100GB storage is a requirement for the license of each user? Or is this intended to be shared?	The requirement of additional 100GB storage is per user.

Q&A #11	On SLCC, do PSA accept contracts that are not awarded by a government entity?	Bidder/s may submit a contract with either government OR private entities, provided that,  1. said contract covers 50% of the ABC and was awarded within the last five (5) years, 2. said contract is supported by proofs such as an approved NOA, NTP, Certificate of Completion, Project Acceptance, PO, Billing receipts, etc. 3. Said contract is considered as a "similar contract" as indicated in Clause 5.3 of the Bid Data Sheet
Q&A #12	Is the training requirement an online or onsite activity?	Online/Virtual training
Q&A #13	Is the number of licenses to be procured is equivalent to the number of participants during the training?	Please refer to answer in Q&A# 5
Q&A #14	How many participants are we expecting for Admin and end-user training?	Please refer to answer in Q&A# 5
Q&A #15	Is the training online or on-site?	Please refer to answer in Q&A# 5
Q&A #16	Will the training be part of the 30 days completion date?	No.
Q&A #17	(GCC 2.2 Page 25) The payment term reflected in the TOR specifies the following:  "One-time payment shall be made in accordance with budgeting, accounting, and auditing laws, rules, and regulations"  Can you please confirm that the winning bidder will be able to bill PSA RIGHT AFTER the completion (and acceptance) of the commissioning of the procured GWS licenses? In effect, we wish to confirm that the billing is BOTH one time and upfront.	Please refer to answer in Q&A #2
Q&A #18	(ITB 5.3 Page 19) With regards to the SLCC, the TOR specifies the following:  "For this purpose, contracts similar to the Project shall be:  Similar contracts are the Supply, Delivery, and Subscription to Google Workspace or Google Suites (E-mail Communication Service)"	Please refer to BB1-3

	<p>Can BAC consider expanding the definition of similar <b>contract to include any email system</b> (and not limit the definition of similar contracts to only GSuite/ GWS contracts)?</p> <p>While adopting this definition will allow for wider participation in the bidding with regards to SLCC, the PSA GWS TOR specifies that the bidder must be a Certified Google Partner anyway, so PSA is guaranteed that the winning bidder is qualified by Google to provide and support the PSA-desired GWS solution.</p>	
Q&A #19	<p>(Section VI, Page 26) Can you please confirm that the bidder is supposed to sign and submit The Schedule of Requirements form as part of its Bid?</p>	<p>Yes. Bidders may use the form/template indicated in the “Prescribed Bidding Forms” as posted in the PhilGEPS and PSA Procurement website.</p> <p>For the updated checklist of documents, please refer to BB1-1</p>
Q&A #20	<p>(Section VII Page 28-29) Please confirm that the bidder is supposed to accomplish the Tech spec sheet with the phrase</p> <p>COMPLY, PLEASE REFER TO XXXX for each technical specification.</p>	<p>Please refer to answer in Q&amp;A #9</p>
Q&A #21	<p>.(Section 2 5.3 Page 13) With regards to the supporting documents to the declared SLCC, can PSA accept an SLCC which is a multi-year (3 years) GWS contract (from a government agency) which has been fully commissioned, accepted, billed, and fully paid for, but the 3-year subscription period has still not been fully consumed? Since the government agency has fully paid for the 3-year subscription, it can thus be construed that the agency considers the contract to have been fully delivered.</p>	<p>Pursuant to ITB Clause 2, “Bidders should have completed, <b><i>within last five (5) years from the date of submission and receipt of bids</i></b>, a contract similar to the Project.”</p>
Q&A #22	<p>For the SLCC, do bidders have to strictly comply with the requirement that it has to be a single contract and the completed contract must be equivalent to at least 50% of the ABC?</p>	<p>Yes.</p>
Q&A #23	<p>On Additional Requirement</p> <p>As advised during the Prebid conference, it was stated that training should be included in the services to be provided.</p>	<p>Please refer to answer in Q&amp;A# 5</p>

	<p>In line with this may we know:</p> <ul style="list-style-type: none"><li>• If virtual training is acceptable?</li><li>• What type of training is needed (Administrator/End-User/Train the trainers)?</li><li>• For how many sessions and how many participants?</li></ul>	
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# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

#### Technical Documents

- (b) Statement of the prospective bidder 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; **and**
- (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from 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.

#### Other documentary requirements under RA No. 9184 (as applicable)

- (i) [For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in



- government procurement activities for the same item or product.
- (j) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).