



BID BULLETIN NO. 1

16 April 2019

Attention: All prospective bidders for the project:

G-2019-09: SUPPLY AND DELIVERY OF TEN THOUSAND EIGHT HUNDRED SIXTY (10,860) ROLLS OF ATM CUSTOMER RECEIPT FOR THE DEVELOPMENT BANK OF THE PHILIPPINES (ABC: P 2,389,200.00 inclusive of all applicable taxes)

Please be informed of the following:

1. The schedule for the submission and opening of bids shall proceed as follows:

SCHEDULE OF SUBMISSION AND OPENING OF ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS/PROPOSAL		
Activity	Time	Venue
Submission of Eligibility, Technical and Financial Documents/Proposals	25 April 2019 (Thursday) <u>"On or before" 9:00 AM*</u>	6/F BAC Secretariat DBP Head Office, Makati City
Opening of Eligibility, Technical and Financial Documents/Proposals	25 April 2019 (Thursday) 10:30 AM	12/F Suite 5, DBP Head Office, Makati City

****Late Bids shall not be accepted***

2. Amendments on the Checklist of Requirements:

Original Checklist of Requirements for Bidders	Revised Checklist of Requirements for Bidders
TAB 9 Accomplished Omnibus Sworn Statement (<i>Template per FORM 6</i>), duly signed by the bidder's authorized representative and notarized.	TAB 9 Omnibus Sworn Statement (<i>Template per FORM 6</i>), accomplished and duly signed by the bidder's authorized representative and notarized.
TAB 10 Conformed Technical Specifications per <i>FORM 7</i> duly signed by the bidder's authorized representative.	TAB 10 DBP Technical Specifications (<i>per FORM 7</i>), duly signed by the bidder's authorized representative for conformance.
N/A	TAB 11 One (1) roll sample of ATM customer receipt (thermal) compliant to DBP Technical Specifications. (<i>Separately packed, sealed and labeled</i>)

are

3. Bidders/ reminded to submit one (1) roll sample of ATM customer receipt (thermal), together with all the required eligibility, technical, and financial documents.
4. Bidders are also reminded to use as a guide/reference in preparing their Bidding Documents the attached Annex "A" for the **REVISED CHECKLIST OF REQUIREMENTS** attached in this Bid Bulletin.
5. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
6. Please be advised that bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

For the guidance and information of all concerned.



ATTY. RENE A. GAERLAN

Vice President, and
2nd Vice Chairperson, Bids and Awards Committee

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G-2019-09: SUPPLY AND DELIVERY OF TEN THOUSAND EIGHT HUNDRED SIXTY (10,860) ROLLS OF ATM CUSTOMER RECEIPT FOR THE DEVELOPMENT BANK OF THE PHILIPPINES (ABC: P 2,389,200.00 inclusive of all applicable taxes)

**SUPPLY AND DELIVERY OF TEN THOUSAND EIGHT HUNDRED SIXTY (10,860) ROLLS OF ATM CUSTOMER
RECEIPT FOR THE DEVELOPMENT BANK OF THE PHILIPPINES**
Bid Reference No. G-2019-09

TRANSMITTAL FORM

REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Note: Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT
Received:

