



SUPPLEMENTAL BID BULLETIN NO. 2

22 October 2024

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

**BID REFERENCE NO. G-2024-34: PROCUREMENT OF AUTOMATION TOOL FOR TESTING (ATT)
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES - REBID**
(ABC: PhP 5,000,000.00 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 (Per Supplemental Bid Bulletin No. 1 dated 14 October 2024)	VENUE
Deadline for the Submission of Eligibility, Technical, and Financial Proposals	06 November 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	06 November 2024 (Wednesday) 10:30 AM	12/F Suite 5, 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
On the training certificate on Project Management, we will be submitting a certificate that was issued internally (from Project Management Office/ Learning and Development). Will this be sufficient? Will there be other supplemental evidence needed to be attached?	Yes. The training certificate issued internally from your office is sufficient and acceptable.
The Automation Tool for Testing (ATT) license will be provided by Tricentis (based in Singapore) but distributed by Pointwest (Philippines), may we confirm which is the appropriated form to be used: Form 11-A (from within the Philippines) vs. Form 11-B (from Abroad)?	If it will be distributed by Pointwest which is based locally, you may use the detailed financial bid per FORM 11-A (goods offered from within the Philippines).
What is the duration of the subscription?	Initial subscription is one (1) year.
What does the "concurrent licenses" term mean?	Concurrent licenses are licenses which can be used by different users simultaneously until they reach the maximum number of licenses available.
Can the license count be increased if needed in the future?	Yes. License count may be increased in the future if there is a need.
Is technical support 24/7 or 8-5 schedule?	Technical support should be available during regular business hours, which is 8:00 AM – 5:00 PM, from Monday to Friday.
Is there a specific operating system required?	The operating system should be Microsoft Windows 10 and up.

4. Revision on the **Technical Specifications**:

(Please see REVISED FORM 9 for the Revised Technical Specifications attached in this Supplemental Bid Bulletin No. 2 dated 22 October 2024)

FROM	TO												
<p>VIII. Vendor Requirements</p> <table border="1"> <thead> <tr> <th>Role</th><th>Basis for Eligibility</th></tr> </thead> <tbody> <tr> <td>Project Manager (PM)</td><td> <ul style="list-style-type: none"> Updated CV or Resume with one (1) year of process automation PM experience Project Manager Certification or Training Certificate on Project Management and completed process automation projects. </td></tr> <tr> <td>Technical Expert (TE)</td><td> <ul style="list-style-type: none"> Updated CV or Resume with two (2) years of process automation TE experience Technical Expert Certificate or Training Certificate for TE and completed process automation projects. </td></tr> </tbody> </table>	Role	Basis for Eligibility	Project Manager (PM)	<ul style="list-style-type: none"> Updated CV or Resume with one (1) year of process automation PM experience Project Manager Certification or Training Certificate on Project Management and completed process automation projects. 	Technical Expert (TE)	<ul style="list-style-type: none"> Updated CV or Resume with two (2) years of process automation TE experience Technical Expert Certificate or Training Certificate for TE and completed process automation projects. 	<p>VIII. Vendor Requirements</p> <table border="1"> <thead> <tr> <th>Role</th><th>Basis for Eligibility</th></tr> </thead> <tbody> <tr> <td>Project Manager (PM)</td><td> <ul style="list-style-type: none"> Updated CV or Resume with one (1) year of process automation PM experience Project Manager Certification or Training Certificate on Project Management. </td></tr> <tr> <td>Technical Expert (TE)</td><td> <ul style="list-style-type: none"> Updated CV or Resume with two (2) years of process automation TE experience Technical Expert Certificate or Training Certificate for TE. </td></tr> </tbody> </table>	Role	Basis for Eligibility	Project Manager (PM)	<ul style="list-style-type: none"> Updated CV or Resume with one (1) year of process automation PM experience Project Manager Certification or Training Certificate on Project Management. 	Technical Expert (TE)	<ul style="list-style-type: none"> Updated CV or Resume with two (2) years of process automation TE experience Technical Expert Certificate or Training Certificate for TE.
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SUPPLEMENTAL BID BULLETIN NO. 2

