



SUPPLEMENTAL BID BULLETIN NO. 1

11 April 2024

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

BID REFERENCE NO. G-2024-05: PROCUREMENT OF CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF THE DEVELOPMENT BANK OF THE PHILIPPINES (VIA SINGLE-YEAR FRAMEWORK AGREEMENT)

(ABC: PhP 1,500,000.00 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
	FROM	TO	
Submission of Eligibility, Technical, and Financial Proposals*	16 April 2024 (Tuesday) <u>ON OR BEFORE</u> <u>8:30 AM</u>	25 April 2024 (Thursday) <u>ON OR BEFORE</u> <u>9:00 AM</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	16 April 2024 (Tuesday) 9:00 AM	25 April 2024 (Thursday) 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. Replies to queries of the bidders:

QUERY/CONCERN	REPLY/CLARIFICATION
If we have only one (1) ongoing contract, should we list that under the Statement of Ongoing Contracts?	Yes. All ongoing contracts whether similar or not similar in nature should be listed under the statement.

QUERY/CONCERN	REPLY/CLARIFICATION
<p>On the requirement for the submission of valid and current Sanitary certificate, the bidder, as a concessionaire of the Bank, relayed that they have yet to secure a Sanitary certificate issued by DBP.</p>	<p>The requirement for submission of a Sanitary Certificate in the name of the bidder, if such document is not yet available at the time of opening of bids, at least the Proof of filing/application for Sanitary permit shall be required and submission of Sanitary Certificate shall be within the contract period.</p> <p>Item 13 of the Technical Specifications has been re-stated (see attached).</p> <p>13. Documents to be submitted for the opening of bids:</p> <ul style="list-style-type: none"> a. PhilGEPS Registration b. Omnibus Sworn Statement c. <u>Proof of filing/application for Sanitary Permit or Sanitary Certificate in the name of the bidder from the LGU/Municipality</u> d. Submission of at least 15 menu choices per package <p>Note: Submission of Sanitary Certificate, if not yet available during the opening of bids, shall be submitted within the duration of the contract period. Release of Performance Security shall be subject to complete submission of documentary requirements and completion of services.</p> <p>Please refer to the REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 1 dated 11 April 2024.</p>
<p>On the requirement for the submission of valid and current Health certificate.</p>	<p>The submission of a Health Certificate was removed from the requirements for opening of bids in Item No. 13. Instead, the Health Certificate will be required for the stand-by waiters who will be assigned, as indicated in Item 11 of the Technical Specifications, to wit:</p> <p>11. Provide at least 2 stand-by waiters in uniform, mask-on, fully-vaccinated against COVID-19 and proof of recent medical clearance or health certificate.</p> <p>Please refer to the REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 1 dated 11 April 2024.</p>

4. Revision on the Technical Specifications:

FROM	TO
<p>9. As part of the Green Procurement Policy, the supplier/caterer cannot use "styrofoam/plastic" for food packaging or utensils.</p>	<p>9. As part of the Green Procurement Policy, the supplier/caterer shall use environment friendly carton boxes/utensils for packed meals and not "styrofoam/single-use plastic" for food packaging or utensils.</p>
<p>11. Provide at least 2 stand-by waiters in uniform, mask-on, fully-vaccinated against COVID-19 and proof of recent medical clearance and health certificate</p>	<p>11. Provide at least 2 stand-by waiters in uniform, mask-on, fully-vaccinated against COVID-19 and proof of recent medical clearance or health certificate issued by the LGU/Municipality</p>
<p>Catering Services for the conduct of various Training Programs under Single-Year Framework Agreement for the Calendar Year of 2024 at the DBP Head Office, Makati City or any DBP Metro Manila branches or Venue</p>	<p>Catering Services for the conduct of various Training Programs under Single-Year Framework Agreement for one (1) year from date of receipt of first call-off , at the DBP Head Office, Makati City or any DBP Metro Manila branches or Venue</p>
<p>17. The framework agreement shall be effective upon receipt of conformance on the first call-off until December 31, 2024 or after full consumption of the total contract price.</p>	<p>17. The framework agreement shall be effective upon receipt of conformance on the first call-off for a period of one (1) year or after full consumption of the total contract price.</p>
<p>13. Documents to be submitted for the opening of bids:</p> <ul style="list-style-type: none"> a) PhilGEPS Registration b) Omnibus Sworn Statement c) Sanitary Certificate from LGU/Municipality d) Health Certificate from LGU/Municipality e) Submission of at least 15 menu choices per package 	<p>13. Documents to be submitted for the opening of bids:</p> <ul style="list-style-type: none"> a) PhilGEPS Registration b) Omnibus Sworn Statement c) Proof of filing/application for Sanitary Permit or Sanitary Certificate in the name of the bidder from the LGU/Municipality d) Submission of at least 15 menu choices per package <p><i>Note: Submission of Sanitary Certificate, if not yet available during the opening of bids, shall be submitted within the duration of the contract period. Release of Performance Security shall be subject to complete submission of documentary requirements and completion of services</i></p>

