

Head Office: Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City, Philippines

# SUPPLEMENTAL BID BULLETIN NO. 1

18 June 2025

Attention: All prospective bidders for the project

<u>BID REFERENCE NO. G-2025-13:</u> SUPPLY AND DELIVERY OF ONE (1) LOT OF VARIOUS DEPOSIT SLIPS FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP 5,968,750.00 inclusive of all applicable taxes)

Please be informed of the following:

1. The schedule of bid activities for the above-cited project shall proceed as follows:

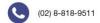
ACTIVITY	DATE AND TIME	VENUE	
Submission of Eligibility, Technical, and Financial Proposals*	25 June 2025 (Wednesday) ON OR BEFORE 9:00 AM	6/F BAC Secretariat, DBP Head Office, Makati City	
Opening of Eligibility, Technical, and Financial Proposals	25 June 2025 (Wednesday) 9:30 AM	12/F Suite 5, DBP Head Office, Makati City	

<sup>\*</sup>Late submissions shall not be accepted

 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 (either manual or online submission) at least one day prior to the deadline to avoid late submissions. Bidders may attend the bid opening through Zoom Meeting App.

For online submission of bids, bidders are reminded to email the BAC Secretariat of their intent to submit electronically at least one day prior to the deadline of bid submission. This is to give ample time for the Secretariat to prepare and generate the link wherein bidders will upload their proposals.









### 3. Response to the queries of the bidders:

QUESTIONS	RESPONSE		
Concern on the BIR Tax Payment Deposit Slip:	Request considered. The required grammages per ply for the carbonless paper		
We would like to respectfully bring to your attention that the standard grammage for carbonless paper in a 3-ply set is typically as follows:	of Deposit Slip - BIR Tax Payments are revised. Please refer to the REVISED FORM 9 for the Revised Technical Specifications as attached in this Supplemental Bid Bulletin No. 1 dated 18 June 2025.		
<ul> <li>1st ply – Coated Back (CB): 55 gsm</li> <li>2nd ply – Coated Front and Back (CFB): 50 gsm</li> <li>3rd ply – Coated Front (CF): 55 gsm</li> </ul>			
In your provided specifications, the required grammage for all plies is indicated as 55gsm. In view of the standard industry practice and for optimal performance of carbonless forms, we would like to formally request the revision of the 2 <sup>nd</sup> ply (CFB) grammage from 55 gsm to 50 gsm.			

## 4. Revisions made on the Technical Specifications

(Please refer to REVISED FORM 9 for the Revised Technical Specifications as attached in this Supplemental Bid Bulletin No. 1 dated 18 June 2025)

FROM	ТО		
Slip, Deposit BIR Tax Payments  Size: 5 5/8" x 8 3/16"  3-ply using carbonless paper –  55GSM per sheet(min)  100 sets/pad  1 color print (front and back, offset printing, CtP process, with padding, color coded)  300 sheets per pad  Packaging: 20 pads per pack using kraft/recycled paper	Slip, Deposit BIR Tax Payments  • Size: 5 5/8" x 8 3/16"  • 3-ply carbonless paper  • 1st Ply: Coated Back (CB) – 55GSM (+/-5)  • 2nd Ply: Coated Front and Back (CFB) – 50GSM (+/-5)  • 3rd Ply: Coated Front – 55GSM (+/-5)  • 100 sets/pad  • 1 color print (front and back, offset printing, CtP process, with padding, color coded)  • 300 sheets per pad  • Packaging: 20 pads per pack using kraft/recycled paper		

## 5. Revisions made on the Bidding Forms

FROM	ТО	
FORM 9	REVISED FORM 9	
Technical Specifications	Revised Technical Specifications	

6. Revision on the Checklist of Requirements (Please see the Revised Checklist of Requirements as attached in this Supplemental Bid Bulletin No. 2 dated 03 April 2025)

FROM	ТО
TAB 10	TAB 10
Accomplished/conformed Technical Specifications per FORM 9, duly signed by the bidder's authorized representative.  Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications/Terms of Reference AND sign on	Accomplished/conformed Revised Technical Specifications per REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 1 dated 18 June 2025), duly signed by the bidder's authorized representative.
each page as conformance.	Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications/Terms of Reference AND sign on each page as conformance.

