



SUPPLEMENTAL BID BULLETIN NO. 1

15 October 2025

Attention: **All prospective bidders for the project****BID REFERENCE NO. G-2025-28: PROCUREMENT OF FREIGHT SERVICES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES**

(ABC: PhP 10,550,484.00 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
Deadline for the Submission of Eligibility and Technical Documents, and Financial Proposals*	24 October 2025 (Friday) UNTIL 9:00 AM*	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility and Technical Documents, and Financial Proposals	24 October 2025 (Friday) 9:30 AM	6/F BAC Conference Room, DBP Head Office, Makati City

***Late submissions shall not be accepted**

2. Revision in the Checklist of Requirements (Please see the [Revised Checklist of Requirements attached as Annex A](#) in this Supplemental Bid Bulletin No. 1 dated 15 October 2025)

FROM

TO

TAB 6

Original Bid Securities in the form of a **duly notarized Bid Securing Declaration (Template per FORM 6)** duly signed by the bidder's authorized representative **AND any of the following**, 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):

a. Cash, cashier's check, or manager's check issued by a Universal or Commercial Bank *(at least 2% of the ABC)*.

b. Bank draft or 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 the ABC).

c. Surety bond, callable upon demand, issued by a surety or insurance company *(at least 5% of the ABC)* and a copy of certificate issued by the Insurance Commission certifying that the surety or insurance company is authorized to issue a surety bond.

Approved Budget for the Contract (ABC)	Cash, Cashier's check, Manager's check, Bank draft or guarantee, or irrevocable Letter of Credit (at least 2% of ABC)	Surety Bond (at least 5% of ABC)
PhP 10,550,484.00	PhP 211,009.68	PhP 527,524.20

...XXX

TAB 6

Original Bid Securities in the form of a **duly notarized Bid Securing Declaration (Template per FORM 6)** duly signed by the bidder's authorized representative **AND any of the following**, 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):

a. Cash, cashier's check, or manager's check issued by a Universal or Commercial Bank *(at least 2% of the ABC)*.

b. Bank draft or 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 5% of the ABC).

c. Surety bond, callable upon demand, issued by a surety or insurance company *(at least 5% of the ABC)* and a copy of certificate issued by the Insurance Commission certifying that the surety or insurance company is authorized to issue a surety bond.

Approved Budget for the Contract (ABC)	Cash, cashier's check, manager's check (2% of ABC)	Bank draft, guarantee, irrevocable Letter of Credit or Surety Bond (5% of ABC)
PhP 10,550,484.00	PhP 211,009.68	PhP 527,524.20

XXX

3. Response to the queries of the bidders:

QUESTIONS	RESPONSE
<i>Bidder No. 1</i>	
<p>Inquiry regarding the requirement stated in the Checklist of Requirements for Bidders under Tab 11 of the bidding documents, specifically the provision that mandates a List of bidder's minimum of one hundred (100) company-owned branches/outlets and authorized network partners nationwide.</p> <p>Request reconsideration of this requirement. They propose that the minimum number be adjusted to at least twenty (20) branches/outlets and/or authorized network partners nationwide.</p>	<p>As recommended by the Technical Working Group (TWG).</p> <p>Accordingly, this requirement is a deliberate and strategic decision grounded in our operational experience and service delivery standards vis-à-vis our 151 DBP Branches. A wider network of branches has consistently proven to:</p> <ul style="list-style-type: none"> • Reduce the incidence of missing parcels and delayed deliveries; • Ensure faster turnaround times, particularly in high-volume or remote areas; • Provide better coverage and accessibility for our stakeholders; • Enable more efficient logistics coordination and contingency handling; and • Support scalability and responsiveness during peak periods or unforeseen disruptions. <p>Accordingly, the TWG appreciate your assurance that deliveries will still be fulfilled even with fewer than the required 100 branch set-ups, we note that it would be difficult for us to depend solely on such guarantees without the necessary supporting infrastructure. We emphasize that the physical presence and operational capacity provided by a wider network are crucial to ensuring the level of reliability and consistency required.</p>
<i>Bidder No. 2</i>	
Requesting clear or soft copy of Annex A – Contact information of all DBP offices nationwide.	The Annex A – List of DBP Branches/Offices nationwide, along with other contact details/information, was provided via email to all prospective bidders on 15 October 2025.
Would like to check the requirements under Eligibility Documents if you can consider to lower the required company owned/branches/outlets and authorized network partners. We have branches and accredited partners nationwide and we are committed to comply with specific timeline required by your office.	<p>As recommended by the Technical Working Group (TWG).</p> <p>Accordingly, the TWG appreciate your assurance that deliveries will still be fulfilled even with fewer than the required 100 branch set-ups, we note that it would be difficult for us to depend solely on such guarantees without the necessary supporting infrastructure. We emphasize that the physical presence and operational capacity provided by a wider network are crucial to ensuring the level of reliability and consistency required.</p>
<i>Bidder No. 3</i>	
<p>What if a courier doesn't have a minimum of 100 hundred branches?</p> <p>Are they not qualified to join the bidding?</p>	<p>Yes.</p> <p>Accordingly, the TWG is constrained to inform you that you are not eligible to participate in the public bidding for the procurement of freight service provider, given that one of our requirements for minimum number of branches/outlets/ authorized network partners cannot be complied with.</p>