5. Revised **Section VI. Schedule of Requirements:**

Please refer to the **Revised Framework Agreement List** attached in this Supplemental Bid Bulletin No. 1 dated 11 April 2024.

FROM	TO
f. The framework agreement shall be effective upon receipt of conformance on the first call-off until December 31, 2024 or after full consumption of the total contract price, whichever comes first.	f. The framework agreement shall be effective upon receipt of conformance on the first call-off for a period of one (1) year or after full consumption of the total contract price.

6. Revised **Bidding Form:**

FROM	TO
FORM 4 Statement of completed contracts of Similar Nature	REVISED FORM 4 Revised Statement of completed contract/s of Similar Nature <i>(Attached in this Supplemental Bid Bulletin No. 1 dated 11 April 2024.)</i>
FORM 9 Technical Specifications	REVISED FORM 9 Revised Technical Specifications <i>(Attached in this Supplemental Bid Bulletin No. 1 dated 11 April 2024.)</i>

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

FROM	TO
TAB 5 Statement of at least two (2) completed contracts <u>of similar nature (government or private contract)</u> within the last five (5) years, and the aggregate contract amount should be equivalent to <u>at least twenty-five percent (25%) of the ABC</u> , provided that, the largest of these similar contracts must be equivalent to at least 12.50% of the ABC. <i>(Template per FORM 4)</i> , duly signed by the bidder's authorized representative. Similar contract refers to the provision of catering service to a training or corporate event. xxx...	TAB 5 Statement of completed contract/s of similar nature (government or private contract) within the last five (5) years: <ul style="list-style-type: none"> • Single contract equivalent to at least twenty-five percent (25%) of the ABC. <u>OR</u> <ul style="list-style-type: none"> • At least two (2) completed contracts and the aggregate contract amount should be equivalent to <u>at least twenty-five percent (25%) of the ABC</u>, provided that, the largest of these similar contracts must be equivalent to at least 12.50% of the ABC. <i>Template per REVISED FORM 4 (attached in the Supplemental Bid Bulletin No. 1 dated 11 April 2024)</i> , duly signed by the service provider's authorized representative. Similar contract refers to the provision of catering service to a training or corporate event. xxx...

