



SUPPLEMENTAL BID BULLETIN NO. 1

28 May 2024

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

BID REFERENCE NO. G-2024-08: PROCUREMENT OF SEVENTEEN (17) IT SERVICE MANAGEMENT (ITSM) LICENSES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
(ABC: PhP 6,119,500.00, 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
Submission of Eligibility, Technical, and Financial Proposals*	6 June 2024 (Thursday) <u>ON OR BEFORE 9:00 AM</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	6 June 2024 (Thursday) 10:30 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. **Response to the queries or requests for clarification:**

Queries	Responses
Under Financial eligibility Tab 6 NFCC, will DBP require submission of Electronic AFS 2023?	Submission of AFS during the bid opening is not required. An updated AFS should already be indicated/included in the Annex A of the PhilGEPS Certificate of Registration under Platinum membership.

Will DBP require supporting documents during bid submission for the List of all on-going contracts?	No.				
Kindly confirm that the requirement is additional licenses to the existing ITSM system.	Yes.				
Kindly advise the brand of the existing ITSM System.	BMC Product/s.				
Under Bid Form, kindly confirm that we will provide just an estimate Annual Maintenance amount.	<p>The Financial Proposal Form is revised as follows:</p> <table border="1" data-bbox="794 584 1396 1093"> <thead> <tr> <th data-bbox="794 584 1093 622">From</th> <th data-bbox="1093 584 1396 622">To</th> </tr> </thead> <tbody> <tr> <td data-bbox="794 622 1093 1093"> <p>“Xxx</p> <p><i>As subsumed in the licenses, the cost of maintenance per month is _____.</i></p> <p>xxX”</p> </td> <td data-bbox="1093 622 1396 1093"> <p>“Xxx</p> <p><i>As subsumed in the licenses, the estimated annual cost of the maintenance is <u>(amount)</u> OR <u>(percentage %)</u> of the total bid offer.”</i></p> <p>xxX”</p> </td> </tr> </tbody> </table> <p>Attached is the Revised Financial Proposal Form (Template per REVISED FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 28 May 2024),</p>	From	To	<p>“Xxx</p> <p><i>As subsumed in the licenses, the cost of maintenance per month is _____.</i></p> <p>xxX”</p>	<p>“Xxx</p> <p><i>As subsumed in the licenses, the estimated annual cost of the maintenance is <u>(amount)</u> OR <u>(percentage %)</u> of the total bid offer.”</i></p> <p>xxX”</p>
From	To				
<p>“Xxx</p> <p><i>As subsumed in the licenses, the cost of maintenance per month is _____.</i></p> <p>xxX”</p>	<p>“Xxx</p> <p><i>As subsumed in the licenses, the estimated annual cost of the maintenance is <u>(amount)</u> OR <u>(percentage %)</u> of the total bid offer.”</i></p> <p>xxX”</p>				
For the SLCC, can we submit a Contract/Purchase Order of a customer with an Enterprise Management System Project where ITSM Licenses are part of the whole project?	<p>Yes. Bidders are required to submit a single contract/Purchase Order, provided that the submitted document satisfies the following conditions:</p> <ol style="list-style-type: none"> 1. The identified contract is of similar nature with the ITSM project to be bid. 2. The component and the corresponding amount of the ITSM license can be highlighted and/or extracted from the submitted documents. 3. The contract/PO must be completed within the last five years and must be equivalent to at least 50% of the ABC of the project to be bid. 				

4. Revision on the Checklist of Requirements (Please see [Revised Checklist of Requirements](#) as attached in this Supplemental Bid Bulletin dated 28 May 2024)

FROM	TO
<p>SECOND ENVELOPE: FINANCIAL PROPOSAL</p> <p>TAB 1</p> <p>Duly accomplished Financial Proposal Form (<i>Template per FORM 10</i>), duly signed by the bidder’s authorized representative.</p> <p>Note: Total bid shall not exceed the ABC of PhP6,119,500.00 (inclusive of taxes.)</p>	<p>SECOND ENVELOPE: FINANCIAL PROPOSAL</p> <p>TAB 1</p> <p>Duly accomplished <i>Revised Financial Proposal Form (Template per REVISED FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 28 May 2024)</i>, duly signed by the bidder’s authorized representative.</p> <p>Note: Total bid shall not exceed the ABC of PhP6,119,500.00 (inclusive of taxes.)</p>
<p>SECOND ENVELOPE: FINANCIAL PROPOSAL</p> <p>TAB 2</p> <p>Detailed Financial Proposal/Price Schedule duly signed by the bidder’s authorized representative. Bidders shall use either FORM 11-A or FORM 11-B as template.</p> <p>The total detailed bid must not exceed the ABC of the cluster being bid and must be consistent with the financial bid per TAB 1.</p>	<p>SECOND ENVELOPE: FINANCIAL PROPOSAL</p> <p>TAB 2</p> <p>Detailed Financial Proposal/Price Schedule duly signed by the bidder’s authorized representative. Bidders shall use either FORM 11-A or FORM 11-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>

5. Revision on the Financial Proposal Form (per FORM 10) (Please see [Revised Financial Bid Form per Revised FORM 10](#) as attached in this Supplemental Bid Bulletin dated 28 May 2024)

FROM	TO
<p>FORM 10</p> <p>“Xxx As subsumed in the licenses, the cost of the maintenance per month is _____” XxX.”</p>	<p>FORM 10</p> <p>“Xxx As subsumed in the licenses, the estimated annual cost of the maintenance is <u>(amount)</u> OR <u>(percentage%)</u> of the total bid offer. XxX.”</p>

