



SUPPLEMENTAL BID BULLETIN NO. 1

24 September 2024

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

BID REFERENCE NO. G-2024-30: SUPPLY AND DELIVERY OF COMPUPRINT 3056 PRINTER RIBBONS FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP 3,825,000.00 at PhP 900.00 per unit 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*	2 October 2024 (Wednesday) <u>ON OR BEFORE 9:00 AM</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	2 October 2024 (Wednesday) 10:30 AM	6/F BAC Conference Room, 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) of the Philippine Bidding Documents for the detailed procedure and options for the payment of bidding documents and the submission of bids. As indicated in the Invitation to Bid, bidders must settle the required payment for the bidding documents before the deadline of the submission and receipt of bids.

Additionally, bidders are encouraged to submit their bid proposals at least one day prior to the deadline to avoid late submissions. Bidders may attend the bid opening through Zoom Meeting App.

3. **Replies to Queries and Clarifications:**

FROM	TO
On the Technical Specifications:	Yes.
No. 7 – Document Requirements for the Bid Opening	The requirement for the certificates has been clarified and revised.
Can we include sole distributorship in the Certificate?	Please refer to the Revised Technical Specifications per Revised FORM 9 as attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024

4. **Revision on the Technical Specifications** (Please refer to the **Revised Technical Specifications per Revised FORM 9** as attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024)

FROM	TO
<p>7. Documentary Requirements for the Bid Opening:</p> <p>a) Certificate of brand authenticity issued to the bidder by the manufacturer or authorized distributor of Compuprint 3056. If the bidder is not an authorized distributor, the bidder must submit a corresponding certificate linking them to the manufacturer of the Compuprint 3056.</p>	<p>7. Documentary Requirements for the Bid Opening:</p> <p>a) Submission of Certificates:</p> <ol style="list-style-type: none"> 1. Certificate of brand authenticity issued to the bidder by the manufacturer of Compuprint 3056; and 2. Certificate of authorized distributorship of Compuprint 3056. If the bidder is not an authorized distributor, the bidder must submit a corresponding certificate linking them to the manufacturer of Compuprint 3056.

5. **Revised Bidding Form (Attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024):**

FROM	TO
FORM 9	REVISED FORM 9
Technical Specifications	Revised Technical Specifications

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

FROM	TO
<p>TAB 10</p> <p>Accomplished/conformed Technical Specifications per FORM 9, duly signed by the bidder's authorized representative.</p> <p><u>Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications AND must state their conformance/sign on each page.</u></p>	<p>TAB 10</p> <p>Accomplished/conformed Revised Technical Specifications per FORM 9 (attached in the Supplemental Bid Bulletin No. 1 dated 24 September 2024), duly signed by the bidder's authorized representative.</p> <p><u>Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications AND must state their conformance/sign on each page.</u></p>
<p>TAB 11</p> <p>Certificate of brand authenticity issued to the bidder by the manufacturer or authorized distributor of Compuprint 3056.</p> <p>If the bidder is not an authorized distributor, the bidder must submit a corresponding certificate linking them to the manufacturer of the Compuprint 3056.</p>	<p>TAB 11</p> <p>Submission of the following Certificates:</p> <ol style="list-style-type: none"> 1. Certificate of brand authenticity issued to the bidder by the manufacturer of Compuprint 3056; AND 2. Certificate of authorized distributorship of Compuprint 3056. If the bidder is not an authorized distributor, the bidder must submit a corresponding certificate linking them to the manufacturer of Compuprint 3056.

7. Bidders are reminded to use the [REVISED FORM 9](#) for the [Revised Technical Specifications](#) as attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024 and submit it together with ALL other required documents for the Submission and Opening of Eligibility, Technical, and Financial Documents:
8. Bidders are 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 24 September 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
The DBP Bids and Awards Committee

REVISED FORM 9

TECHNICAL SPECIFICATIONS/REQUIREMENT

Bidder's Statement of Compliance
Bidders must state here either "Comply" or "Not Comply"

Development Bank of the Philippines (DBP)

REVISED TERMS OF REFERENCE

Mode of Procurement – **Public Bidding**

Supply and Delivery of Compuprint 3056 Printer Ribbons

I. **Approved Budget for the Contract: Three Million Eight Hundred Twenty-Five Thousand Pesos (P3,825,000.00)** - Inclusive of VAT and other applicable taxes

II. Technical Specifications

Item Description	Specifications (to be compatible with existing printers)	Quantity	Unit Price	Total Amount
Ribbon, Compuprint 3056, PRK3050	<ul style="list-style-type: none"> Ribbon cartridge for Compuprint 3056 (to be compatible with existing printer) Part No. : PRK3050 Print technology: Dot Matrix Color: Black 	4,250 pcs.	₱ 900.00	₱ 3,825,000.00

