

**SUPPLEMENTAL BID BULLETIN NO. 1**

8 January 2025

Attention: **All prospective bidders for the project****BID REFERENCE NO. G-2024-51: SUPPLY, DELIVERY, INSTALLATION, AND MAINTENANCE OF ONE (1) UNIT INTERNET PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES HEAD OFFICE**

(ABC: PhP 6,500,000.00 inclusive of all applicable taxes)

1. **Please be informed that the bid activities for the above-cited project shall proceed as follows:**

ACTIVITY	DATE AND TIME	VENUE
Submission of Eligibility, Technical, and Financial Proposals*	17 January 2025 (Friday) <u>ON OR BEFORE 8:30 AM</u>	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility, Technical, and Financial Proposals	17 January 2025 (Friday) 9:00 AM	6/F BAC Conference Room, DBP Head Office, Makati City

****Late submissions shall not be accepted***

2. **Below are the options on the required 2025 Mayor's/Business Permit:**

<u>OPTION 1</u>	<ul style="list-style-type: none">- Submit the bidder's current/valid PhilGEPS Certificate under Platinum Membership reflecting the latest/current Mayor's Permit (i.e., <u>Date of Expiration – December 2025</u>) as listed under Annex A of the said certificate and as uploaded/updated in the PhilGEPS website
<u>OPTION 2</u>	<ul style="list-style-type: none">- Submit the bidder's PhilGEPS Certificate under Platinum Membership reflecting the expiration of the Mayor's Permit in 2024 (i.e., <u>Date of Expiration – December 2024</u>), and- Copies of the following:<ul style="list-style-type: none">o The 2024 Mayor's/Business Permito Copy of the Official Receipt (OR) as proof of application for the 2025 Mayor's/Business Permit

3. Revision on the Checklist of Requirements (Please see the [Revised Checklist of Requirements](#) as attached in this Supplemental Bid Bulletin No. 1 dated 8 January 2025)

FROM	TO
FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)	
TAB 13 Notarized Confidential and Non-Disclosure Agreement signed by the bidder's authorized representative.	TAB 13 Notarized Confidential and Non-Disclosure Agreement (<i>Template per FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 8 January 2025</i>) signed by the bidder's authorized representative.
SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)	
TAB 1 Duly accomplished Financial Proposal Form (<i>Template per FORM 10</i>), duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the rate for each area and ABC of PhP 6,500,000.00	TAB 1 Duly accomplished Financial Proposal Form (<i>Template per FORM 11</i>) duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 6,500,000.00
TAB 2 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. The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.	TAB 2 Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders shall use either FORM 12-A or FORM 12-B as template. The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.

4. 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.

5. 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 8 January 2025.

6. **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](#).**
7. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
8. 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

**SUPPLY, DELIVERY, INSTALLATION, AND MAINTENANCE OF ONE (1) UNIT
INTERNET PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
HEAD OFFICE**

Bid Reference No. G-2024-51

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

I/We _____, _____, the duly
authorized representative/s of _____ hereby certify that:

1. I/We am/are prohibited from retaining, disposing, selling, or sharing information related to the project and the DBP without express authority from the Development Bank of the Philippines.
2. All data, configuration, etc. generated and created under this project shall be documented, turned over to, and be the property of the Development Bank of the Philippines (DBP).

Issued this _____ day of _____ 2025 in _____, Philippines.

Name of the Company (Bidder)

Full name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax

E-mail Address

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PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES HEAD OFFICE**

(ABC: PhP 6,500,000.00 inclusive of all applicable taxes)

FORM 11 (page 1 of 2)

(use Bidder's Official Letterhead)

**SUPPLY, DELIVERY, INSTALLATION, AND MAINTENANCE OF ONE (1) UNIT
INTERNET PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
HEAD OFFICE
Bid Reference No. G-2024-51**

BID FORM

Date : _____

Bid Reference No. : _____

To: *DEVELOPMENT BANK OF THE PHILIPPINES*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price _____, includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized in the detailed financial bid:

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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

FORM 11 (page 2 of 2)

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

FORM 12-A

**SUPPLY, DELIVERY, INSTALLATION, AND MAINTENANCE OF ONE (1) UNIT
INTERNET PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
HEAD OFFICE
Bid Reference No. G-2024-51**

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

The total bid must not exceed the total ABC and must be consistent with the financial bid per FORM 10.

Name: _____

Legal Capacity: _____

Signature: _____

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

FORM 12-B

SUPPLY, DELIVERY, INSTALLATION, AND MAINTENANCE OF ONE (1) UNIT INTERNET PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES HEAD OFFICE

Bid Reference No. G-2024-51

Price Schedule for Goods Offered from Abroad *[shall be submitted with the Bid if bidder is offering goods from Abroad]*

Name of Bidder _____ Project ID No. _____ Page ____ of ____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

The total bid must not exceed the total ABC and must be consistent with the financial bid per FORM 10.