QUESTIONS	RESPONSE
<i>Bidder No. 4</i>	
Requesting for a clear soft copy of ANNEX A FORM 9 (DBP Sites) for our perusal, using it as reference for our costing purposes.	The Annex A – List of DBP Branches/Offices nationwide, along with other contact details/information, was provided via email to all prospective bidders on 15 October 2025.

4. **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 attached as Annex A](#).**

5. **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.

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

**PROCUREMENT OF FREIGHT SERVICES FOR THE
DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2025-28**

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: _____

Contact Number: _____ Email: _____

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)
LEGAL ELIGIBILITY DOCUMENTS	
TAB 1	Joint Venture (JV) requirements: A. If bidding as a formed JV: Submit the 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. Moreover, please note: i. <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. The Certificate of PhilGEPS Registration in Platinum Membership must also be under the JV's name. ii. <u>If the JV is unincorporated</u> , the Certificate of PhilGEPS Registration in Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (Tab 4 onwards) by either one of the JV partners constitutes collective compliance. B. If bidding as a JV that is yet to be formed: Submit the duly notarized Agreement to Enter into Joint Venture or Protocol/Undertaking to Enter into a Joint Venture (Template per FORM 1) . <u>Additionally, each JV partner is required to submit its duly notarized Special Power of Attorney or Secretary's Certificate</u> , whichever is applicable, indicating therein the following:

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)
	<p>i. The designated/authorized representative who will sign the JVA or the Protocol/Undertaking to Enter into a JV.</p> <p>ii. That they are duly authorized to participate in the bidding as a JV.</p> <p>iii. The authorized Lead Company to represent the JV.</p> <p>iv. The person designated as the duly authorized representative of the corporation to the JV, sign the bid proposals/bidding documents, and sign the ensuing contract with DBP.</p> <p>Please likewise note:</p> <ul style="list-style-type: none"> Refer to FORM 1-A for the template for Secretary's Certificate for the Lead Partner of the JV and FORM 1-B for the template for Secretary's Certificate for the Partner of the JV. In case a JV partner is a sole proprietorship and proprietor opts to designate a representative, FORM 1-A or FORM 1-B shall be customized to include provisions such as the authority to sign the Protocol/Undertaking to Enter into a JV. The Certificate of PhilGEPS Registration in Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (Tab 4 onwards) by either one of the JV partners constitutes collective compliance.
TAB 2	<p>Proof of appointment or authority of bidder's representative, whichever is applicable:</p> <p>A. If the bidder is a <u>sole proprietorship</u> and opts to designate a representative: Duly notarized Special Power of Attorney (Template per FORM 2-A)</p> <p>B. If the bidder is a <u>corporation, partnership, cooperative, or joint venture</u>: Duly notarized Secretary's Certificate (Template per FORM 2-B)</p> <p>In case there are more than one appointed/designated representatives, bidders must <u>fully accomplish the form and tick ONE of the provided checkboxes</u> to identify if acting as "Any one of 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 NAMED IN THE CERTIFICATE ARE SIGNING THE BIDDING FORMS.</u></p>
TAB 3	<p>Valid and updated Certificate of PhilGEPS Registration (Platinum Membership), in three (3) complete pages, including "Annex A" or the List of Class "A" Eligibility Documents.</p> <p><u>Only the valid and updated Certificate of PhilGEPS Registration (Platinum Membership) including the "Annex A" 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 disqualification of the bidder.</u></p> <p>Note: It is the obligation of the bidder to maintain its PhilGEPS registration and eligibility documents valid and updated in accordance with Section 20 of the IRR of RA 12009.</p>