BID REFERENCE NO. G-2024-34: **PROCUREMENT OF AUTOMATION TOOL FOR TESTING (ATT) FOR THE DEVELOPMENT BANK OF THE PHILIPPINES – REBID** (ABC: PhP 5,000,000.00 inclusive of all applicable taxes)

5. Revised **Bidding Form**:

FROM	TO
FORM 9 Technical Specifications	REVISED FORM 9 Revised Technical Specifications <i>(Attached in this Supplemental Bid Bulletin No. 2 dated 22 October 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 REVISED FORM 9 <i>(attached in the Supplemental Bid Bulletin No. 2 dated 22 October 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 sign on each page as conformance.</u>
TAB 12-A The following documents in the name of the <u>Project Manager (PM)</u> per submitted list under Tab 12: 1. Curriculum Vitae or resume which must cite at least one (1) year of process automation PM experience. 2. Project Manager Certification or training certificate on Project Management and completed process automation projects.	TAB 12-A The following documents in the name of the <u>Project Manager (PM)</u> per submitted list under Tab 12: 1. Curriculum Vitae or resumé which must cite at least one (1) year of process automation PM experience. 2. Project Manager Certification or training certificate on Project Management.
TAB 12-B The following documents in the name of the <u>Technical Expert (TE)</u> per submitted list under Tab 12: 1. Curriculum Vitae or resume which must cite at least two (2) years of process automation TE experience.	TAB 12-B The following documents in the name of the <u>Technical Expert (TE)</u> per submitted list under Tab 12: 1. Curriculum Vitae or resumé which must cite at least two (2) years of process automation TE experience.

2. Project Manager Certification or training certificate on Project Management and completed process automation projects.	2. Technical Expert Certificate or training certificate for TE.
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7. **Bidders are reminded to use REVISED FORM 9 for the Revised Technical Specifications as attached in this Supplemental Bid Bulletin No. 2 dated 22 October 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. 2 dated 22 October 2024.**
9. **The Eligibility, Technical, and Financial Documents 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

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

**AUTOMATION TOOL FOR TESTING
TECHNICAL SPECIFICATIONS****I. TECHNICAL REQUEST**

One (1) Lot for the Subscription and Technical Services for the Automation Tool for Testing (ATT).

II. APPROVED BUDGET FOR CONTRACT (ABC)

The Approved Budget for the Contract (ABC) is FIVE MILLION PESOS (P5,000,000.00) inclusive of all applicable government taxes chargeable to the CY2024 Approved IT Operational Expense Budget.

III. TECHNICAL SPECIFICATIONS

A. The Subscription shall include the provision of five (5) concurrent licenses to address the following requirements:

- a. Test automation for five (5) applications (listed in Annex A) on the pilot use case, DBP Minimum Baseline Security Standards – Password and Login Controls (test scenarios are further detailed in Annex B) that support:
 - i. No/Low Code Automated Test Cases
 - ii. Test Case Creation – Test Results Traceability
 - iii. Loading of Test Data and Results Management
- iv. UI and non-UI Tests across Web, Browsers, APIs, Desktop Clients, Database, Email, Excel, Access and/or any combination/iteration of these technologies.
- v. Wide range of supported programming languages (e.g. JavaScript, .Net, C++, MVC, Visual Basic, PowerBuilder, FoxPro, HTML, PHP, Wordpress)
- vi. Audit Trails during Test Execution
- vii. Compatibility to expand into Stress Testing and Performance Testing