FROM	TO
<p>TAB 10</p> <p>Accomplished/ conformed Technical Specifications per <i>FORM 9</i>, duly signed by the bidder's authorized representative.</p> <p>Bidders 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>	<p>TAB 10</p> <p>Accomplished/ conformed <u>Revised Technical Specifications</u> per <u>REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 1 dated 11 April 2024)</u>, duly signed by the bidder's authorized representative.</p> <p>Bidders 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>
<p>TAB 11</p> <p>Submission of the Sanitary Certificate issued by the LGU/Municipality in the name of the bidder.</p>	<p>TAB 11</p> <p>Submission of Proof of filing/application for Sanitary Permit OR Valid and Current Sanitary Certificate in the name of the bidder from the LGU/Municipality.</p> <p>Note: Submission of Sanitary Certificate, if not yet available during the opening of bids, shall be submitted within the duration of the contract period. Release of Performance Security shall be subject to complete submission of documentary requirements and completion of services.</p>
<p>TAB 12</p> <p>Submission of the Health Certificate issued by the LGU/Municipality in the name of the bidder.</p>	<p>To be removed as part of the checklist of requirements.</p>
<p>TAB 13</p> <p>Submission of at least fifteen menu choices per package as follows:</p> <ol style="list-style-type: none"> 1. Catering Service Package 1: AM Snacks, Lunch, and PM Snacks 2. Catering Service Package 2: Snack Only 3. Catering Service Package 3: Premium/Heavy Snack 4. Catering Service Package 4: One (1) Snack and Lunch 	<p>TAB 12</p> <p>Submission of at least fifteen menu choices per package as follows:</p> <ol style="list-style-type: none"> 1. Catering Service Package 1: AM Snacks, Lunch, and PM Snacks 2. Catering Service Package 2: Snack Only 3. Catering Service Package 3: Premium/Heavy Snack 4. Catering Service Package 4: One (1) Snack and Lunch

7. Bidders are reminded to use the following forms as attached in this Supplemental Bid Bulletin No. 1 dated 11 April 2024 and submit it together with ALL other required documents for the Submission and Opening of Eligibility, Technical, and Financial Documents:

- i. [REVISED FORM 4](#) for the [Revised Statement of Completed Contract/s of Similar Nature](#); and
- ii. [REVISED FORM 9](#) for the [Revised Technical Specifications](#).

8. 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 11 April 2024.
9. 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](#).
10. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
11. 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
RONALDO U. TEPORA
Senior Vice President, and
Chairperson, DBP Bids and Awards Committee

(REVISED FRAMEWORK AGREEMENT LIST)

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

FRAMEWORK AGREEMENT LIST			
DEVELOPMENT BANK OF THE PHILIPPINES			
	Item/service	Cost per item or service	Maximum quantity
1.	Catering Service Package 1: AM Snacks, Lunch, and PM Snacks	Php 650.00	2,000
2.	Catering Service Package 2: Snack Only	Php 180.00	600
3.	Catering Service Package 3: Premium/Heavy Snack	Php 400.00	105
4.	Catering Service Package 4: One (1) Snack and Lunch	Php 500.00	100
			TOTAL
			(Approved Budget for the Contract)
			Php 1,500,000.00
Expected delivery timeframe after receipt of a Call-Off	Per identified schedule/dates as indicated in call-off forms		
Remarks	<p>a. The bidder should have completed at least two (2) similar contracts within the last five (5) years and the aggregate contract amount should be equivalent to at least twenty-five percent (25%) of the ABC, and the bidder's largest similar contract must be equivalent to at least 12.50% of the ABC. A similar contract refers to the provision of catering service to a training or corporate event.</p> <p>b. The date of the program may be subject to change provided that the actual date/s are confirmed at least five (5) days prior to the start of the program</p> <p>c. Actual head count for catering shall be subject to change provided that it is not less than the minimum guaranteed number and is within the approved budget for contract</p> <p>d. Billing shall be based on the actual number of meals served as arranged at least three (3) days before but not to exceed the total ABC.</p> <p>e. Payment arrangement shall be processed upon issuance of certificate of completion of catering services per confirmed schedule and submission of complete documents from the Caterer.</p> <ul style="list-style-type: none"> • Statement of Account • BIR 2303 <p>f. The framework agreement shall be effective upon receipt of conformance on the first call-off for a period of one (1) year or after full consumption of the total contract price.</p> <p>g. Liquidated Damages: If the supplier or service provider fails to deliver or perform within the agreed period, including any time extension, it shall be liable to the procuring entity for liquidated damages of at least equal to one-tenth of one percent (.001) of the cost of the unperformed portion of the total amount of the items ordered per Call-Off for every day of delay.</p> <p>Once the cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the items ordered per Call-Off, the procuring entity may rescind the same, without prejudice to other courses of action and remedies open to it.</p>		

