



SUPPLEMENTAL BID BULLETIN NO. 1

24 September 2024

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

BID REFERENCE NO. G-2024-29: SUPPLY AND DELIVERY OF VARIOUS COLORED BOND PAPERS, Mimeo PAPERS, TEXTURED LAID PAPERS, AND VARIOUS MAILING AND DOCUMENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP 2,188,750.00 inclusive of all applicable taxes)

Please be informed of the following:

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

ACTIVITY	DATE AND TIME	VENUE
Deadline for the Submission of Eligibility, Technical, and Financial Proposals	02 October 2024 (Wednesday) <u>On or before 8:30 AM*</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	02 Wednesday 2024 (Wednesday) 9:45 AM	6/F BAC Conference Room, DBP Head Office, Makati City and 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 of the bidders:

QUERY/CONCERN	CLARIFICATION
Can we request a sample of the colored papers?	<p>Yes. Bidders may check and obtain samples of the colored papers from the Inventory Management Unit - Procurement and Inventory Management Department at 6th floor, DBP Head Office – Makati, Monday to Friday, from 9:00 AM to 4:00 PM.</p> <p>In addition, the corresponding HTML color codes of each colored paper are provided/included in the revised specifications for Lot 1: Various Colored and Mimeo Papers, which are as follows:</p> <ul style="list-style-type: none"> • Green Bond Paper (Color code: HEX-C1E1C1; RGB-128,128,0) • Pink Bond Paper (Color code: HEX-FFB6C1; RGB-255,182,193) • Yellow Bond Paper (Color code: HEX-#FFFAAO; RGB-255,250,160) <p>Please see REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024.</p>
May we request for reconsideration to reduce the quantity and increase the price because your price is still the old price.	No. The requirement for the quantity and price for each lot is retained.

4. Revision on the **Technical Specifications**:
(Please see **REVISED FORM 9** for the **Revised Technical Specifications** attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024)

FROM					TO				
Item	Quantity	Specifications	Unit Price per ream/pc.	Total Amount	Item	Quantity	Specifications	Unit Price per ream/pc.	Total Amount
Paper, Bond, A-4, Green, Subs. 16	100 reams	<ul style="list-style-type: none"> • Green Bond Paper • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	₱175.00	₱ 17,500.00	Paper, Bond, A-4, Green, Subs. 16	100 reams	<ul style="list-style-type: none"> • Green Bond Paper (Color Code: HEX-C1E1C1; RGB-128,128,0) • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	₱175.00	₱ 17,500.00
Paper, Bond, A-4, Pink, Subs. 16	100 reams	<ul style="list-style-type: none"> • Pink Bond Paper • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	175.00	17,500.00	Paper, Bond, A-4, Pink, Subs. 16	100 reams	<ul style="list-style-type: none"> • Pink Bond Paper (Color Code: HEX-FFB6C1; RGB-255,182,193) • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	175.00	17,500.00
Paper, bond, A-4, Subs.16 White	500 reams	<ul style="list-style-type: none"> • White Bond Paper • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	120.00	60,000.00	Paper, bond, A-4, Subs.16 White	500 reams	<ul style="list-style-type: none"> • White Bond Paper • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	120.00	60,000.00
Paper, bond, A-4, Subs.16 Yellow	2,000 reams	<ul style="list-style-type: none"> • Yellow Bond Paper • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	175.00	350,000.00	Paper, bond, A-4, Subs.16 Yellow	2,000 reams	<ul style="list-style-type: none"> • Yellow Bond Paper (Color Code: HEX-#FFFAAO; RGB-255,250,160) • 56 GSM • Size: 8.25" x 11.75" (A4) • 500 sheets/ream 	175.00	350,000.00
					LOT 1				

5. Revised **Bidding Form**:

FROM	TO
FORM 9 Technical Specifications	REVISED FORM 9 Revised Technical Specifications <i>(Attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024)</i>

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

FROM	TO
TAB 10 Accomplished/conformed Technical Specifications per <i>FORM 9</i> , duly signed by the bidder's authorized representative. <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>	TAB 10 Accomplished/conformed Revised Technical Specifications per <u>REVISED FORM 9</u> <i>(attached in the Supplemental Bid Bulletin No. 1 dated 24 September 2024)</i> , duly signed by the bidder's authorized representative. <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>