B. The Technical Services shall include the following:

- a. Installation/Configuration of the tool in DBP DEV / TEST environments
- b. Planning and Implementation of Pilot Use Case
- c. Actual setting up of the Automation Scripts
- d. Training in the use of the Automation Scripts (further details in Section V)
- e. Provide support during User Acceptance Testing
- f. Provide technical support during Post-Production, as follows:
 - i. Extended support (detailed in Section XI) during the 90-day Warranty Period.
 - ii. Standard support for one (1) year reckoned from the acceptance date.
- g. Project management: The Bidder shall provide its Project Team consisting of at least one (1) Project Manager and one (1) Technical Expert in Process Automation.
- h. Error correction: The Bidder shall be responsible for using all reasonable diligence in correcting verifiable errors in the program when reported by DBP.
- i. Maintenance Support: The Bidder shall provide maintenance support which includes all current features of the proposed reports generation facility.
- j. The Bidder shall agree that any changes made to the ATT will be documented in accordance with DBP Policies.
- k. The Bidder shall not invoice DBP for any expenses beyond annual support unless agreed to by both parties prior to inception.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

SUPPLEMENTAL BID BULLETIN NO. 2
OF AUTOMATION TOOL FOR TESTING (ATT) FOR THE DEVELOPMENT BANK OF THE
PHILIPPINES (DBP) (ABC: PHP 5,000,000.00 inclusive of all applicable taxes)

REVISED FORM 9 (page 2 of 8)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

C. The Bidder shall likewise submit the required documents in accordance with the Delivery Period and Payment Milestones indicated in Section IV, as follows:

- a. A Work Breakdown Schedule containing details pertaining to the installation, configuration, and administration of the tool, including the potential risks/delaying factors, milestones, and resource requirements, shall be submitted within five (5) working days upon completion of the scoping activity.
- b. Updated Operation's/System's/User's Manual (includes Data Dictionary/DB Schema and Data Flow, if available) shall be submitted five (5) working days before the installation of the ATT in the test environment.
- c. Paper Licenses/Certificate of Proof of Eligibility for ATT shall be submitted five (5) working days before the installation of the ATT in the test environment.
- d. System Quality Assurance Certificate or its equivalent document shall be submitted five (5) working days before the start of UAT.
- e. Errors Log Report and Action/Error Resolution shall be submitted five (5) working days after completion of each UAT cycle.
- f. Knowledge Transfer Plan, Training Manual for identified attendees, and corresponding materials prior to scheduled knowledge transfer activities shall be submitted five (5) working days upon submission of the UAT Certificate.
- g. Post Launch Report shall be submitted five (5) working days upon submission of the UAT Certificate.
- h. Certificate of Attendance shall be submitted five (5) working days after the conduct of Training/Knowledge Transfer.
- i. Business Continuity Plan (BCP) and/or Disaster Recovery Plan (DRP) to comply with the agreed SLA, shall be submitted ten (10) working days upon submission of the UAT Certificate.

IV. DELIVERY PERIOD and PAYMENT SCHEDULE

Implementation of the ATT shall be completed within sixty (60) working days from the receipt of the Notice to Proceed (NTP), provided and subject to the installation and configuration of the ATT, with the below-listed breakdown. Payment shall be made in accordance with the DBP Manual of Approving Authorities (MAA) following the schedule of delivery and upon issuance/submission of required documents by the vendor, the concerned Business Unit, and ITOG:

Activities/ Milestone	Delivery Period	Required Documents	Deadline for Required Documents	% of the Contract Price to be Paid (VAT inc.)
1. Scoping for the pilot use case. Submission of work breakdown schedule.	Twenty (20) working days from the receipt of the Notice to Proceed	• Work Breakdown Schedule	Five (5) working days upon completion of the scoping activity	10%

Conforme:

