



SUPPLEMENTAL BID BULLETIN NO. 1

14 May 2024

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

BID REFERENCE NO. I-2024-05: FIT-OUT CONSTRUCTION OF THE TABUK BRANCH (INCLUDING ITS TEMPORARY OFFICE) OF THE DEVELOPMENT BANK OF THE PHILIPPINES
(ABC: PhP 13,491,955.61 inclusive of all applicable taxes)

Please be informed of the following:

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

ACTIVITY	DATE AND TIME	VENUE
Submission of Eligibility, Technical, and Financial Proposals*	21 May 2024 (Tuesday) ON OR BEFORE 9:00 AM	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	21 May 2024 (Tuesday) 9:45 AM	12/F Suite 5, DBP Head Office, Makati City or via Zoom Meeting

****Late submissions shall not be accepted***

2. **Please refer to Section III – Bid Data Sheet (BDS) for the detailed procedure and options for the payment of bidding documents, submission and opening of bids. As indicated in the Invitation to Bid, bidders must secure the required payment for the bidding documents on or before the deadline of the submission and receipt of bids. Bidders are encouraged to attend the bid opening through Zoom Meeting.**

3. **Revision on the Checklist of Requirements:**

FROM	TO
TAB 3 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. <u>Including the valid/current PCAB License with Classification: “General Building”, minimum License Category: “D”, and Size Range: “Small B”.</u>	TAB 3 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. <u>Including the valid/current PCAB License with Classification: “General Building”, minimum License Category: “D”, and Size Range: “Small B”.</u>
Only the current/updated Certificate of PhilGEPS	Only the current/updated Certificate of

FROM	TO
<p><u>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>Note: If the PCAB classification of "<i>General Building</i>" is not reflected/indicated in the Annex "A" of Certificate of PhilGEPS Registration (Platinum Membership), <u>bidders must submit a copy of their PCAB License to prove compliance to the required classification.</u></p>	<p><u>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>Note:</p> <ul style="list-style-type: none"> If the PCAB classification of "<i>General Building</i>" is not reflected/indicated in the Annex "A" of Certificate of PhilGEPS Registration (Platinum Membership), <u>bidders must submit a copy of their PCAB License to prove compliance to the required classification.</u> <u>The date of filing for the Audited Financial Statement (AFS) must be 2024.</u>
<p>TAB 6</p> <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> <ol style="list-style-type: none"> The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2022 or latest; The value of the NFCC must at least be equal to the ABC of this project. 	<p>TAB 6</p> <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> <ol style="list-style-type: none"> The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2023; The value of the NFCC must at least be equal to the ABC of this project.
<p>TAB 13</p> <p>List of contractor's major equipment units (<i>Template per FORM 10</i>), pledged for the contract to be bid which are owned, leased, and/or under purchase agreements which must include, but not limited to, the following, duly signed by the bidder's authorized representative:</p> <ul style="list-style-type: none"> Power tools (i.e. drill, angle grinder, miter saw) Dump truck/closed van for hauling Welding machine Demolition hammer <p><u>The above-mentioned equipment must be supported by any of the following documents:</u></p> <ol style="list-style-type: none"> Proof of Ownership (O.R and C.R/Deed of absolute sale); Certificate of availability of lease equipment; and/or Lease contract agreement as well as proof of ownership of the lessor. 	<p>TAB 13</p> <p>List of contractor's major equipment units (<i>Template per FORM 10</i>), pledged for the contract to be bid which are owned, leased, and/or under purchase agreements which must include, but not limited to, the following, duly signed by the bidder's authorized representative:</p> <ul style="list-style-type: none"> Power tools (i.e. drill, angle grinder, miter saw) Dump truck/closed van for hauling Welding machine Demolition hammer <p><u>The above-mentioned equipment must be supported by any of the following documents:</u></p> <ol style="list-style-type: none"> Proof of Ownership (O.R and C.R/Deed of absolute sale) <u>or Affidavit of Ownership</u>; Certificate of availability of lease equipment; and/or Lease contract agreement as well as proof of ownership of the lessor.

4. Bidders are also reminded to use as guide/reference in preparing their Bidding Documents the [Revised Checklist of Requirements](#) attached in this Supplemental Bid Bulletin No. 1 dated 14 May 2024.
5. The Eligibility, Technical Documents and Financial Proposals must be properly tabbed for easy reference and must be submitted in sequence/order per [Revised Checklist of Requirements](#).
6. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
7. 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.

SIGNED
DBP Bids and Awards Committee

**FIT-OUT CONSTRUCTION OF THE TABUK BRANCH (INCLUDING ITS
TEMPORARY OFFICE) OF THE DEVELOPMENT BANK OF THE PHILIPPINES**
Bid Reference No. I-2024-05

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.

