



DEVELOPMENT BANK OF THE PHILIPPINES

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

SUPPLEMENTAL BID BULLETIN NO. 1

28 October 2025

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

BID REFERENCE NO. G-2025-31: SUPPLY AND DELIVERY OF VARIOUS INK AND RIBBON CARTRIDGES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

(ABC: PhP3,800,000.00 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*	5 November 2025 (Wednesday) UNTIL 9:00 AM*	6/F BAC Secretariat, DBP Head Office, Makati City
Opening of Eligibility and Technical Documents, and Financial Proposals	5 November 2025 (Wednesday) 10:15 AM	6/F BAC Conference Room, DBP Head Office, Makati City

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

2. Response to the queries of the bidders:

QUESTIONS	RESPONSE
Request on the definition of similar contract for Lot 1 - Various Inks	<p>Request considered. The definition of similar contract was revised as follows:</p> <p>FROM: "Supply and Delivery of <u>Various Printer Ribbons</u>"</p> <p>TO: "Supply and Delivery of <u>Various Printer Consumables</u>"</p> <p>Please refer to the Revised Technical Specifications for Lot 1 per Revised FORM 9-A attached in this Supplemental Bid Bulletin No. 1</p>

3. **Revision on the Technical Specifications**

FROM	TO				
<p>Lot 1 – Ribbon Cartridges</p> <p>Technical Specifications (per FORM 9-A), Section III. Conditions of the Contract, Item No. 9 - Documentary Requirements for the Bid Opening</p> <p>“Xxx...</p> <p>(c) 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”, as follows:</p> <table><tr><td>RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35</td></tr><tr><td>“Supply and Delivery of Various Printer Ribbons”</td></tr></table> <p>XxX.”</p>	RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35	“Supply and Delivery of Various Printer Ribbons”	<p>Lot 1 – Various Ribbon Cartridges</p> <p>Revised Technical Specifications (per REVISED FORM 9-A), Section III. Conditions of the Contract, Item No. 9 - Documentary Requirements for the Bid Opening</p> <p>“Xxx...</p> <p>(c) 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”, as follows:</p> <table><tr><td>RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35</td></tr><tr><td>“Supply and Delivery of Various Printer Consumables”</td></tr></table> <p>XxX.”</p>	RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35	“Supply and Delivery of Various Printer Consumables”
RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35					
“Supply and Delivery of Various Printer Ribbons”					
RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35					
“Supply and Delivery of Various Printer Consumables”					
<p>Lot 2 – Ink Cartridges</p> <p>Development Bank of the Philippines (DBP)</p> <p><u>TERMS OF REFERENCE</u></p> <p>Mode of Procurement – <u>Public Bidding</u></p> <p>Supply and Delivery of Various Ink and Ribbon Cartridges</p> <table><tr><td>I. Approved Budget for the Contract (ABC): <u>Four Million Fifty Thousand Pesos (P4,050,000.00)</u> (Inclusive of VAT and other applicable taxes/charges)</td></tr></table>	I. Approved Budget for the Contract (ABC): <u>Four Million Fifty Thousand Pesos (P4,050,000.00)</u> (Inclusive of VAT and other applicable taxes/charges)	<p>Lot 2 – Ink Cartridges</p> <p>Development Bank of the Philippines (DBP)</p> <p><u>REVISED TERMS OF REFERENCE</u></p> <p>Mode of Procurement – <u>Public Bidding</u></p> <p>Supply and Delivery of Various Ink and Ribbon Cartridges</p> <table><tr><td>I. Approved Budget for the Contract (ABC): <u>Three Million Eight Hundred Thousand Pesos (P3,800,000.00)</u> (Inclusive of VAT and other applicable taxes/charges)</td></tr></table> <p>Please refer to the Revised Technical Specifications for Lot 2 per Revised FORM 9-B attached in this Supplemental Bid Bulletin No. 1</p>	I. Approved Budget for the Contract (ABC): <u>Three Million Eight Hundred Thousand Pesos (P3,800,000.00)</u> (Inclusive of VAT and other applicable taxes/charges)		
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4. **Revision on the Bidding Forms (please refer to the [Revised Bidding Forms](#) attached in this Supplemental Bid Bulletin)**