7. Bidders are reminded to use **REVISED FORM 9** for the **Revised Technical Specifications** as attached in this Supplemental Bid Bulletin No. 1 dated 24 September 2024 and submit together with **ALL** other required documents for the Submission and Opening of Eligibility, Technical, and Financial Documents.
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 24 September 2024.
9. The Eligibility, Technical, and Financial Proposals **must be properly tabbed** for easy reference and must be submitted in sequence/order per 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 (page 1 of 6)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

<i>Please put a check mark on the lot being bid</i>	<i>Lot No.</i>	<i>Particulars</i>	<i>ABC (in PhP) inclusive of taxes</i>
	1	Various Colored and Mimeo Papers	985,000.00
	2	Various Envelopes	1,023,750.00
	3	Textured Laid Papers	180,000.00

Development Bank of the Philippines (DBP)

REVISED TERMS OF REFERENCE

Mode of Procurement – Public Bidding

Supply and Delivery of Various Colored Bond Papers, Mimeo and Textured Laid Papers and Various Mailing and Document Envelopes

I. Approved Budget for the Contract (ABC): Two Million One Hundred Eighty-Eight Thousand Seven Hundred Fifty Pesos ₱2,188,750.00 (Inclusive of VAT and other applicable taxes)

II. Technical Specifications:

	Item	Quantity	Specifications	Unit Price per ream/pc.	Total Amount
LOT 1	Paper, Bond, A-4, Green, Subs. 16	100 reams	<ul style="list-style-type: none"> Green Bond Paper (Color Code: HEX-C1E1C1; RGB-128,128,0) 56 GSM Size: 8.25" x 11.75" (A4) 500 sheets/ream 	₱175.00	₱ 17,500.00
	Paper, Bond, A-4, Pink, Subs. 16	100 reams	<ul style="list-style-type: none"> Pink Bond Paper (Color Code: HEX-FFB6C1; RGB-255,182,193) 56 GSM Size: 8.25" x 11.75" (A4) 500 sheets/ream 	175.00	17,500.00
	Paper, bond, A-4, Subs.16 White	500 reams	<ul style="list-style-type: none"> White Bond Paper 56 GSM Size: 8.25" x 11.75" (A4) 500 sheets/ream 	120.00	60,000.00
	Paper, bond, A-4, Subs.16 Yellow	2,000 reams	<ul style="list-style-type: none"> Yellow Bond Paper (Color Code: HEX-#FFFAAO; RGB-255,250,160) 56 GSM Size: 8.25" x 11.75" (A4) 500 sheets/ream 	175.00	350,000.00
	Paper, Bond, Legal, Subs.16 White	1,000 reams	<ul style="list-style-type: none"> White Bond Paper 56 GSM Legal Size 8.5" x 13" 500 sheets/ream 	135.00	135,000.00
	Paper, Bond, Legal, Subs. 16 Yellow	1,000 reams	<ul style="list-style-type: none"> Yellow Bond Paper 56 GSM Size: 8.5" x 13" 500 sheets/ream 	195.00	195,000.00
	Paper, Mimeo A-4	1,000 reams	<ul style="list-style-type: none"> White wove Size: 8.25" x 11.75", (A-4) Plain 500 sheets/ream 	165.00	165,000.00
	Newsprint A-4	200 reams	<ul style="list-style-type: none"> Newsprint Paper Size: 8.25" x 11.75", (A-4) Plain 480 sheets/ream 	105.00	21,000.00
	Newsprint Legal	200 reams	<ul style="list-style-type: none"> Newsprint Paper Size: 8.5" x 14" (Legal) Plain 480 sheets/ream 	120.00	24,000.00
LOT 1 TOTAL					₱ 985,000.00

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 1
RY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND
ENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

88,750.00 for three years inclusive of all applicable taxes)

REVISED FORM 9 (page 2 of 6)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

<i>Please put a check mark on the lot being bid</i>	<i>Lot No.</i>	<i>Particulars</i>	<i>ABC (in PhP) inclusive of taxes</i>
	1	Various Colored and Mimeo Papers	985,000.00
	2	Various Envelopes	1,023,750.00
	3	Textured Laid Papers	180,000.00