<p>FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT</p> <p>Received: _____</p>
--

Name of Bidder: _____

Complete Address: _____

Submitted by: _____

Landline: _____ Email: _____

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><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> <p><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.</p>
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 1-A)</p> <p>OR</p> <p>b. Duly notarized Secretary's Certificate (if the bidder is a corporation, partnership or cooperative)</p> <p> b.1 If the bidder is a CORPORATION - Template per FORM 1-B</p> <p> b.2 If the bidder is an INCORPORATED JV - Template per FORM 1-C</p> <p>In case there are more than one appointed/designated representatives, bidders must tick ONE of the checkboxes provided in the form to identify if acting ANY</p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>ONE OF THE SIGNATORIES, ALL OF THE SIGNATORIES, or ANY (NUMBER) OF THE SIGNATORIES.</p> <p><u>FAILURE TO TICK A CHECKBOX SHALL MEAN THAT ALL AUTHORIZED REPRESENTATIVES MUST SIGN THE BIDDING FORMS.</u></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. <u>Including the valid/current PCAB License with Classification: “General Building”, minimum License Category: “D”, and Size Range: “Small B”.</u></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>Note:</p> <ul style="list-style-type: none"> • If the PCAB classification of “General Building” is not reflected/indicated in the Annex “A” of Certificate of PhilGEPS Registration (Platinum Membership), <u>bidders must submit a copy of their PCAB License to prove compliance to the required classification.</u> • The date of filing for the Audited Financial Statement (AFS) must be 2024.
<p><i>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):</i></p> <ul style="list-style-type: none"> - <i><u>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 RA No. 9184 starting 01 January 2022;</u></i> - <i><u>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.</u></i> 	
TECHNICAL ELIGIBILITY DOCUMENTS	
TAB 4	<p>Statement by the bidder of ALL its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, 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 2), 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>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<i>Copies of the NOA, contract, NTP, or equivalent document for each ongoing contract listed in the statement shall be required to be <u>submitted as part of post-qualification of the bidder declared as the Lowest or Single Calculated Bid.</u></i>
TAB 5	<p>Statement of single completed contract of similar nature (government or private contract) within the last five (5) years equivalent to at least fifty percent (50%) of the ABC (Template per FORM 3), duly signed by the bidder's authorized representative.</p> <p>Note: Per Section 23.4.2.4 of the 2016 Revised IRR of RA 9184, bidders/contractors under Small B categories without similar experience on the contract may be allowed to bid if the cost of the contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by PCAB. However, bidders with no single completed contract of similar nature must still submit FORM 3 and indicate "NONE" to comply with the requirement.</p> <p>Similar Contract shall mean "construction/fit-out of office space or buildings".</p> <p>The identified single largest completed contract must be supported by the following:</p> <ul style="list-style-type: none"> i. Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract <p>AND</p> <ul style="list-style-type: none"> ii. Proof of satisfactory completion and acceptance for the Single Largest Completed Contract (should reflect full amount of total contract price of completed project) whichever is applicable: <ul style="list-style-type: none"> a. If the completed contract is a government project: Owner's Certificate of Final Acceptance issued by the project owner other than the contractor OR a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). b. If the completed contract is a private project: Owner's Certificate of Final Acceptance reflecting a qualitative description of at least satisfactory.
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 4), 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 2023; 2) The value of the NFCC must at least be equal to the ABC of this project.
TECHNICAL COMPONENT	
TAB 7	<p>Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid within 120 calendar days from the date of bid opening); <u>any one</u> of the following is acceptable:</p> <ul 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);