SUPPLEMENTAL BID BULLETIN NO. 1

BID REFERENCE NO. G-2024-05: PROCUREMENT OF CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF THE DEVELOPMENT BANK OF THE PHILIPPINES (VIA SINGLE-YEAR FRAMEWORK AGREEMENT)

(ABC: PhP 1,500,000.00 inclusive of all applicable taxes)

REVISED FORM 4

(use Bidder's Official Letterhead)

**PROCUREMENT OF CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF
THE DEVELOPMENT BANK OF THE PHILIPPINES
(VIA SINGLE-YEAR FRAMEWORK AGREEMENT)
Bid Reference No. G-2024-05**

STATEMENT OF COMPLETED CONTRACT/S OF SIMILAR NATURE (GOVERNMENT OR PRIVATE CONTRACT) WITHIN THE LAST FIVE (5) YEARS:

- **SINGLE CONTRACT EQUIVALENT TO AT LEAST TWENTY-FIVE PERCENT (25%) OF THE ABC.**
OR
- **AT LEAST TWO (2) COMPLETED CONTRACTS AND THE AGGREGATE CONTRACT AMOUNT SHOULD BE EQUIVALENT TO AT LEAST TWENTY-FIVE PERCENT (25%) OF THE ABC, PROVIDED THAT, THE LARGEST OF THESE SIMILAR CONTRACTS MUST BE EQUIVALENT TO AT LEAST 12.50% OF THE ABC.**

Business Name : _____
Business Address : _____

Name of Contract	a) Client's Name b) Address c) Telephone Nos.	Nature of Work	Bidder's Role		a) Amount at Award b) Amount at Completion c) Duration	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%		

IMPORTANT: Please attach the following supporting documents related to each listed completed similar contract:

Listed completed contracts must be supported by the following:

- 1) Notice of Award (NOA), **OR** Notice to Proceed (NTP), **OR** Contract/Purchase Order (PO)

AND

- 2) **Any one** of the following documents:

- 2.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client;
- 2.2) 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).

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

Note: Similar contract shall refer to the provision of catering service to a training or corporate event.

REVISED FORM 9 (page 1 of 4)

Technical Specifications/ Requirement Bidder's Statement of Compliance

[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. 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.]

Technical Specifications

FRAMEWORK AGREEMENT LIST DEVELOPMENT BANK OF THE PHILIPPINES			
Item/ Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
		<p>Catering Services for the conduct of various Training Programs under Single-Year Framework Agreement for one (1) year from date of receipt of first call-off , at the DBP Head Office, Makati City or any DBP Metro Manila branches or Venue</p> <p>Conditions:</p> <ol style="list-style-type: none"> 1. Location of the kitchen is within 8.0 km. Radius from DBP Head Office, Makati City 2. The bidder should have completed at least two (2) similar contracts within the last five (5) years and the aggregate contract amount should be equivalent to at least twenty-five percent (25%) of the ABC, and the bidder's largest similar contract must be equivalent to at least 12.50% of the ABC. A similar contract refers to the provision of catering service to a training or corporate event. 3. The End-user will send notice to the supplier/caterer on the program date at least 7 calendar days before the start of the program. 4. The date of the program may be subject to change provided that actual date/s are confirmed at least five (5) days prior to the start of the program 5. Provision of at least 15 menu choices per package as part of the bid, subject to updating upon after final confirmation of date of program 6. Set-up buffet tables with tablecloth, skirting and appropriate center piece/table décor 7. Food served in chaffing dish with warmers. 8. Provide plates, goblets, cups, saucers, silverware cutlery, and table napkins. 9. As part of the Green Procurement Policy, the supplier/caterer shall use environment friendly carton boxes/utensils for packed meals and not "styrofoam/single-use plastic" for food packaging or utensils. 10. In terms of disposal, the supplier/caterer is required to segregate/dispose of leftover food and other waste generated (decorations, packaging materials, etc.) after the event. 11. Provide at least 2 stand-by waiters in uniform, mask-on, fully-vaccinated against COVID-19 and proof of recent medical clearance or health certificate 12. Must be fully responsible for the quality and safety of food served, to include but not limited to food poisoning and/or spoilage: 	

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

PPLEMENTAL BID BULLETIN NO. 1
**CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF THE DEVELOPMENT
 PINES (VIA SINGLE-YEAR FRAMEWORK AGREEMENT)**
 1,500,000.00 inclusive of all applicable taxes)

REVISED FORM 9 (page 2 of 4)

Technical Specifications/ Requirement Bidder's Statement of Compliance

[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. 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.

