



NEGOTIATED BULLETIN NO. 1

13 October 2022

Attention: **All prospective bidders for the project**

REFERENCE NO. N-G-2022-05: PROCUREMENT OF ONLINE COMPETENCY ASSESSMENT TOOL AND SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
(ABC: PhP 1,500,000.00 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:**

ACTIVITY	DATE AND TIME	VENUE
Submission of Eligibility, Technical, and Financial Proposals	20 October 2022 (Thursday) <u>ON OR BEFORE 10:00 AM*</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	20 October 2022 (Thursday) 10:45 AM	12/F Executive Staff Room, DBP Head Office, Makati City and via Zoom Meeting

**Late submissions shall not be accepted*

2. **Attached is the Revised Checklist of Requirements.**

For the guidance and information of all concerned.

SIGNED
FRANCIS NICOLAS M. CHUA
First Vice President, and
First Vice Chairperson, DBP Bids and Awards Committee

**PROCUREMENT OF ONLINE COMPETENCY ASSESSMENT TOOL AND SERVICES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
REFERENCE NO. N-G-2022-05**

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: _____

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, **submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.**

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. <u>If bidding as a formed JV:</u> Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company 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.</p> <p>Moreover, please likewise note:</p> <ol style="list-style-type: none"> 1) <u>If the JV is incorporated or registered with the relevant government agency</u>, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name. 2) <u>If the JV is unincorporated</u>, the PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial eligibility documents (Tab 4 onwards) by any one of the JV partners constitutes collective compliance. <p>b. <u>If bidding as a JV that is yet to be formed:</u> Submit duly notarized Agreement to Enter into Joint Venture (<i>Template per FORM 1</i>). Please likewise note:</p> <p>PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (Tab 4 onwards) by any one of the JV partners constitutes</p>

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	collective compliance.
TAB 2	<p>Proof of appointment/authority of bidder's representative:</p> <p>a. Duly notarized Special Power of Attorney (if the bidder is a sole proprietorship) (Template per FORM 2-A)</p> <p>OR</p> <p>b. Duly notarized Secretary's Certificate (if the bidder is a corporation, partnership, cooperative or joint venture)</p> <p>b.1 If the bidder is a corporation - Template per FORM 2-B</p> <p>b.2 If the bidder is an INCORPORATED JV - Template per FORM 2-C</p> <p>b.3 If the bidder is an UNINCORPORATED JV - Template per FORM 2-D <i>Each JV partner must submit its duly notarized Special Power of Attorney or Secretary's Certificate, whichever is applicable, indicating therein the following:</i></p> <ol style="list-style-type: none"> <i>1. That they are duly authorized to participate in the bidding as a JV;</i> <i>2. The authorized Lead Company to represent the JV;</i> <i>3. The person designated as the duly authorized representative of the JV to participate in the bidding, sign the bid proposals/bidding documents and sign the ensuing contract with DBP.</i> <p>b.4 If the bidder is a <u>JV THAT IS YET TO BE FORMED</u> -</p> <p><i>Each JV partner must submit its duly notarized Special Power of Attorney (SPA) or Secretary's Certificate (Template per FORM 2-E), whichever is applicable.</i></p> <p>Note: Providers must tick the checkbox in the form whether the designated authorized representative will act as "SINGLY OR JOINTLY OR ANY". Unable to tick the checkbox shall be a ground for failure of the provider.</p>
TAB 3	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership), in three (3) pages, including Annex "A" or the List of Class "A" Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS in accordance with section 8.5.2. of the IRR of RA 9184.</p> <p><u>Only the current/updated Certificate of PhilGEPS Registration (Platinum Membership) shall be accepted during the opening of bids. Expired Certificate or any of the Eligibility Documents listed in Annex "A" shall be a ground for failure of the bidder.</u></p>
<p>Following are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):</p> <ul style="list-style-type: none"> - LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of 	

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RA No. 9184 starting 01 January 2022;

- **AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA No. 9184 to reflect that the submission of the recently expired Mayor's Permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.**

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 (Template per FORM 3), 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 (government or private contract)</u> within the last three (3) years equivalent to at least fifty percent (50%) of the ABC (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to online competency assessment with a government agency, government-owned and controlled corporation or government financial institution or local private bank.</p> <p>Listed completed contract must be supported by the following:</p> <ul style="list-style-type: none"> a) <u>Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract, OR Purchase Order (PO)</u> <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> b) <u>Any one</u> of the following documents: <ul style="list-style-type: none"> b.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client. 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).

FINANCIAL ELIGIBILITY DOCUMENTS

TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (Template per FORM 5), duly signed by the bidder's authorized representative.</p> <ul style="list-style-type: none"> 1) The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2021;
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	<p>2) The value of the NFCC must at least be equal to the ABC of this project. <u>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.</u></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>
TECHNICAL COMPONENT	
TAB 7	Accomplished Omnibus Sworn Statement (with ten [10] statements) (<i>Template per FORM 6</i>), duly signed by the bidder’s authorized representative and notarized.
TAB 8	Accomplished/conformed Data Privacy Consent Form (<i>Template per FORM 7</i>), duly signed by the supplier’s authorized representative
TAB 9	<p>Accomplished/conformed <i>Technical Specifications per FORM 8</i>, duly signed by the bidder’s authorized representative.</p> <p>Providers must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification and must state their conformance in each and every page of the Technical Specifications.</p>
TAB 10	<p>List of at least three (3) project team members/technical support team which must include a Filipino project manager/lead who shall be overseeing the bidder’s quality of outputs and timely response to inquiries and service requirements for the duration of the Online Competency Assessment project and generations results and reports.</p> <p>The list must be signed by the bidder’s authorized representative</p>
TAB 11	<p>Curriculum Vitae of each member of the project team showing skills, work experience and professional qualifications must also be submitted.</p> <p>At least one of the project team’s CV shall indicate experience in Information Technology and conduct of Online Competency Assessments.</p> <p>Each CV must be signed by the listed/designated employee and the bidder’s authorized representative shall be required.</p>
TAB 12	<p>A Certification signed by the bidder’s authorized representative attesting/certifying the following:</p> <ol style="list-style-type: none"> Response and resolution turn-around time; Provision of venue and facilities to engage in in-person or remote/visual meetings on on-call basis from start to end of the project; and Availability of an alternate office location and back-up data storage within DBP and the provider for business continuity planning and management.
Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	<p>Duly accomplished Financial Proposal Form (Template per FORM 9), duly signed by the bidder’s authorized representative.</p> <p>Note: Total bid shall not exceed the ABC of PhP 1,500,000.00.</p>

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TAB 2	<p>Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders shall use either FORM 10-A or FORM 10-B as template.</p> <p>The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.</p>
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