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REVISED FORM 9 (page 3 of 8)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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Activities/ Milestone	Delivery Period	Required Documents	Deadline for Required Documents	% of the Contract Price to be Paid (VAT inc.)
2. Installation and configuration of the product / tool in the test environment. Submission of relevant proof of work for the installation of the product/tool in the test environment.	Twenty (20) working days after the scoping of the pilot process workflows.	<ul style="list-style-type: none"> • Installation Manual • Paper Licenses for Five (5) Concurrent Users • Updated Operations/ Systems/Users' Manual (includes Data Dictionary/DB Schema and Data Flow, if available) • System Quality Assurance Certificate or its equivalent document 	Five (5) working days before the installation of the ATT in the test environment	15%
3. User acceptance testing and reconfiguration of the product/tool until the desired output is met	Ten (10) working days after installation and configuration of the product/tool in the test environment	<ul style="list-style-type: none"> • Errors Log Report and Action Plan • Certificate of User Acceptance Testing 	Five (5) working days after completion of each UAT cycle	25%
4. Training program / knowledge transfer and pilot launch of the improved version of the product/tool.	Three (3) working days upon submission of the UAT certificate	<ul style="list-style-type: none"> • Knowledge Transfer Plan • Training Manual for identified attendees. • Post-Launch Report • Certificate of Attendance for the identified attendees 	Five (5) working days upon submission of the UAT Certificate	20%
5. Guidance and assistance to DBP technical team for the installation and porting of the product / tool in the production environment	Three (3) working days upon completion of the Training Program Knowledge Transfer	<ul style="list-style-type: none"> • Business Continuity Plan (BCP) and Disaster Recovery Plan (DRP) • Proof of Completion of porting to production 	Ten (10) working days upon submission of the UAT Certificate	20%
6. Production acceptance testing and issuance of certificate of full acceptance.	Four (4) working days upon porting the product/tool to production	<ul style="list-style-type: none"> • Signed Certificate of Full Acceptance 	Five (5) working days upon completion of all activities including submission of all documentary requirements	10%
TOTAL				100%

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TECHNICAL SPECIFICATIONS/REQUIREMENT

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V. TRAINING/KNOWLEDGE TRANSFER

The vendor shall provide the following:

1. Detailed technical knowledge transfer/training which must commence within five (5) working days upon issuance of User Acceptance Test Certificate or as agreed by both parties.
2. Knowledge transfer at a minimum, covering the following:
 - Installation/Configuration
 - Features
 - Operation
 - Administration
 - First Level Support
3. Certificates of Attendance on the Knowledge Transfer must be provided to all attendees within five (5) working days after the conduct of training/knowledge transfer.

VI. TESTING/ACCEPTANCE PARAMETERS AND PROCEDURES

DBP shall conduct User Acceptance Testing where the following shall be checked/tested:

1. The Automation Tool for Testing is correct and is working after the installation.
2. The five (5) concurrent licenses are valid and complete.
3. The pilot use case for applications listed in Annex A is completed, working, and error-free.
4. The implementation of the Must-Haves is completed, working, and error-free.
5. The implementation of Nice-to-Haves, if provided, is completed, working, and error-free.
6. All documents mentioned/stated in the technical specifications are complete and submitted.

VII. DELIVERY/INSTALLATION SITE

The ATT must be delivered and installed at DBP Head Office Building, Makati Avenue corner Sen. Gil J. Puyat Avenue, Makati City.

VIII. VENDOR REQUIREMENTS

A. Required upon the Bid Opening:

1. Latest Certification or Proof of Accreditation that the bidder is an authorized partner, reseller, or distributor and authorized service provider of the solution.
2. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid on within the last five (5) years, equivalent to at least fifty percent (50%) of the ABC of this project. The term "Similar Contract" refers to process automation products.
3. Duly-signed endorsement of the names of its Project Team members consisting of at least one (1) Project Manager and one (1) Technical Expert in Process Automation with the following attachments:

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TECHNICAL SPECIFICATIONS/REQUIREMENT

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Role	Basis for Eligibility
Project Manager (PM)	<ul style="list-style-type: none"> Updated CV or Resume with one (1) year of process automation PM experience Project Manager Certification or Training Certificate on Project Management
Technical Expert (TE)	<ul style="list-style-type: none"> Updated CV or Resume with two (2) years of process automation TE experience Technical Expert Certificate or Training Certificate for TE.