Name: _____

Legal Capacity: _____

Signature: _____

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

SUPPLEMENTAL BID BULLETIN NO. 1

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(ABC: PhP 6,500,000.00 inclusive of all applicable taxes)

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INTERNET PROXY SERVER FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
HEAD OFFICE
Bid Reference No. G-2024-51**

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> <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

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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> 	

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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 (<u>including those awarded but not yet started</u>, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any) (Template per FORM 3), duly signed by the bidder's authorized representative.</p> <p>Note: For bidders who have no ongoing government and/or private contracts, kindly indicate in their statement "NONE" to comply with the requirement. Bidders will be rated "failed" if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd. 2013-12-19</i>).</p> <p><i>Copies of the NOA, contract, NTP, or equivalent document for each ongoing contract listed in the statement shall be required to be <u>submitted as part of post-qualification</u> of the bidder declared as the Lowest or Single Calculated Bid.</i></p>
TAB 5	<p>Statement of completed contract/s of similar nature (government or private contract) within the last five (5) years equivalent to at least fifty percent (50%) of the ABC. The statement (Template per FORM 4) must be duly signed by the bidder's authorized representative.</p> <p>Similar contract refers to supply, delivery, installation, and maintenance of Internet Proxy Server.</p> <p>The identified single largest completed contract must be supported by the following:</p> <ol style="list-style-type: none"> a) <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u>, OR <u>Purchase Order (PO)</u> AND b) <u>Any one</u> of the following documents: <ul style="list-style-type: none"> • Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client. OR • Copy of Official Receipt/s or Sales Invoice/s issued by the bidder to the client (ORs/SIs must sum up to the full amount of total contract price of completed project).
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> <ol style="list-style-type: none"> 1) The values of the bidder's current assets and current liabilities shall be based on the AFS for CY 2023; 2) The value of the NFCC must at least be equal to the ABC of this project. <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	Original Bid Security issued in favor of the Development Bank of the Philippines (must be valid for at least 120 calendar days from the date of bid opening); any one of the following is acceptable:			
	a. Cashier's/manager's check issued by a Universal or Commercial Bank (at least 2% of ABC);			
	b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (at least 2% of ABC);			
	c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (at least 5% of ABC) 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>			
	d. Duly <u>notarized</u> Bid Securing Declaration (Template per FORM 6) duly signed by the bidder's authorized representative.			
	Approved Budget for the Contract (ABC)	Cashier's/manager's check, Bank draft/guarantee or irrevocable letter of credit (2% of ABC)	Surety Bond (5% of ABC)	Bid Securing Declaration
	6,500,000.00	130,000.00	325,000.00	No required percentage
	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) (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	Accomplished/conformed Scope of Service/Terms of Reference per FORM 9 , 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 11	Certificate issued by the manufacturer/principal/distributor of the Internet Proxy Server stating that the bidder is an authorized reseller			
TAB 12	Certificate duly signed by the bidder's authorized representative that the bidder has install-base of at least one (1) Internet Proxy Server/Internet Access Management in any of the following local industries: <ul style="list-style-type: none">- Banking/Financial- Telecommunications- Government Agency/Institution- Manufacturing- Business Process Outsourcing (BPO)- Educational Institutions			
TAB 13	Notarized Confidential and Non-Disclosure Agreement (Template per FORM 10 as attached in the Supplemental Bid Bulletin No. 1 dated 8 January 2025) signed by the bidder's authorized representative.			

TAB 14	Certificate signed by the bidder's authorized representative naming the following personnel to be assigned to the project if awarded the contract: 1. Project Manager 2. At least two (2) Solution Technical Support Personnel
TAB 15	Documents for the Project Manager a. Certificate of Employment signed by HR Officer and the bidder's authorized representative; b. Curriculum Vitae showing experience of project management, signed by the Project Manager and the bidder's authorized representative
TAB 16	Documents for EACH of the TWO (2) Solution Technical Support Personnel a. Certificate of Employment signed by HR Officer and the bidder's authorized representative; b. Curriculum Vitae showing that that technical support personnel has the experience with the solutions being offered, signed by the Solution Technical Support Personnel and the bidder's authorized representative; and c. Certification issued by the manufacturer as solution technical support for the product being offered.
TAB 17	Accomplished Technical Specifications Compliance Checklist per ANNEX-A of FORM 9, duly signed by the bidder's authorized representative.
TAB 18	Product brochure or technical data sheet of the Internet Proxy Server.

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	Duly accomplished Financial Proposal Form (<i>Template per FORM 11</i>), duly signed by the bidder's authorized representative. Note: Total bid shall not exceed the ABC of PhP 6,500,000.00
TAB 2	Detailed Financial Proposal/Price Schedule duly signed by the bidder's authorized representative. Bidders shall use either FORM 12-A or FORM 12-B as template. The total detailed bid must not exceed the ABC and must be consistent with the financial bid per TAB 1.