FRAMEWORK AGREEMENT LIST DEVELOPMENT BANK OF THE PHILIPPINES			
Item/ Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
		<ul style="list-style-type: none"> • In case of spoilage, the caterer should be amenable to: <ul style="list-style-type: none"> a) Replace the spoiled food immediately, b) The total cost of the spoiled food will be deducted from the total contract price, or c) Outright cancellation of contract, depending on the gravity of the intervention • In case of food poisoning: <ul style="list-style-type: none"> a) There shall be an outright cancellation of contract. b) The caterer shall be outright blacklisted. c) The caterer shall shoulder the expenses in the hospitalization/ medical treatment of those persons affected. <p>13. Documents to be submitted for the opening of bids:</p> <ul style="list-style-type: none"> a) PhilGEPS Registration b) Omnibus Sworn Statement c) Proof of filing/application for Sanitary Permit or Sanitary Certificate in the name of the bidder from the LGU/Municipality d) Submission of at least 15 menu choices per package <p><i>Note: Submission of Sanitary Certificate, if not yet available during the opening of bids, shall be submitted within the duration of the contract period. Release of Performance Security shall be subject to complete submission of documentary requirements and completion of services</i></p> <p>14. The Catering Service Provider shall comply with the government regulations as provided in Presidential Decree No. 856 otherwise known as "The Code on Sanitation of the Philippines".</p> <p>15. In case of work suspension due to force majeure (i.e. typhoon, earthquake, flooding) DBP can cancel the services of the caterer without cancellation or penalty fee a day before the program or before 7:00 a.m. on the day of the program.</p> <p>16. Payment arrangement shall be processed upon issuance of certificate of completion of catering services per confirmed schedule and submission of complete documents from the Caterer.</p> <ul style="list-style-type: none"> a) Statement of Account b) BIR 2303 	

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

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 1,500,000.00 inclusive of all applicable taxes)

REVISED FORM 9 (page 3 of 4)

Technical Specifications/ Requirement Bidder's Statement of Compliance

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FRAMEWORK AGREEMENT LIST DEVELOPMENT BANK OF THE PHILIPPINES			
Item/ Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance
		<p>17. The framework agreement shall be effective upon receipt of conformance on the first call-off for a period of one (1) year or after full consumption of the total contract price.</p> <p>18. Liquidated Damages: If the supplier or service provider fails to deliver or perform within the agreed period, including any time extension, it shall be liable to the procuring entity for liquidated damages of at least equal to one-tenth of one percent (.001) of the cost of the unperformed portion of the total amount of the items ordered per Call-Off for every day of delay.</p> <p>Once the cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the items ordered per Call-Off, the procuring entity may rescind the same, without prejudice to other courses of action and remedies open to it.</p>	
		<p>Every package should include the following:</p> <ol style="list-style-type: none"> 1. Free-flowing brewed coffee (with sugar and creamer), tea, hot chocolate, juice, creamer, sugar & purified water in dispenser. 2. Inclusion of coffee-flavored candies or mints. 3. Menu must be strictly followed: Lunch meal should have the following inclusions: <ul style="list-style-type: none"> • Menu choices with at least 2 viands (meat and fish/seafood) • Vegetable • Rice • Soup or Salad • Dessert • Drinks (iced tea/fruit juice) <p>Snacks:</p> <ul style="list-style-type: none"> • Menu choices for snacks with Drinks (iced tea/fruit juice) • Premium/Heavy Snacks: • Menu choices for assorted snacks (at least 3 kinds) with Drinks (iced tea/fruit juice) <ol style="list-style-type: none"> 4. Should have an option if the food must be packed or assisted buffet with uniformed waiter, with prior notice from the End-User. 	