III. Conditions of the Contract:

- The Supplier shall ensure that the items delivered are in accordance with the technical specifications required by the DBP. DBP has the right to reject delivery if item/s delivered is/are defective and not in accordance with the required technical specifications/sample.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
- Warranty:**
 - The printer ribbons to be delivered shall have at least **one (1) year shelf life** from the delivery date to DBP.
 - Manufacturing defects shall be replaced by the Supplier within three (3) months from receipt of notification from DBP, at no cost to the Bank.
 - The Winning Supplier shall be required to post a warranty security for a minimum period of three (3) months after the acceptance of the delivered items. The obligation for the warranty shall be covered by retention money or a special bank guarantee equivalent to one percent (1%) of the total contract price and shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.
- Delivery Period:** Delivery within ninety (90) calendar days after receipt of Notice to Proceed (NTP).
- Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
- Inspection:** Inspection shall be conducted upon delivery of the items and shall be randomly checked if seal/s are intact/untampered.
- Documentary Requirements for the Bid Opening:**
 - Submission of Certificates:
 - Certificate of brand authenticity issued to the bidder by the manufacturer of Compuprint 3056; and
 - Certificate of authorized distributorship of Compuprint 3056. If the bidder is not an authorized distributor, the bidder must submit a corresponding **certificate** linking them to the manufacturer of Compuprint 3056.
 - Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last five (5) years, equivalent to at least twenty-five percent (25%) of the ABC of this project. "Similar Contract" refers to Supply and Delivery of Compuprint 3056 Printer Ribbons.

IV. Payment:

- Payment shall be processed after completion of delivery subject to complete documents for payment (i.e. Billing Statement/Statement of Account, as applicable).
- No advance payment shall be made.
- The Winning Bidder must open and maintain an account (Savings or Current) with the DBP for payment purposes.
- Penalty charges equivalent to 1/10 of 1% of the price of undelivered quantity shall be deducted from the payment for every day of delay.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

LEMENTAL BID BULLETIN NO. 1
OF COMPUPRINT 3056 PRINTER RIBBONS FOR THE DEVELOPMENT BANK OF THE
PHILIPPINES (ABC: PhP 3,825,000.00 at PhP 900.00 per unit inclusive of all applicable taxes)

**SUPPLY AND DELIVERY OF COMPUPRINT 3056 PRINTER RIBBONS
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2024-30**

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. If bidding as a formed JV: 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. If bidding as a JV that is yet to be formed: 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>

SUPPLEMENTAL BID BULLETIN NO. 1

BID REFERENCE NO. G-2024-30: **SUPPLY AND DELIVERY OF COMPUPRINT 3056 PRINTER RIBBONS FOR THE DEVELOPMENT BANK OF THE PHILIPPINES** (ABC: PhP 3,825,000.00 at PhP 900.00 per unit inclusive of all applicable taxes)

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<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"> <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><i>In case a JV partner is sole proprietorship 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> 	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
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</u> of the bidder declared as the Lowest or Single Calculated Bid.</i></p>
TAB 5	<p>Statement of single completed contract <u>of similar nature (government or private contract)</u> within the last five (5) years equivalent to at least twenty-five percent (25%) of the ABC, (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to supply and delivery of Compuprint 3056 printer ribbons.</p> <p>The identified single largest completed contract must be supported by the following:</p> <p>a) <u>Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract, OR 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/SlIs 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)								
TECHNICAL COMPONENT									
TAB 7	<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> <p>a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC);</p> <p>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);</p> <p>c. Surety bond callable upon demand, issued by a surety or insurance company (at least 5% of ABC) and <u>a copy of Certificate issued by Insurance Commission certifying that the surety or insurance company is authorized to issue a surety bond;</u></p> <p>d. Duly <u>notarized</u> Bid Securing Declaration (Template per FORM 6) duly signed by the bidder's authorized representative.</p> <table><tr><th>Approved Budget for the Contract (ABC)</th><th>Cashier's/ Manager's check, Bank draft/ guarantee or irrevocable letter of credit (2% of ABC)</th><th>Surety bond (5% of ABC)</th><th>Bid Securing Declaration</th></tr><tr><td>3,825,000.00</td><td>76,500.00</td><td>191,250.00</td><td>No required percentage</td></tr></table> <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	3,825,000.00	76,500.00	191,250.00	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						
3,825,000.00	76,500.00	191,250.00	No required percentage						
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 Revised Technical Specifications per REVISED FORM 9 (as attached in the Supplemental Bid Bulletin No. 1 dated 24 September 2024), duly signed by the bidder's authorized representative.</p> <p><u>Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications AND must state their conformance/sign on each page.</u></p>								
TAB 11	<p>Submission of the following Certificates:</p> <p>1. Certificate of brand authenticity issued to the bidder by the manufacturer of Compuprint 3056; AND</p> <p>2. Certificate of authorized distributorship of Compuprint 3056. If the bidder is not an authorized distributor, the bidder must submit a corresponding certificate linking them to the manufacturer of Compuprint 3056.</p>								

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	<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 PhP 3,825,000.00 at PhP 900.00 per unit inclusive of taxes.</p>
TAB 2	<p>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.</p> <p>The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.</p>