LOT 2	Envelope, Mailing, with Window	250,000 pcs.	<ul style="list-style-type: none"> Window envelope 9 1/2" x 4 1/8" – actual size Book paper #60 (90GSM) min With plastic acetate for window 4 colors print - with printing of DBP/Bagong Pilipinas-provided name and logo (Exhibit 1) 500 pieces per box 	3.75	937,500.00
	Envelope, Carpeta Big Brown	5,000 pcs.	<ul style="list-style-type: none"> Brown Carpeta For legal size documents Size: 10" x 15" – actual size Kraft/Recycled paper 1 color print (black) with printing of DBP/Bagong Pilipinas provided name and logo (Exhibit 2) 500 pieces per box 	6.25	31,250.00
	Envelope, Carpeta Small Brown	5,000 pcs.	<ul style="list-style-type: none"> Brown Carpeta For A4 size documents Size: 9"x12 1/4" – actual size Kraft/Recycled paper 1 color print (black) with printing of DBP/Bagong Pilipinas-provided name and logo (Exhibit 3) 500 pieces per box 	11.00	55,000.00
LOT 2 TOTAL					₱ 1,023,750.00
Lot 3	Paper, Bond, Textured Laid	150 reams	<ul style="list-style-type: none"> Textured Laid Paper Ultra white, 100GSM (min) Size: 8.25" x 11.75", (A-4) 500 sheets/ream 	1,200.00	180,000.00
GRAND TOTAL					₱ 2,188,750.00

Note: Prospective bidder can bid on one (1) or all lots: Project shall be awarded to the Winning Bidder with the lowest total bid amount per lot, subject to the condition that the bid amount shall not exceed the set ABC per item.

III. Conditions of the Contract:

- The Winning Bidder shall ensure that the items delivered are in accordance with the specifications required by the DBP. DBP has the right to reject delivery if item/s delivered were found to be defective and not in accordance with the required specifications.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
- Delivery Period:** Delivery within forty-five (45) 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.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 1
VERY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND
MENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

1,188,750.00 for three years inclusive of all applicable taxes)

REVISED FORM 9 (page 3 of 6)

TECHNICAL SPECIFICATIONS/REQUIREMENT				Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>
<i>Please put a check mark on the lot being bid</i>	Lot No.	Particulars	ABC (in PhP) inclusive of taxes	
	1	Various Colored and Mimeo Papers	985,000.00	
	2	Various Envelopes	1,023,750.00	
	3	Textured Laid Papers	180,000.00	

IV. Testing and Acceptance:

- Visual and random testing of delivered items; one (1) ream per item for Lots 1 & 3 and one (1) box for Lot 2.
- The result of Grams per Square Meter (GSM) is verified by using the industry specified measurement (dividing the weight of the paper by the number of square meters of the sample sheet using a mini digital platform scale); and
- Manufacturing defects shall be corrected by the Winning Bidder, at no cost to the Bank, within ten (10) CD after receipt of notification of the defects from DBP.

V. Warranty:

A warranty security shall be required from the Winning Bidder for a minimum period of three (3) months after the acceptance by DBP of the delivered items. The obligation for the warranty shall be covered by at least one percent (1%) of the total amount awarded per lot. The said amount shall only be released after the lapse of the warranty period.

VI. 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.

VII. Requirements for the Bid Opening:

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. **Definition of "Similar Contract", as follows:**

Colored Bond Papers, Mimeo and Textured Laid Paper "Supply and Delivery of Various Paper Products"	Mailing and Document Envelopes with DBP/Bagong Pilipinas Name and Logo "Supply and Delivery of Mailing Envelopes/Document Envelopes/Paper Printing Projects"
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VIII. Requirements for Post Qualification:

Colored Bond Papers, Mimeo and Textured Laid Paper	Mailing and Document Envelopes with DBP/Bagong Pilipinas Name and Logo
<ul style="list-style-type: none"> The Winning Bidder is required to provide ten (10) sheets for each items being offered within fifteen (15) calendar days after receipt of Notice from BAC that the Bidder's bid has the Single/Lowest Calculated Bid (SCB/LCB) which must be compliant with the specifications. The Winning Bidder must submit a Certification signed by the Supplier/Authorized Representative certifying paper stock of 56 GSM / 100 GSM for the textured laid paper. (Per Annex A). The item/s shall be subject for actual testing to the printer. 	<ul style="list-style-type: none"> The Winning Bidder is required to provide five (5) printed samples for each items being offered within fifteen (15) calendar days after receipt of Notice from BAC that the Bidder's bid has the Single/Lowest Calculated Bid (SCB/LCB) which must be compliant with the specifications. The Winning Bidder must submit a Certification signed by the Supplier/Authorized Representative certifying paper stock of Book Paper #60 (90 GSM) / Kraft/Recycled paper (Per Annex A).