B. Post Qualification Requirement:

The bidder shall demonstrate/simulate the required features and functionalities indicated in **Annex C** within 5 working days upon receipt of notice of post qualification.

IX. AFTER-SALES SUPPORT/MAINTENANCE SUPPORT INCLUSION

- Maintenance and support for ATT including licenses will be one (1) year reckoned from the acceptance date.
- During the maintenance period, technical support should always be available during normal business hours.
- The winning bidder shall provide DBP with the software hotfix, security patches, and service packs and shall assist DBP in installing/upgrading as needed.

X. PERFORMANCE SECURITY

To guarantee the faithful performance by the vendor of its obligations under the contract, it shall post a Performance Security with an effectivity period that shall coincide with the contract duration, and which shall be released upon the faithful and complete performance of the vendor's obligations and services required under the contract, including the satisfactory completion of the warranty period specified in Section XII. The Performance Security may be in any of the following forms below and the required amount thereof shall be as follows:

Form of Performance Security	% of the Total Contract Price
Cash, cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank	
Surety Bond callable upon demand issued by a surety or insurance company together with a certificate issued by the Insurance Commission certifying the surety or insurance company is authorized to issue such surety bond	Thirty percent (30%)

The Performance Security shall be posted in favor of DBP and shall be forfeited in its favor in the event it is established that the vendor is in default in any of its obligations under the Contract and the provisions of Republic Act No. 9184 and its Revised Implementing Rules and Regulations. The vendor shall likewise extend the validity of the Performance Security in the event of an extension of the contract.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

TECHNICAL SPECIFICATIONS/REQUIREMENT

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XI. WARRANTY CERTIFICATE

The vendor is required to submit a Warranty Security either by a Retention Money or a Special Bank Guarantee in an amount equivalent to five percent (5%) of the total contract price. The Warranty Security shall be effective and in full force and effect for a period of one (1) year reckoned from the date of DBP's acceptance. The said amounts from the Bank Guarantee or Retention money shall only be released at the end of the said warranty period, provided that DBP has no claims filed against the supplier/vendor and that all the conditions imposed under the contract have been fully met. In the event of any extension of the term of this Agreement, the Warranty Security shall be renewed accordingly.

XII. WARRANTY PERIOD

The warranty shall be for a period of ninety (90) days which will commence upon issuance of Certificate of Acceptance. Within the warranty period, the winning bidder is required to provide the following technical support for manufacturing defects:

- Technical support response time must be 1 hour for phone support and 4 hours for onsite support and resolution time is within 24 hours.
- Encountered errors must be investigated, checked, and corrected/fixes.
- Must have locally available certified, qualified, and experienced technical support personnel who will provide technical support during the warranty period.
- In case of an upgrade, to ensure that the winning bidder will continue to guarantee the system performance, the winning bidder shall provide the required support and maintenance of the products and services within the coverage of the bidder's warranty and pursuant to the terms and conditions of the contract.

XIII. NON-DISCLOSURE CONDITION

The bidder shall strictly adhere to the confidentiality agreement with the Bank. Information about DBP and its operation in this document is considered proprietary and confidential and must be treated as such by the recipients of these Technical Specifications. In the same manner, the responses to this Technical Specification which shall be specified as confidential shall not be disclosed to any third party.

1. Each party agrees to hold and maintain confidential all materials and information which shall come into its possession or knowledge in connection with the project or its performance, and not to make use hereof other than for the purpose of this project.
2. After completion of the project, all materials, data, proprietary information, and other related documents provided to the winning vendor, and which are hereby deemed owned by DBP shall be returned to DBP.
3. The winning bidder undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with its confidential obligation as set forth in this Section.
4. This confidentiality obligation shall survive even after the termination of the contract.
5. The winning bidder shall, likewise, oblige the provider to be bound by this confidentiality contract.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

TECHNICAL SPECIFICATIONS/REQUIREMENT

Bidder's Statement of Compliance
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6. The winning bidder's breach of this confidentiality provision shall entitle DBP to legal and other equitable remedies including but not limited to the immediate cancellation of the contract and shall entitle DBP to claim for damages and injunctive relief under the circumstances. DBP may also elect to terminate further access by the winning bidder to any data and information.
7. A Non-Disclosure Agreement between DBP and the winning vendor will form part of the contract that outlines confidential material, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access for or by third parties.