- 7. <u>Bidders are reminded to use REVISED FORM 9</u> for the <u>Revised Technical Specifications</u> as attached in this Supplemental Bid Bulletin No. 1 dated 18 June 2025 and submit together with <u>ALL</u> other required documents for the submission and opening of eligibility, technical, and financial documents.
- 8. The Eligibility, Technical Documents and Financial Proposals <u>must be properly tabbed</u> for easy reference and must be submitted in sequence/order per <u>Revised Checklist of Requirements</u>.
- 9. The BAC shall no longer entertain any question/request for clarification after the issuance of this Bid Bulletin.
- 10. Please be advised that bids submitted after the deadline shall only be marked for recording purposes, shall not be included in the opening of bids, and shall be returned to the bidder unopened.

For the guidance and information of all concerned.

SIGNED
The DBP Bids and Awards Committee

**REVISED FORM 9 (page 1 of 3)** 

# **TECHNICAL SPECIFICATIONS/REQUIREMENT**

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

#### **DEVELOPMENT BANK OF THE PHILIPPINES (DBP)**

#### REVISED TERMS OF REFERENCE

Mode of Procurement - Public Bidding

Supply and Delivery of One (1) Lot Various Deposit Slips

 Approved Budget for the Contract (ABC): <u>Five Million Nine Hundred Sixty-Eight Thousand Seven</u> <u>Hundred Fifty Pesos - ₱5,968,750.00</u> (Inclusive of VAT and other applicable taxes)

#### II. Technical Specifications:

Item	SPECIFICATIONS	Quantity	Unit Price per pad	Total Amount
Slip, Deposit, CA/SA- Cash	<ul> <li>Size: 9 ¾" x 4" (239mm x 102mm)</li> <li>White bond paper - 56GSM (min)</li> <li>One color for front and back</li> <li>Offset printing, Computer-to-Plate (CtP) process, padded with backing and perforation; file supplied</li> <li>100 sheets per pad</li> <li>Packaging: 50 pads per pack using kraft/recycled paper</li> </ul>	75,000 pads	<b>₱</b> 31.50	₱ 2,362,500.00
Slip, Deposit, CA/SA- Check	Size: 9 ½" x 4" (239mm x 102mm) Blue bond paper - 56GSM (min) One color print, back-to- back Offset printing, CtP process, padded with backing and perforation; file supplied 100 sheets per pad Packaging: 50 pads per pack using kraft/recycled paper	30,000 pads	42.50	1,275,000.00
kraft/recycled paper		12,500 pads	186.50	2,331,250.00
Total	kraft/recycled paper			₱ 5,968,750.00

Note:

To be procured as One (1) Lot; Project shall be awarded to the Supplier with the lowest total offer subject to the condition that the offer amount shall not exceed the set ABC per item.

	Contorme:	
	Bidder's Company Name	
	Name & Signature of Authorized Representative	
BIC	Designation	NTAL BID BULLETIN NO. 1  ONE (1) LOT OF VARIOUS DEPOSIT SLIPS FOR THE DEVELOPMENT BANK OF 5,968,750.00 inclusive of all applicable taxes)
	Date	Page <b>4</b> of <b>11</b>

# **REVISED FORM 9 (page 2 of 3)**

#### TECHNICAL SPECIFICATIONS/REQUIREMENT

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

#### III. Conditions of the Contract:

 Interested Supplier/s may inspect/see the sample at the DBP Building, Basement, Warehouse Section of the Procurement and Inventory Management Department - Inventory Management Unit. (PIMD-IMU). DBP has the right to reject delivery if item/s were found to be defective and not in accordance with the required specifications/sample.