<p>Conforme:</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">Bidder's Company Name</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">Name & Signature of Authorized Representative</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">Designation</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="text-align: center;">Date</p>
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PPLEMENTAL BID BULLETIN NO. 1
**CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF THE DEVELOPMENT
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 1,500,000.00 inclusive of all applicable taxes)

REVISED FORM 9 (page 4 of 4)

Technical Specifications/ Requirement Bidder's Statement of Compliance

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FRAMEWORK AGREEMENT LIST DEVELOPMENT BANK OF THE PHILIPPINES									
Item/ Service	Maximum Quantity	Technical Specifications / Scope of Work	Statement of Compliance						
	2,000 pax	Package 1: AM Snacks, Lunch, and PM Snacks <i>(At least 15 pax to a max of 150 pax per Call-Off/Order)</i> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Meal Type</th> <th style="width: 50%;">Serving Time</th> </tr> </thead> <tbody> <tr> <td>AM and PM Snack</td> <td>AM: 9:45 am PM: 2:45 pm</td> </tr> <tr> <td>Lunch</td> <td>11:45 pm</td> </tr> </tbody> </table>	Meal Type	Serving Time	AM and PM Snack	AM: 9:45 am PM: 2:45 pm	Lunch	11:45 pm	
Meal Type	Serving Time								
AM and PM Snack	AM: 9:45 am PM: 2:45 pm								
Lunch	11:45 pm								
	600 pax	Package 2: Snack Only <i>(At least 15 pax to a max of 150 pax per Call-Off/Order)</i> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Meal Type</th> <th style="width: 50%;">Serving Time</th> </tr> </thead> <tbody> <tr> <td>AM or PM Snack</td> <td>AM: 9:45 am OR PM: 2:45 pm</td> </tr> </tbody> </table>	Meal Type	Serving Time	AM or PM Snack	AM: 9:45 am OR PM: 2:45 pm			
Meal Type	Serving Time								
AM or PM Snack	AM: 9:45 am OR PM: 2:45 pm								
	105 pax	Package 3: Heavy Snacks <i>(At least 15 pax to a max of 100 pax per Call-Off/Order)</i> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Meal Type</th> <th style="width: 50%;">Serving Time</th> </tr> </thead> <tbody> <tr> <td>Premium/ Heavy Snack</td> <td>AM: 9:45 am OR PM: 2:45 pm (as may be determined)</td> </tr> </tbody> </table>	Meal Type	Serving Time	Premium/ Heavy Snack	AM: 9:45 am OR PM: 2:45 pm (as may be determined)			
Meal Type	Serving Time								
Premium/ Heavy Snack	AM: 9:45 am OR PM: 2:45 pm (as may be determined)								
	100 pax	Package 4: Snacks and Lunch: <i>(At least 15 pax to a max of 100 pax per Call-Off/Order)</i> <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th style="width: 50%;">Meal Type</th> <th style="width: 50%;">Serving Time</th> </tr> </thead> <tbody> <tr> <td>AM OR PM Snack</td> <td>AM: 9:45 am OR PM: 2:45 pm</td> </tr> <tr> <td>Lunch</td> <td>11:45 pm</td> </tr> </tbody> </table>	Meal Type	Serving Time	AM OR PM Snack	AM: 9:45 am OR PM: 2:45 pm	Lunch	11:45 pm	
Meal Type	Serving Time								
AM OR PM Snack	AM: 9:45 am OR PM: 2:45 pm								
Lunch	11:45 pm								

Conforme: _____ Bidder's Company Name _____ Name & Signature of Authorized Representative _____ Designation _____ Date

PPLEMENTAL BID BULLETIN NO. 1
 CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF THE DEVELOPMENT BANK OF THE PHILIPPINES (VIA SINGLE-YEAR FRAMEWORK AGREEMENT)
 1,500,000.00 inclusive of all applicable taxes)

**PROCUREMENT OF CATERING SERVICES FOR CY 2024 TRAINING PROGRAMS OF
THE DEVELOPMENT BANK OF THE PHILIPPINES
(VIA SINGLE-YEAR FRAMEWORK AGREEMENT)
Bid Reference No. G-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.