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

Pursuant to Clause 19.4 of the Instructions to Bidders, each and every page of the Bid Forms under Section VI: Bidding Forms hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
LEGAL ELIGIBILITY DOCUMENTS	
TAB 1	<p>If the bidder is a joint venture (JV):</p> <p>a. If bidding as a <u>formed JV</u>: Submit the existing valid, duly accomplished, signed and <u>notarized</u> JV Agreement (JVA). The JVA must specifically indicate among others, the following: the <u>partner company that will represent the JV</u>, the <u>shareholdings of each partner company</u> in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV. Moreover, please likewise note:</p> <p>1) If the JV is <u>incorporated</u> or registered with the relevant government agency, all documents listed in this checklist must be <u>under the JV's name</u> and shall submit the <u>PhilGEPS Certificate of Registration under Platinum Category under the JV's name</u></p> <p>2) If the JV is <u>unincorporated</u>, the <u>PhilGEPS Certificate of Registration under Platinum Category</u> (under TAB 3) shall be submitted by <u>each of the JV partners</u>, while submission of the <u>technical and financial eligibility documents</u> (TAB 4 onwards) by <u>any one of the JV partners</u> constitutes collective compliance</p> <p>b. If bidding as a <u>JV that is yet to be formed</u>: Submit duly <u>notarized</u> Agreement to Enter into Joint Venture (<u>sample template per FORM 1</u>). Please likewise note:</p> <p>1) <u>PhilGEPS Certificate of Registration under Platinum Category</u> (under TAB 3) shall be submitted by <u>each of the JV partners</u>, while submission of the <u>technical and financial documents</u> (TAB 4 onwards) by <u>any one of the JV partners</u> constitutes collective compliance</p>
TAB 2	<p>Proof of appointment/authority of bidder's representative:</p> <p>a. Duly <u>notarized</u> Special Power of Attorney (if the bidder is a sole proprietorship) OR</p> <p>b. Duly <u>notarized</u> Secretary's Certificate (if the bidder is a corporation, partnership, cooperative or joint venture)</p>

Pursuant to Clause 19.4 of the Instructions to Bidders, each and every page of the Bid Forms under Section VI: Bidding Forms hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>IN CASE, THERE ARE MORE THAN ONE APPOINTED/DESIGNATED REPRESENTATIVE, USE OF “AND” shall mean both/all representatives must sign the bid forms (i.e. Statements, TOR, financial bid) to be submitted for the bid opening.</p> <p>Use of “OR” or “ANY OF THE FOLLOWING” is recommended.</p>
<p><i>GPPB has issued Circular No. 07-2017 dated 31 July 2017 in relation to the deferment of the implementation of mandatory submission of PhilGEPS Certificate of Registration under “Platinum” Category in Competitive Bidding under Section 8.5.2 of the 2016 Revised IRR of RA 9184 and as required per GPPB Circular No. 03-2016 dated 27 October 2016, to provide prospective bidders with additional time to register with PhilGEPS under the Platinum Membership category.</i></p>	
<p>TAB 3 Valid and current PhilGEPS Certificate of Registration in PLATINUM CATEGORY with Annex “A” or the List of Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS. “Uploaded” documents under Annex “A” shall mean all of the following required Legal Eligibility Documents are updated or maintained valid and current (TABs 3A-3D):</p>	
TAB 3A	Registration Certificate issued by Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI);
TAB 3B	CY 2019 Business/Mayor’s Permit 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;
TAB 3C	Current (not expired on the date of opening of bids) Tax Clearance (<u>valid for Bidding Purposes</u>) per Executive Order 398, Series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
TAB 3D	<p>Audited Financial Statements for 2017 or latest:</p> <ul style="list-style-type: none"> • Independent Auditor’s Report; • Balance Sheet (Statement of Financial Position); and • Income Statement (Statement of Comprehensive Income). <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>
<p>(1) Bidders with valid and current PhilGEPS Registration (Platinum membership/ category) where all Eligibility Documents under Annex “A” (of the PhilGEPS Certificate of Registration) are all uploaded/updated, need not to submit documents under TABs 3A, 3B, 3C, and 3D in lieu of the PhilGEPS Certificate of Registration and Membership.</p> <p>(2) For bidders who are NOT YET REGISTERED UNDER PLATINUM MEMBERSHIP/CATEGORY OR UNDER “RED” CATEGORY, MUST SUBMIT COPY/IES OF THE DOCUMENTS PER TABs 3A, 3B, 3C and 3D <i>Provided: that Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 which shall be submitted within five (5) calendar days upon receipt of the Notice of the Single or Lowest Calculated Bid (SCB/LCB).</i></p>	