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)								
	<p>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);</p> <p>d. Duly <u>notarized</u> Bid Securing Declaration (Template per FORM 5) duly signed by the bidder's authorized representative.</p> <table border="1" data-bbox="363 456 1390 710"> <thead> <tr> <th data-bbox="363 456 624 629">Approved Budget for the Contract (ABC)</th> <th data-bbox="624 456 938 629">Cashier's/ Manager's Check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)</th> <th data-bbox="938 456 1155 629">Surety bond (5% of ABC)</th> <th data-bbox="1155 456 1390 629">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td data-bbox="363 629 624 710">13,491,955.61</td> <td data-bbox="624 629 938 710">269,839.11</td> <td data-bbox="938 629 1155 710">674,597.78</td> <td data-bbox="1155 629 1390 710">No required percentage</td> </tr> </tbody> </table> <p><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></p> <p>The Bid Securing Declaration mentioned above is an undertaking which states,</p> <p>i. Bidder shall enter into contract with the PE and furnish the required performance security within ten (10) calendar days, from receipt of the Notice of Award; and</p> <p>ii. Bidder accepts that:</p> <ol style="list-style-type: none"> 1. It shall be automatically disqualified from bidding for any procurement contract with any PE for a period of two (2) years upon receipt of the Blacklisting Order; and 2. It will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the PE for the commission of acts resulting to the enforcement of the Bid Securing Declaration under the pertinent provisions of the IRR of RA No. 9184, and its associated issuances. 	Approved Budget for the Contract (ABC)	Cashier's/ Manager's Check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration	13,491,955.61	269,839.11	674,597.78	No required percentage
Approved Budget for the Contract (ABC)	Cashier's/ Manager's Check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety bond (5% of ABC)	Bid Securing Declaration						
13,491,955.61	269,839.11	674,597.78	No required percentage						
TAB 8	Accomplished Omnibus Sworn Statement (with ten [10] statements) (Template per FORM 6), duly signed by the bidder's authorized representative and notarized.								
TAB 9	Accomplished Data Privacy Consent Form per FORM 7 , duly signed by the bidder's authorized representative.								
TAB 10	<p>Accomplished Certificate of Conformance to the Scope of Works and Technical Specifications per FORM 8, duly signed by the bidder's authorized representative.</p> <p>The complete Scope of Works and specifications are also attached as FORM 8-A for reference.</p>								
TAB 11	Organizational chart for the contract to be bid, duly signed by the bidder's authorized representative.								

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 12	<p>List of contractor's personnel (<i>Template per FORM 9</i>) with the complete qualification and experience data and must include the following to be assigned to the project if awarded the contract, duly signed by the bidder's authorized representative:</p> <ol style="list-style-type: none"> 1. Project Coordinator 2. Safety Officer 3. Quality Assurance/Quality Control (QA/QC) Officer <p>All key personnel must have a minimum of one (1) year relevant experience.</p>
TAB 13	<p>List of contractor's major equipment units (<i>Template per FORM 10</i>), pledged for the contract to be bid which are owned, leased, and/or under purchase agreements which must include, but not limited to, the following, duly signed by the bidder's authorized representative:</p> <ul style="list-style-type: none"> • Power tools (i.e. drill, angle grinder, miter saw) • Dump truck/closed van for hauling • Welding machine • Demolition hammer <p><u>The above-mentioned equipment must be supported by any of the following documents:</u></p> <ol style="list-style-type: none"> 1. Proof of Ownership (O.R and C.R/Deed of absolute sale) or Affidavit of Ownership; 2. Certificate of availability of lease equipment; and/or 3. Lease contract agreement as well as proof of ownership of the lessor.

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	<p>Duly accomplished Financial Proposal Form (<i>Template per FORM 11</i>), duly signed by the bidder's authorized representative.</p> <p>Note: Total bid shall not exceed the ABC of PhP 13,491,955.61.</p>
TAB 2	<p>Detailed Financial Bid/Bill of Quantities <i>per FORM 12</i>, duly signed by the bidder's authorized representative.</p> <p>The Bill of Quantities must have the same total per TAB 1 (financial bid) which shall not exceed the ABC of PhP 13,491,955.61.</p> <p>➤ <u>For Manual Submission of Bids:</u></p> <p>The bidder must submit the Detailed Financial Bid/Bill of Quantities in physical copy (hard copy) which must be signed in each page by the bidder's authorized representative.</p> <p>➤ <u>For Online/Electronic Submission of Bids:</u></p> <p>The bidder must submit the Detailed Financial Bid/Bill of Quantities in scanned copy (in PDF format) which must be signed in each page by the bidder's authorized representative.</p>

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
	<p>Additional Notes:</p> <p>a. The soft copy (in Microsoft Excel format) of the Bill of Quantities <u>shall only be submitted during the Post-Qualification stage</u> by the bidder who will be declared as the Lowest/Single Calculated Bid.</p> <p>b. The editable Microsoft Excel file of the Bill of Quantities shall be provided to the bidders upon payment of the Bidding Documents fee.</p> <p><i>The contract shall be for the whole Works, as described in ITB Clause 1, based on the priced Bill of Quantities submitted by the Bidder.</i></p> <p><i>All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, prior to the deadline for submission of bids, shall be included in the rates, prices, and total bid price submitted by the Bidder.</i></p>
TAB 3	<p>Duly accomplished Cash Flow by Quarter (Template per FORM 13), duly signed by the bidder's authorized representative.</p> <p>The cash flow must be sufficient to fund the whole project until its completion.</p>