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)
TECHNICAL ELIGIBILITY DOCUMENTS	
TAB 4	<p>Statement of all ongoing government and private contracts (<u>including contracts awarded but not yet started</u>, if any), whether similar or not similar in nature and complexity to the procurement project being bid (Template per FORM 3), duly signed by the bidder's authorized representative. Include all ongoing contracts with DBP, if any.</p> <p>Note: Bidders with no ongoing government and private contracts are still required to submit FORM 3, indicate in the statement “NONE” to comply with the requirement. Bidders will be declared as “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 Calculated Bid.</i></p>
TAB 5	<p>Statement of completed contract/s within the last seven (7) years, (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <p>Completed contract/s may be either of the following:</p> <p>A. <u>A single contract similar to the project, equivalent to at least fifty percent (50%) of the ABC.</u></p> <p><u>OR</u></p> <p>B. <u>Combination of at least one (1) similar contract amounting to at least twenty-five percent (25%) of the ABC and other contracts, whether similar or not, with an aggregate amount of at least twenty-five percent (25%) of the ABC. The total value of the combined contracts must be equivalent to at least fifty percent (50%) percent of the ABC.</u></p> <p>Similar contract refers to freight and/or courier services.</p> <p>The identified completed contract/s must be supported by the following:</p> <p>a) <u>Notice of Award (NOA)</u>, OR <u>Notice to Proceed (NTP)</u>, OR <u>Contract</u>, OR <u>Purchase Order (PO)</u></p> <p>AND</p> <p>b) <u>Either one</u> of the following documents:</p> <p>Copy of <u>Certificate of Completion</u> or <u>Certificate of Acceptance</u> or <u>Certificate of Satisfactory Performance</u> issued by the bidder's client or copy of <u>Official Receipt/s</u> or <u>Sales Invoice/s</u> issued by the bidder to the client (ORs/SIs must sum up to the full amount of total contract price of completed project).</p>

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (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>Notes:</p> <p>1) The values of the bidder’s current assets and current liabilities shall be based on the AFS submitted to BIR for CY 2024.</p> <p>2) The value of the NFCC must be at least equal to the ABC of this project.</p> <p>3) In case of Joint Venture, the partner submitting the NFCC shall likewise submit its Statement of All Ongoing Contracts and the latest Audited Financial Statements.</p> <p>Bidders may submit a committed Line of Credit (LOC) in lieu of the NFCC computation. <u>If opting to submit a committed LOC, it must be at least equal to ten percent (10%) of the ABC to be bid.</u> If committed LOC is 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 Securities in the form of a duly notarized Bid Securing Declaration (<i>Template per FORM 6</i>) duly signed by the bidder’s authorized representative AND any of the following, 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):</p> <p>a. Cash, cashier’s check, or manager’s check issued by a Universal or Commercial Bank (<i>at least 2% of the ABC</i>).</p> <p>b. Bank draft or 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 (<i>at least 5% of the ABC</i>).</p> <p>c. Surety bond, callable upon demand, issued by a surety or insurance company (<i>at least 5% of the ABC</i>) 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> <table><tr><td>Approved Budget for the Contract (ABC)</td><td>Cash, cashier’s check, manager’s check (2% of ABC)</td><td>Bank draft, guarantee, irrevocable Letter of Credit or Surety Bond (5% of ABC)</td></tr><tr><td>PhP 10,550,484.00</td><td>PhP 211,009.68</td><td>PhP 527,524.20</td></tr></table>			Approved Budget for the Contract (ABC)	Cash, cashier’s check, manager’s check (2% of ABC)	Bank draft, guarantee, irrevocable Letter of Credit or Surety Bond (5% of ABC)	PhP 10,550,484.00	PhP 211,009.68	PhP 527,524.20
Approved Budget for the Contract (ABC)	Cash, cashier’s check, manager’s check (2% of ABC)	Bank draft, guarantee, irrevocable Letter of Credit or Surety Bond (5% of ABC)							
PhP 10,550,484.00	PhP 211,009.68	PhP 527,524.20							
TAB 8	Accomplished Omnibus Sworn Statement, with eleven (11) statements/provisions, (<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 AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)
TAB 10	Accomplished/conformed Technical Specifications 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/Terms of Reference AND sign on each page as conformance.</u>
TAB 11	List of bidder's branches/outlets and authorized network partners nationwide, duly signed by the bidder's authorized representative. The list must have a minimum of one hundred (100) company-owned branches/outlets and authorized network partners nationwide <u>and each with its respective addresses, contact numbers, e-mail addresses, and contact person.</u>
TAB 12	Certificate from the bidder signed by the bidder's authorized representative , certifying the following: a. They have Track and Trace Capability; and b. They have the capability to station at least two (2) on-site personnel in DBP-Head Office during banking days from 9:00 AM - 5:00 PM to perform the documentation of shipment / delivery of supplies, accountable forms, office equipment, furniture and fixtures, among others.
TAB 13	<u>For bidders with previous engagement with DBP:</u> Certificate of performance with rating of at least "Satisfactory", issued by DBP.

Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)
TAB 1	Duly accomplished Financial Proposal Form (Template per FORM 10), duly signed by the bidder's authorized representative. Note: Bid shall not exceed the ABC of PhP 10,550,484.00 (inclusive of taxes.)
TAB 2	Detailed Financial Proposal or 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 financial proposal must not exceed the ABC and must be consistent with the financial bid per TAB 1.