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 1
RY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND
ENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
 88,750.00 for three years inclusive of all applicable taxes)

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REVISED FORM 9 (page 4 of 6)

TECHNICAL SPECIFICATIONS/REQUIREMENT				Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>
<i>Please put a check mark on the lot being bid</i>	Lot No.	Particulars	ABC (in PhP) inclusive of taxes	
<input type="checkbox"/>	1	Various Colored and Mimeo Papers	985,000.00	
<input type="checkbox"/>	2	Various Envelopes	1,023,750.00	
<input type="checkbox"/>	3	Textured Laid Papers	180,000.00	
<div style="text-align: center; margin-bottom: 20px;"> DBP Stationery/Collateral Designs with Bagong Pilipinas Logo </div> <div style="text-align: center; margin-bottom: 20px;"> </div> <div style="text-align: center; margin-bottom: 20px;"> DBP White Letter Envelope </div> <div style="text-align: center;"> </div>				
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;">Conforme:</p> <p style="text-align: center; margin: 5px 0;">_____</p> <p style="text-align: center; margin: 0;">Bidder's Company Name</p> <p style="text-align: center; margin: 5px 0;">_____</p> <p style="text-align: center; margin: 0;">Name & Signature of Authorized Representative</p> <p style="text-align: center; margin: 5px 0;">_____</p> <p style="text-align: center; margin: 0;">Designation</p> <p style="text-align: center; margin: 5px 0;">_____</p> <p style="text-align: center; margin: 0;">Date</p> </div>				

REVISED FORM 9 (page 5 of 6)

TECHNICAL SPECIFICATIONS/REQUIREMENT

<i>Please put a check mark on the lot being bid</i>	<i>Lot No.</i>	<i>Particulars</i>	<i>ABC (in PhP) inclusive of taxes</i>
	1	Various Colored and Mimeo Papers	985,000.00
	2	Various Envelopes	1,023,750.00
	3	Textured Laid Papers	180,000.00

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

DBP Stationery/Collateral Designs with Bagong Pilipinas Logo

DBP Long and Short Brown Envelopes

EXHIBIT 2

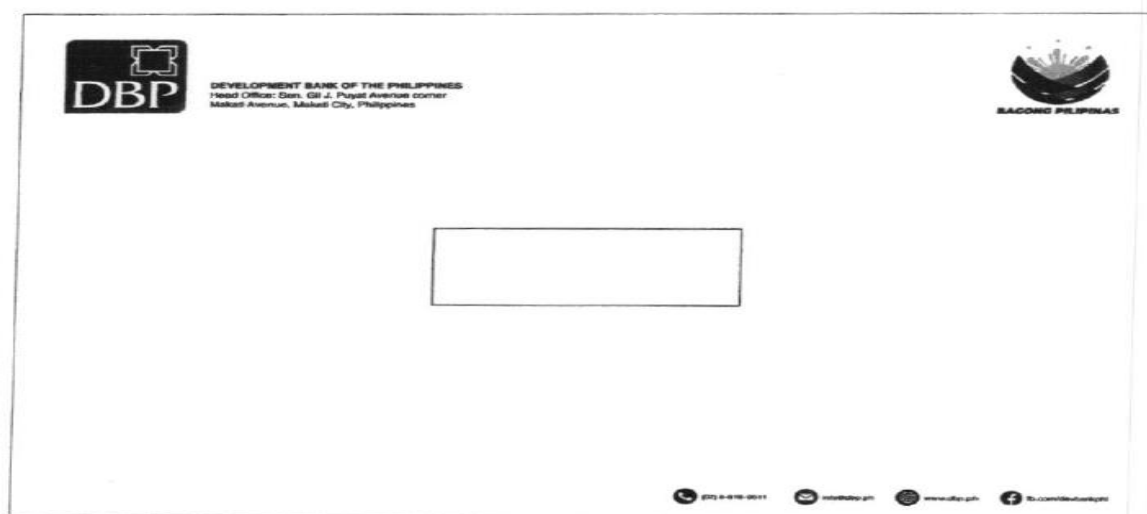
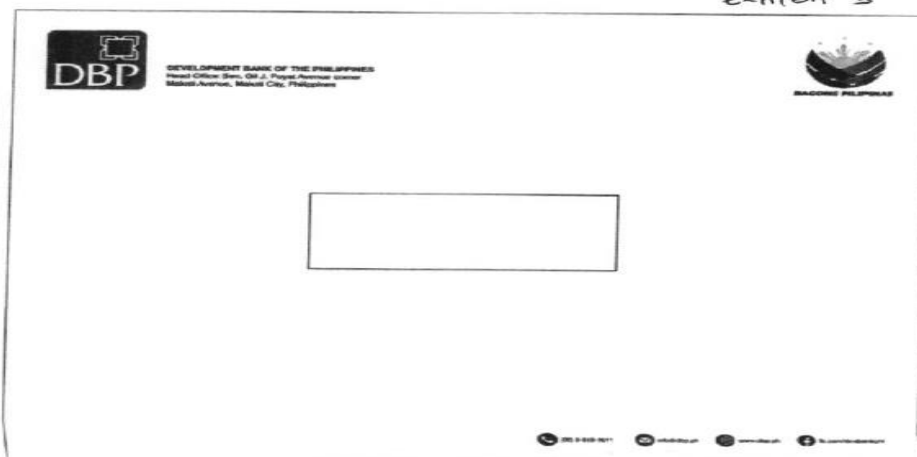