#### 2. Delivery Site:

DBP Head Office Building, Basement, Receiving Section of the (PIMD-IMU), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City

3. Delivery Period: The Winning Bidder shall deliver the items on the following schedules:

	First Delivery		Final Delivery		Total
Item Description	Quantity (pads)	Delivery Schedule	Quantity (pads)	Delivery Schedule	Quantity (pads)
Cash Deposit Slips	40,000	Within Forty- five (45)	35,000	Within sixty (60)	75,000
Check Deposit Slips	15,000	calendar days (CD) after the approval by	15,000	CD upon receipt of Request / Notice to	30,000
BIR Tax Payments Deposit Slips	7,500	the TWG of the actual sample	5,000	Deliver from PIMD-IMU	12,500

- 4. The Winning Supplier is required to produce and provide sample prints of the deposit slips, prior to commencing actual production. Sample prints or proofs must be submitted for approval of DBP within ten (10) Calendar Days (CD) upon receipt of Notice to Proceed (NTP.)
- The Winning Bidder shall ensure that the items delivered are in accordance with the specifications required by the DBP.
- The DBP may terminate/cancel the Purchase Order when the Supplier fails to deliver, perform and comply with its obligation.

#### 7. Testing and Acceptance:

- a. Visual and random testing of delivered items (5 pads per pack);
- Manufacturing defects shall be corrected by the Winning Bidder within ten (10) CD after receipt of notification of the defects from the Technical Working Group (TWG); and
- c. The result of Grams per Square Meter (GSM) is verified by using the industry specified measurement (dividing the weight of the paper by the area of the sample sheet with the use of a mini digital platform scale).

#### 8. 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 per tranche. The obligation for the warranty shall be covered by at least one percent (1%) of the total amount per tranche. The said amount shall only be released after the lapse of the warranty period.

#### 9. Payment:

- No advance payment shall be made.
- b. Payment shall be processed after completion of delivery per tranche subject to complete documents for payment such as Tax Clearance Certificate, Billing Statements, Statement of Account, Sales Invoice and Certificate of Acceptance as applicable.
- The Winning Bidder must open and maintain an account (Savings or Current) with the DBP for payment purposes.
- d. 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.

		ı
Conforme:		
Bidder's Company Name		
Name & Signature of Authorized Representative	MENTAL BID BULLETIN NO. 1  PONE (1) LOT OF VARIOUS DEPOSIT SLIPS FOR THE DEVELOPM  PhP 5,968,750.00 inclusive of all applicable taxes)	IENT BANK OF
Designation	Page <b>5</b> of <b>11</b>	
 Date		

**REVISED FORM 9 (page 3 of 3)** 

# Bidder's Statement of Compliance TECHNICAL SPECIFICATIONS/REQUIREMENT Bidders must here state either "Comply" or "Not Comply" 10. Requirements for the Bid Opening: a. Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid within the last five (5) years, equivalent to at least twenty-five percent (25%) of the ABC of this project. "Similar Contract" refers to Supply and Delivery of any of the following: Deposit Slips/Receipts/Invoices/Paper Printing Projects". b. Certificate from the bidder's supplier that the packaging material is made of kraft/recycled paper. 11. Requirements for Post Qualification: a. The Winning Bidder is required to provide one (1) pad of each item being offered within seven (7) calendar days after receipt of Notice from BAC that the Bidder's bid has the Single/Lowest Calculated Bid (SCB/LCB). b. The item/s shall be subject for actual testing to the printer being used in the Bank. Conforme:

**Bidder's Company Name** 

Name & Signature of Authorized Representative

Designation

EMENTAL BID BULLETIN NO. 1
OF ONE (1) LOT OF VARIOUS DEPOSIT SLIPS FOR THE DEVELOPMENT BANK OF
Php 5,968,750.00 inclusive of all applicable taxes)
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# SUPPLY AND DELIVERY OF ONE (1) LOT OF VARIOUS DEPOSIT SLIPS FOR THE DEVELOPMENT BANK OF THE PHILIPPINES Bid Reference No. G-2025-13

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.

Complete Add	FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT Received:    Page	
	·	
Landline:	Email:	
Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)	
LEGAL EL	LIGIBILITY DOCUMENTS	
a. <a href="If bidding as a formed JV">If bidding as a formed JV</a> : Submit the existing valid, duly accoming signed and notarized JV Agreement (JVA). The JVA must specifical among others, the following: the partner company that will represe the shareholdings of each partner company in the JV (to determine the partner company and its nationality has the controlling majority share share of each partner company in the JV.		
TAB 1	Moreover, please likewise note:  1) If the JV is incorporated or registered with the relevant government agency, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name.	
	2) If the JV is unincorporated, 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.	
	b. <u>If bidding as a JV that is yet to be formed</u> : Submit duly notarized Agreement to Enter into Joint Venture ( <i>Template per FORM 1</i> ). Please likewise note:	
	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.	