Pursuant to Clause 19.4 of the Instructions to Bidders, each and every page of the Bid Forms under Section VI: Bidding Forms hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>(3) For bidders who are already registered under "Platinum" category, however, the uploaded file of Class "A" Eligibility Documents under Annex "A" are not current or updated or in the event that some Class "A" Documents earlier submitted with PhilGEPS already expired, a combination of their PhilGEPS Certificate of Registration under "Platinum" Category AND <u>valid/current/updated</u> Class "A" Eligibility Documents under TABs 3A, 3B, 3C and 3D shall be submitted.</p> <p>The Certificate of PhilGEPS Registration under Platinum Membership with valid/current/updated Annex "A" of Eligibility Documents shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 which shall be submitted within five (5) calendar days upon receipt of the Notice of the Single or Lowest Calculated Bid (SCB/LCB).</p>
TECHNICAL ELIGIBILITY DOCUMENTS	
TAB 4	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (<u>including those awarded but not yet started</u>, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any (<i>Template per FORM 2</i>), duly signed by the bidder's authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement "NONE" to comply with the requirement. Bidders will be rated "failed" if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd 2013-12-19</i>).</p>
TAB 5	<p>Statement of single completed contract <u>of similar nature</u> (government or private contract) <u>within the last five (5) years</u> equivalent to at least fifty percent (50%) of the ABC (<i>Template per FORM 3</i>).</p> <p>Similar contract refers to "<u>supply and delivery of any thermal paper used for ATM</u>".</p> <p>Listed completed Contract must be supported by the following:</p> <p>a) <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u></p> <p style="text-align: center;"><u>AND</u></p> <p>b) Any of the following documents:</p> <p>b.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client.</p> <p>b.2) Copy of Official Receipt/s or Sales Invoice/s issued by the bidder to the client (ORs/ SIs must sum up to the full amount of total contract price of completed project)</p>
FINANCIAL ELIGIBILITY DOCUMENTS	
TAB 6	Copy of 2017 or latest Annual Income Tax Return submitted through BIR's Electronic Filing and Payment System (EFPS) together with the following Audited Financial Statements for the latest or 2017:

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Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<ul style="list-style-type: none"> • Independent Auditor's Report; • Balance Sheet (Statement of Financial Position); and • Income Statement (Statement of Comprehensive Income). <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>
TAB 7	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (<i>Template per FORM 4</i>), duly signed by the bidder's authorized representative.</p> <p>1) The values of the bidder's current assets and current liabilities shall be based on CY 2017 or its latest Audited Financial Statements.</p> <p>2) The value of the NFCC must at least be equal to 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> <p>If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.</p> <p>Note: Credit line is only applicable for Public Bidding of Goods.</p>
TECHNICAL COMPONENT	
TAB 8	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for at least 120 calendar days from the date of bid opening); <u>any one</u> of the following is acceptable:</p> <ol style="list-style-type: none"> a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC); b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2% of ABC); c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (at least 5% of ABC); d. Duly <u>notarized</u> Bid Securing Declaration (<i>Template per FORM 5</i>) duly signed by the bidder's authorized representative.

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Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)				
	Total ABC in (Php)	Cashier's/ Manager's check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration	
	2,389,200.00	47,784.00	119,460.00	No required percentage	
<u>For bidders who opt to submit a surety bond must also submit copy of Certification issued by Insurance Commission that the surety or insurance company is authorized to issue such security.</u>					
The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.					
TAB 9	Omnibus Sworn Statement (<i>Template per FORM 6</i>), accomplished and duly signed by the bidder's authorized representative and notarized.				
TAB 10	DBP Technical Specifications (<i>per FORM 7</i>), duly signed by the bidder's authorized representative for conformance.				
TAB 11	One (1) roll sample of ATM customer receipt (thermal) compliant to DBP Technical Specifications. (<i>Separately packed, sealed and labeled</i>)				
Label	SECOND ENVELOPE: FINANCIAL COMPONENT (DULY SEALED AND MARKED)				
TAB 1	Duly accomplished Financial Proposal Form (<i>Template per FORM 8</i>), duly signed by the bidder's authorized representative.				
Note: Total bid shall not exceed the total ABC of PhP 2,389,200.00. Bids in excess of the ABC shall be automatically rejected.					