EXHIBIT 3



Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 1
BUY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND
ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
88,750.00 for three years inclusive of all applicable taxes)

REVISED FORM 9 (page 6 of 6)

TECHNICAL SPECIFICATIONS/REQUIREMENT

<i>Please put a check mark on the lot being bid</i>	<i>Lot No.</i>	<i>Particulars</i>	<i>ABC (in PhP) inclusive of taxes</i>
	1	Various Colored and Mimeo Papers	985,000.00
	2	Various Envelopes	1,023,750.00
	3	Textured Laid Papers	180,000.00

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



Conforme:

 Bidder's Company Name

 Name & Signature of Authorized Representative

 Designation

 Date

SUPPLEMENTAL BID BULLETIN NO. 1
RY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND
ENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

88,750.00 for three years inclusive of all applicable taxes)

**SUPPLY AND DELIVERY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS,
TEXTURED LAID PAPERS, AND VARIOUS MAILING AND DOCUMENT ENVELOPES FOR THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2024-29**

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> <p>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.</p> <p>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> <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>

SUPPLEMENTAL BID BULLETIN NO. 1

**BID REFERENCE NO. G-2024-29: SUPPLY AND DELIVERY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND
VARIOUS MAILING AND DOCUMENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES**

(ABC: PhP 2,188,750.00 for three years inclusive of all applicable taxes)

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<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"> <i>The designated/authorized representative <u>who will sign the Joint Venture Agreement (JVA) or the Protocol to Enter into a JVA</u>;</i> <i>That they are duly authorized to participate in the bidding as a JV;</i> <i>The authorized lead company to represent the JV;</i> <i>The person designated <u>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.</u></i> <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) - 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>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> 	

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 (per GPPB NPM 094-2013 dtd. 2013-12-19).</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) <u>within the last five (5) years equivalent to at least twenty-five percent (25%) of the ABC</u> (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <p>Definition of similar contract for each lot are as follows:</p> <table border="1" data-bbox="388 1312 1344 1470"> <thead> <tr> <th>Lot No.</th><th>Definition of Similar Contract</th></tr> </thead> <tbody> <tr> <td>1 & 3</td><td>Supply and delivery of various paper products</td></tr> <tr> <td>2</td><td>Supply and delivery of mailing envelopes/document envelopes/paper printing projects</td></tr> </tbody> </table> <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 	Lot No.	Definition of Similar Contract	1 & 3	Supply and delivery of various paper products	2	Supply and delivery of mailing envelopes/document envelopes/paper printing projects
Lot No.	Definition of Similar Contract						
1 & 3	Supply and delivery of various paper products						
2	Supply and delivery of mailing envelopes/document envelopes/paper printing projects						