XIV. DATA OWNERSHIP, PROTECTION, SEGREGATION

1. It is understood that the data, information, and reports that will reside in the Automation Tool for Testing (ATT) and its servers shall all be owned exclusively by DBP.
2. Unless prohibited by applicable law, the winning bidder shall not disclose DBP information to third parties providing services on its behalf who may collect, use, transfer, store, or otherwise process it in the various jurisdictions in which they operate either for purposes related to the provisions of the Services, and/or to comply with regulatory requirements, to check conflicts, for quality, risk management or financial accounting purposes and/or the provision of other administrative support services, without the written consent of DBP, and provided further that the winning bidder, its affiliates and third parties to whom the confidential information was disclosed shall strictly adhere to the confidentiality of the information. The winning bidder shall be responsible for maintaining the confidentiality of DBP information.
3. Whenever applicable in performing its obligations under this Agreement, the winning bidder shall, at all times, comply with the provisions of Republic Act No. 10173 or "the Data Privacy Act of 2012," its Implementing Rules and Regulations, and all other laws and government issuances which are now or will be promulgated relating to data privacy, segregation and the protection of personal information.

XV. LIQUIDATED DAMAGES

In case the vendor is unable to comply with the terms and conditions of the contract or fails to satisfactorily deliver the Services on time, inclusive of duly granted time extensions, if any, the vendor shall, without prejudice to DBP or other remedies under the contract and under the applicable law, be liable by way of liquidated damages in the applicable rate of one-tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance, which cost of the unperformed portion shall be determined based on a computation to be agreed upon by the Parties. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, DBP may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it or available under the circumstances.

XVI. MISCELLANEOUS

1. It is understood that DBP reserves the right to reject any or all proposals/bids, waive any defect/s or informality/ies therein other than critical requirements of the Project, or accept the proposal which is most advantageous to DBP.
2. It is understood by all bidders that all bids must incorporate the terms and conditions indicated in this Technical Specification. Response documents will be the property of DBP and will no longer be returned to the bidders.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9 (page 8 of 8)

TECHNICAL SPECIFICATIONS/REQUIREMENT	Bidder's Statement of Compliance <i>Bidders must state here either "Comply" or "Not Comply"</i>
<p>3. Standard of Service - the bidder shall fulfill its obligations according to the best acceptable professional standards and international best practices. The bidder shall exercise all reasonable skills, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work in the best interest of DBP.</p> <p>4. Non-Assignment - Assignment of any part of the Contract, or payment under the Contract, without the prior written consent of DBP is not allowed. Subcontracting is not allowed without the prior written consent of DBP.</p> <p>5. Right to Audit and Corrective Action Clauses - The Winning Bidder agrees that it shall give DBP, the BSP, and other regulatory agencies the right to audit/examine the/access to the (i) necessary information regarding the Services in order for DBP, BSP, or such other regulatory agencies to fulfill their respective responsibilities; (ii) the operations of the Winning Bidder in order to review the same in relation to the Services; and, (iii) necessary financial information of the Winning Bidder; the Winning Bidder agrees that DBP shall have the right to conduct the winning bidder's performance assessment with respect to its Services based on established metrics, which shall be provided to the winning bidder upon signing of the Contract; and the winning bidder shall warrant that it shall immediately take the necessary corrective measures to satisfy the findings and recommendations of the BSP examiners and those of the internal and/or external auditors of DBP.</p> <p>6. Transition Assistance - In the event of termination of the Contract for any cause, the winning Bidder agrees and guarantees that should DBP decide to transfer the Services to another provider or other arrangements, it shall provide DBP the necessary level of assistance during the transition. In case of merger, consolidation and/or change in name, change in ownership, assignment, attachment of assets, insolvency, or receivership of the winning Bidder, it shall likewise provide DBP the necessary level of assistance to ensure a smooth transition. For the avoidance of doubt, the surviving or consolidated corporation shall assume all liabilities and obligations under the terms of the Contract, provided that the winning Bidder and/or the surviving or consolidated corporation submits proof of such merger or consolidation acceptable to DBP.</p> <p>7. Signing of the Contract. The documents required in Section 37.2 of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 shall form part of the Contract. Additional Contract documents are indicated in the Bid Data Sheet (BDS). By submitting a bid, the Winning Bidder is understood to have voluntarily accepted the terms and conditions of the said contract and these Technical Specifications.</p> <p>Said Contract shall be subjected to the review/clearance of the Office of the Government Corporate Counsel (OGCC).</p>	