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

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>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 collective compliance.</p>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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) - <i>Template per FORM 2-A</i></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 - <i>Template per FORM 2-B</i></p> <p>b.2 If the bidder is an INCORPORATED JV - <i>Template per FORM 2-C</i></p> <p>b.3 If the bidder is an UNINCORPORATED JV - <i>Template per FORM 2-D</i> <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. The designated/authorized representative who will sign the Joint Venture Agreement (JVA) or the Protocol to Enter into a JVA;</i> <i>2. That they are duly authorized to participate in the bidding as a JV;</i> <i>3. The authorized Lead Company to represent the JV;</i> <i>4. 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 JV THAT IS YET TO BE FORMED -</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>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 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.</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><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> <p>- <i>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,</i></p>	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
<p><u>fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of RA No. 9184 starting 01 January 2022;</u></p> <p>- <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></p>	
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 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> <p><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></p>
TAB 5	<p>Statement of completed contract/s of similar nature (government or private contract) within the last five (5) years:</p> <ul style="list-style-type: none"> • Single contract equivalent to at least twenty-five percent (25%) of the ABC. <u>OR</u> • At least two (2) completed contracts and the aggregate contract amount should be equivalent to <u>at least twenty-five percent (25%) of the ABC</u>, provided that, the largest of these similar contracts must be equivalent to at least 12.50% of the ABC. <p>Template per <u>REVISED FORM 4 (attached in the Supplemental Bid Bulletin No. 1 dated 11 April 2024)</u>, duly signed by the service provider’s authorized representative.</p> <p>Similar contract refers to the provision of catering service to a training or corporate event.</p> <p>Listed completed contract must be supported by the following:</p> <ol style="list-style-type: none"> a) <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u>, OR <u>Purchase Order (PO)</u> <p>AND</p> <ol style="list-style-type: none"> b) <u>Any one</u> of the following documents: <ul style="list-style-type: none"> • Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder’s client. OR • 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).

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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FINANCIAL ELIGIBILITY DOCUMENTS

TAB 6

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.**

- 1) The values of the bidder's current assets and current liabilities shall be based on the AFS for **CY 2022 or latest**;
- 2) The value of the NFCC must at least be equal to the ABC of this project.

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.

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.

TECHNICAL COMPONENT

TAB 7

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); **any one of the following is acceptable:**

- 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 notarized Bid Securing Declaration (*Template per FORM 6*) **duly signed by the bidder's authorized representative.**

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
1,500,000.00	30,000.00	75,000.00	No required percentage

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.

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.

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 8	Accomplished Omnibus Sworn Statement (with ten [10] statements) (<i>Template per FORM 7</i>), duly signed by the bidder's authorized representative and notarized.
TAB 9	Accomplished Data Privacy Consent Form <i>per FORM 8</i> , duly signed by the bidder's authorized representative.
TAB 10	Accomplished/conformed <u>Revised Technical Specifications</u> per <u>REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 1 dated 11 April 2024)</u> , duly signed by the bidder's authorized representative. Bidders 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.
TAB 11	Submission of Proof of filing/application for Sanitary Permit OR Valid and Current Sanitary Certificate in the name of the bidder from the LGU/Municipality. <i>Note: Submission of Sanitary Certificate, if not yet available during the opening of bids, shall be submitted within the duration of the contract period. Release of Performance Security shall be subject to complete submission of documentary requirements and completion of services.</i>
TAB 12	Submission of at least fifteen menu choices per package as follows: <ul style="list-style-type: none"> 1. Catering Service Package 1: AM Snacks, Lunch, and PM Snacks 2. Catering Service Package 2: Snack Only 3. Catering Service Package 3: Premium/Heavy Snack 4. Catering Service Package 4: One (1) Snack and Lunch

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	Duly accomplished Financial Proposal Form (<i>Template per FORM 10</i>), duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 1,500,000.00 inclusive of taxes.
TAB 2	Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders <u>shall use</u> either <i>FORM 11-A</i> or <i>FORM 11-B</i> as template. The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.