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)																		
	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>																		
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 the 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 border="1"> <thead> <tr> <th>Lot No.</th><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> </thead> <tbody> <tr> <td>1</td><td>985,000.00</td><td>19,700.00</td><td>49,250.00</td><td rowspan="3">No required percentage</td></tr> <tr> <td>2</td><td>1,023,750.00</td><td>20,475.00</td><td>51,187.50</td></tr> <tr> <td>3</td><td>180,000.00</td><td>3,600.00</td><td>9,000.00</td></tr> </tbody> </table>	Lot No.	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	985,000.00	19,700.00	49,250.00	No required percentage	2	1,023,750.00	20,475.00	51,187.50	3	180,000.00	3,600.00	9,000.00
Lot No.	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															
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SUPPLEMENTAL BID BULLETIN NO. 1

BID REFERENCE NO. G-2024-29: SUPPLY AND DELIVERY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND VARIOUS MAILING AND DOCUMENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP 2,188,750.00 for three years inclusive of all applicable taxes)

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	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.
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 Revised Technical Specifications per <i>REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 1 dated 24 September 2024)</i> , duly signed by the bidder's authorized representative. <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>

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: Bid/s shall not exceed the ABC of the lot/s being bid (inclusive of taxes).																																				
	<table><tr><th rowspan="2">Lot No.</th><th rowspan="2">Particulars</th><th rowspan="2">Quantity</th><th colspan="2">ABC (in PhP) inclusive of taxes</th></tr><tr><th>Per Unit</th><th>Total</th></tr><tr><td rowspan="7">1</td><td>Paper, Bond, A-4, Green, Subs. 16</td><td>100 reams</td><td>175.00</td><td>17,500.00</td></tr><tr><td>Paper, Bond, A-4, Pink, Subs. 16</td><td>100 reams</td><td>175.00</td><td>17,500.00</td></tr><tr><td>Paper, Bond, A-4, White, Subs. 16</td><td>500 reams</td><td>120.00</td><td>60,000.00</td></tr><tr><td>Paper, Bond, A-4, Yellow, Subs. 16</td><td>2,000 reams</td><td>175.00</td><td>350,000.00</td></tr><tr><td>Paper, Bond, Legal, White, Subs. 16</td><td>1,000 reams</td><td>135.00</td><td>135,000.00</td></tr><tr><td>Paper, Bond, Legal, Yellow, Subs. 16</td><td>1,000 reams</td><td>195.00</td><td>195,000.00</td></tr><tr><td>Paper, Mimeo, A-4</td><td>1,000 reams</td><td>165.00</td><td>165,000.00</td></tr></table>	Lot No.	Particulars	Quantity	ABC (in PhP) inclusive of taxes		Per Unit	Total	1	Paper, Bond, A-4, Green, Subs. 16	100 reams	175.00	17,500.00	Paper, Bond, A-4, Pink, Subs. 16	100 reams	175.00	17,500.00	Paper, Bond, A-4, White, Subs. 16	500 reams	120.00	60,000.00	Paper, Bond, A-4, Yellow, Subs. 16	2,000 reams	175.00	350,000.00	Paper, Bond, Legal, White, Subs. 16	1,000 reams	135.00	135,000.00	Paper, Bond, Legal, Yellow, Subs. 16	1,000 reams	195.00	195,000.00	Paper, Mimeo, A-4	1,000 reams	165.00	165,000.00
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SUPPLEMENTAL BID BULLETIN NO. 1

BID REFERENCE NO. G-2024-29: SUPPLY AND DELIVERY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND VARIOUS MAILING AND DOCUMENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP 2,188,750.00 for three years inclusive of all applicable taxes)

			Newsprint, A-4	200 reams	105.00	21,000.00
			Newsprint, Legal	200 reams	120.00	24,000.00
			Lot 1 Total			985,000.00
		2	Envelope, Mailing, with Window	250,00 pcs.	3.75	937,500.00
			Envelope, Carpeta, Big Brown	5,000 pcs.	6.25	31,250.00
			Envelope, Carpeta, Small Brown	5,000 pcs.	11.00	55,000.00
			Lot 2 Total			1,023,750.00
		3	Paper, Bond, Textured Laid	150 reams	1,200.00	180,000.00
			Lot 3 Total			180,000.00
			TOTAL ABC			2,188,750.00

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>
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SUPPLEMENTAL BID BULLETIN NO. 1

BID REFERENCE NO. G-2024-29: SUPPLY AND DELIVERY OF VARIOUS COLORED BOND PAPERS, MIMEO PAPERS, TEXTURED LAID PAPERS, AND VARIOUS MAILING AND DOCUMENT ENVELOPES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

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