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

**PROCUREMENT OF AUTOMATION TOOL FOR TESTING (ATT) FOR THE DEVELOPMENT
BANK OF THE PHILIPPINES - REBID
Bid Reference No. G-2024-34**

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>The PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by <u>each of the JV partners</u>, 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. 2

BID REFERENCE NO. G-2024-34: PROCUREMENT OF AUTOMATION TOOL FOR TESTING (ATT) FOR THE DEVELOPMENT BANK OF THE PHILIPPINES – REBID (ABC: PhP 5,000,000.00 inclusive of all applicable taxes)

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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>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> <ol style="list-style-type: none"> 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>OR</p> <ol style="list-style-type: none"> Duly notarized Secretary's Certificate (if the bidder is a corporation, partnership, cooperative, or joint venture) - Template per FORM 2-B <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>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):</p>	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	<ul style="list-style-type: none"> - <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> - <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>
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 submitted as part of post-qualification 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 process automation products.</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/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)								
FINANCIAL ELIGIBILITY DOCUMENTS									
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (<i>Template per FORM 5</i>), 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 (<i>Template per FORM 6</i>) 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>5,000,000.00</td><td>100,000.00</td><td>250,000.00</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	5,000,000.00	100,000.00	250,000.00	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						
5,000,000.00	100,000.00	250,000.00	No required percentage						

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	<p>Accomplished/conformed Revised Technical Specifications per <i>REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 2 dated 22 October 2024)</i>, 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 sign on each page as conformance.</u></p>
TAB 11	<p>Certification or proof of accreditation issued by the principal/manufacture stating the following:</p> <ol style="list-style-type: none"> 1. The bidder is an authorized partner, reseller, or distributor of the solution being offered. 2. The bidder is an authorized service provider of the solution being offered. <p>Note: If the bidder is not a direct partner/reseller/distributor of the principal/manufacture, the bidder must submit a corresponding certificate linking them to the principal/manufacture of the solution being offered.</p>
TAB 12	List of the Project Team members to be assigned to the project which must consist of <u>at least one (1) Project Manager and one (1) Technical Expert in Process Automation</u> . The list must be signed by the bidder's authorized representative .
TAB 12-A	<p>The following documents in the name of the <u>Project Manager (PM)</u> per submitted list under Tab 12:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae or resumé which must cite at least one (1) year of process automation PM experience. 2. Project Manager Certification or training certificate on Project Management.
TAB 12-B	<p>The following documents in the name of the <u>Technical Expert (TE)</u> per submitted list under Tab 12:</p> <ol style="list-style-type: none"> 1. Curriculum Vitae or resumé which must cite at least two (2) years of process automation TE experience. 2. Technical Expert Certificate or training certificate for TE.

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: Bid shall not exceed the ABC of PhP 5,000,000.00 (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>