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
	Please refer to FORM 1-A and FORM 1-B for the sample Secretary's Certificate
	for each of the JV partners.
	<ul> <li>Each JV partner must submit its duly notarized Special Power of Attorney or Secretary's Certificate, whichever is applicable, indicating therein the following:</li> <li>1. The designated /authorized representative who will sign the Joint Venture Agreement (JVA) or the Protocol to Enter into a JVA;</li> <li>2. That they are duly authorized to participate in the bidding as a JV;</li> <li>3. The authorized Lead Company to represent the JV;</li> <li>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.</li> <li>In case a JV partner is a sole proprietorship and the proprietor opts to designate</li> </ul>
	a representative, FORM 2-A shall be customized to include provisions such as the authority to sign the Protocol/Undertaking to Enter a JVA.
	Proof of appointment/authority of bidder's representative:
	Troof of appointment additionly of blader 3 representative.
	<ul> <li>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</li> </ul>
	OR
TAB 2	b. <b>Duly notarized Secretary's Certificate</b> (if the bidder is a corporation, partnership, cooperative, or joint venture) - <b>Template per FORM 2-B</b>
TAB 2	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.
	FAILURE TO TICK A CHECKBOX SHALL MEAN THAT ALL AUTHORIZED REPRESENTATIVES MUST SIGN THE BIDDING FORMS.
	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.
TAB 3	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.
The follows:	ng are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October
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The 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):

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; SUPPLEMENTAL BID BULLETIN NO. 1

Item

# FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)

- 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.

#### TECHNICAL ELIGIBILITY DOCUMENTS

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.

TAB 4

**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).

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.

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.

Similar contract refers to supply and delivery of deposit slips or receipts or invoices or paper printing projects.

The identified single largest completed contract must be supported by the following:

TAB 5

a) Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract, OR Purchase Order (PO)

**AND** 

- b) Any one of the following documents:
  - 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

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.

TAB 6

- 1) The values of the bidder's current assets and current liabilities shall be based on the AFS for **CY 2024**.
- 2) The value of the NFCC must at least be equal to the ABC of this project.

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Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)			
	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.			
	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.			
TECHNIC	AL COMPONENT			
	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); either one of the following is acceptable:			
TAB 7	<ul> <li>a. Cashier's/manager's check issued by a Universal or Commercial Bank (at le 2% of the ABC);</li> <li>b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal be Provided, however, that it shall be confirmed or authenticated by a Universal Commercial Bank, if issued by a foreign bank (at least 2% of the ABC);</li> <li>c. Surety bond, callable upon demand, issued by a surety or insurance company least 5% of the ABC) and a copy of certificate issued by the Insurance Commiscertifying that the surety or insurance company is authorized to issue a subond.</li> <li>d. Duly notarized Bid Securing Declaration (<i>Template per FORM 6</i>) duly signed the bidder's authorized representative.</li> </ul>			by a Universal bank: ited by a Universal or of the ABC); insurance company (at insurance Commission ized to issue a surety
	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
	5,968,750.00	119,375.00	298,437.50	No required percentage
	The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the shall enter into contract with the Procuring Entity and furnish the performance security required un Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to corresponding amount as fine, and be suspended for a period of time from being qualified to partic any government procurement activity in the event it violates any of the conditions stated therein as p in the guidelines issued by the GPPB.			security required under ITB d, and commits to pay the g qualified to participate in
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.			

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)
TAB 10	Accomplished/conformed Revised Technical Specifications per REVISED FORM 9 (attached in the Supplemental Bid Bulletin No. 1 dated 18 June 2025), duly signed by the bidder's authorized representative.  Bidders must state either "Comply" or "Not Comply" on each page of the Technical Specifications/Terms of Reference AND sign on each page as conformance.
TAB 11	Submission of <u>certificate issued by the bidder's supplier</u> stating that the packaging material is made of kraft/recycled paper.

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 shall not exceed the ABC of PhP 5,968,750.00 (inclusive of taxes.)
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.