6. Bidders are reminded to use as guide/reference in preparing their Bidding Documents the [Revised Checklist of Requirements and the Revised Financial Proposal Form \(per REVISED FORM 10\)](#) as indicated in the bidding documents.
7. 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](#).
8. With regards to the statement of compliance to the Technical Specifications of the bidding documents (per FORM 9), bidders are reminded to either indicate the word “Comply” against every line item requirement of the Technical Specifications OR by placing a bracket (}) to mean collective compliance on each line requirements. Please note that bidder/s are required to indicate their statement of compliance and to sign the conforme box on each page of the Technical Specifications.
9. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
10. 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)

The DBP Bids and Awards Committee

REVISED FORM 10 (page 1 of 2)

SUPPLEMENTAL BID BULLETIN NO. 1
BID REFERENCE NO. G-2024-08: PROCUREMENT OF SEVENTEEN (17) IT SERVICE MANAGEMENT (ITSM) LICENSES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP 6,119,500.00, inclusive of all applicable taxes)

(use Bidder's Official Letterhead)

**PROCUREMENT OF SEVENTEEN (17) IT SERVICE MANAGEMENT (ITSM) LICENSES FOR
THE DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2024-08**

BID FORM

Date : _____

Bid Reference No. : _____

To: *DEVELOPMENT BANK OF THE PHILIPPINES*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs with the following financial bids:

License Description	Quantity	Approved Budget for the Contract (ABC) (in PhP), inclusive of all applicable taxes		Bid Offer (in PhP)	
		Unit Cost	Total	Unit Cost	Total
Named ITSM OnPrem – Service Desk User Licenses	8	198,500.00	1,588,000.00		
Named ITSM OnPrem – Suite User Licenses	9	503,500.00	4,531,500.00		
TOTAL			6,119,500.00		

As subsumed in the licenses, the estimated annual cost of the maintenance is (amount) or (percentage%) of the total bid offer.

Our bid includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;

REVISED FORM 10 (page 2 of 2)

- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

**PROCUREMENT OF SEVENTEEN (17) IT SERVICE MANAGEMENT (ITSM) LICENSE
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2024-08**

**SUPPLEMENTAL BID BULLETIN NO. 1
BID REFERENCE NO. G-2024-08: PROCUREMENT OF SEVENTEEN (17) IT SERVICE MANAGEMENT (ITSM) LICENSES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES**

(ABC: PhP 6,119,500.00, inclusive of all applicable taxes)

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 (Template per FORM 1). 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> <p>Please refer to FORM 1-A and FORM 1-B for the sample Secretary’s Certificate for each of the JV Partners.</p> <p><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"> 1. <i>The designated /authorized representative who will sign the Joint Venture Agreement (JVA) or the Protocol to Enter into a JVA;</i>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<p>2. <i>That they are duly authorized to participate in the bidding as a JV;</i> 3. <i>The authorized Lead Company to represent the JV;</i> 4. <i>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> <p><i>In case a JV partner is a sole proprietor and the proprietor opts to designate a representative, FORM 2-A shall be customized to include provisions such as the authority to sign the Protocol/Undertaking to Enter a JVA.</i></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 and opts to designate a representative) - 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), if the bidder is a corporation - Template per FORM 2-B</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> <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> 	
<p>TECHNICAL ELIGIBILITY DOCUMENTS</p>	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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> <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</u> of the bidder declared as the Lowest or Single Calculated Bid.</i></p>
TAB 5	<p>Statement of single largest 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 4), duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to acquisition of IT Service Management License.</p> <p>The identified single largest 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>, OR <u>Purchase Order (PO)</u></p> <p>AND</p> <p>b) <u>Any one</u> of the following documents:</p> <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).
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> <p>1) The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2023;</p> <p>2) The value of the NFCC must at least be equal to the ABC of this project.</p> <p><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>

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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TECHNICAL COMPONENT	
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	<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 of the following is acceptable:</u></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 (Template per FORM 6) duly signed by the bidder's authorized representative. 								
TAB 7	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Approved Budget for the Contract (ABC)</th> <th style="width: 35%;">Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)</th> <th style="width: 15%;">Surety Bond (5% of ABC)</th> <th style="width: 25%;">Bid Securing Declaration</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">6,119,500.00</td> <td style="text-align: center;">122,390.00</td> <td style="text-align: center;">305,975.00</td> <td style="text-align: center;"><i>No required percentage</i></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, 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.</p>	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	6,119,500.00	122,390.00	305,975.00	<i>No required percentage</i>
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						
6,119,500.00	122,390.00	305,975.00	<i>No required percentage</i>						
TAB 8	Accomplished Omnibus Sworn Statement (with ten [10] statements) (Template per FORM 7), duly signed by the bidder's authorized representative and notarized.								
TAB 9	Accomplished Data Privacy Consent Form per FORM 8 , duly signed by the bidder's authorized representative.								
TAB 10	<p>Accomplished/conformed Scope of Service/Terms of Reference per FORM 9, duly signed by the bidder's authorized representative.</p> <p>Bidders must state either "Comply" or "Not Comply" <u>against each of the individual parameters of each Specification</u> and must state their conformance in each page of the Technical Specifications.</p>								

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 11	<p>Certificate issued by the principal/manufacturer or a downloaded proof from the website of the principal/manufacturer proving that the Bidder is an authorized reseller of the ITSM software.</p> <p>If the bidder is not a direct partner/ reseller/distributor of the manufacturer, bidder must submit the corresponding Certification linking the bidder to the manufacturer of the item being/software being offered.</p>

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	<p>Duly accomplished Revised Financial Proposal Form (Template per REVISED FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 28 May 2024), duly signed by the bidder's authorized representative.</p> <p>Note: Total bid shall not exceed the ABC of PhP6,119,500.00 (inclusive of taxes.)</p>
TAB 2	<p>Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders shall use either FORM 11-A or FORM 11-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>