FROM	TO
FORM 4	REVISED FORM 4
FORM 9-A	REVISED FORM 9-A
FORM 9-B	REVISED FORM 9-B

5. **Revision on the Checklist of Requirements (see Revised Checklist of Requirements as attached in this [Supplemental Bid Bulletin No. 1](#))**

FROM	TO												
<p>TAB 5</p> <p>Statement of single largest completed contract similar to the project, within the last five (5) years, equivalent to at least twenty-five percent (25%) of the ABC (Template per FORM 4), duly signed by the bidder's authorized representative.</p> <p>Contract similar to the project refers to the following:</p> <table> <tr> <th>Lot No.</th><th>Definition of Similar Contract</th></tr> <tr> <td>1</td><td>Supply and delivery of various printer ribbons</td></tr> <tr> <td>2</td><td>Supply and delivery of various ink cartridges</td></tr> </table>	Lot No.	Definition of Similar Contract	1	Supply and delivery of various printer ribbons	2	Supply and delivery of various ink cartridges	<p>TAB 5</p> <p>Revised Statement of single largest completed contract similar to the project, within the last five (5) years, equivalent to at least twenty-five percent (25%) of the ABC (Template per REVISED FORM 4), duly signed by the bidder's authorized representative.</p> <p>Contract similar to the project refers to the following:</p> <table> <tr> <th>Lot No.</th><th>Definition of Similar Contract</th></tr> <tr> <td>1</td><td>Supply and delivery of various printer consumables</td></tr> <tr> <td>2</td><td>Supply and delivery of various ink cartridges</td></tr> </table>	Lot No.	Definition of Similar Contract	1	Supply and delivery of various printer consumables	2	Supply and delivery of various ink cartridges
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<p>TAB 10</p> <p>Accomplished/conformed Technical Specifications duly signed by the bidder's authorized representative as follows:</p> <table> <tr> <th>Form No.</th><th>Item</th></tr> <tr> <td>FORM 9-A</td><td>Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black</td></tr> <tr> <td>FORM 9-B</td><td>Lot 2 - Ink Cartridge for Panini Vision X, Black</td></tr> </table> <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>	Form No.	Item	FORM 9-A	Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black	FORM 9-B	Lot 2 - Ink Cartridge for Panini Vision X, Black	<p>TAB 10</p> <p>Accomplished/conformed Revised Technical Specifications duly signed by the bidder's authorized representative as follows:</p> <table> <tr> <th>Form No.</th><th>Item</th></tr> <tr> <td>REVISED FORM 9-A</td><td>Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black</td></tr> <tr> <td>REVISED FORM 9-B</td><td>Lot 2 - Ink Cartridge for Panini Vision X, Black</td></tr> </table> <p><i>*Attached in the Supplemental Bid Bulletin No. 1</i></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>	Form No.	Item	REVISED FORM 9-A	Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black	REVISED FORM 9-B	Lot 2 - Ink Cartridge for Panini Vision X, Black
Form No.	Item												
FORM 9-A	Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black												
FORM 9-B	Lot 2 - Ink Cartridge for Panini Vision X, Black												
Form No.	Item												
REVISED FORM 9-A	Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black												
REVISED FORM 9-B	Lot 2 - Ink Cartridge for Panini Vision X, Black												

6. Bidders are reminded to use the following **Revised Forms** as attached in this Supplemental Bid Bulletin No. 1 and submit together with **ALL** other required documents for the submission and opening of eligibility, technical, and financial documents:
- REVISED FORM 4**: Statement of Single Largest Completed Contract
 - REVISED FORM 9-A**: Revised Technical Specifications for Lot 1 – Ribbon Cartridge
 - REVISED FORM 9-B**: Revised Technical Specifications for Lot 2 – Ink Cartridge

7. 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](#).
8. Please refer to 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.

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 4

(use Bidder's Official Letterhead)

SUPPLY AND DELIVERY OF VARIOUS INKS AND RIBBON CARTRIDGES FOR THE DEVELOPMENT BANK OF THE PHILIPPINES

Bid Reference No. G-2025-31

PLEASE PUT A CHECKMARK ON THE ITEM BEING BID	LOT NO.	PARTICULARS
<input type="checkbox"/>	1	Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black
<input type="checkbox"/>	2	Ink Cartridge for Panini Vision X, Black

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE PROJECT, WITHIN THE LAST FIVE (5) YEARS, EQUIVALENT TO AT LEAST TWENTY-FIVE PERCENT (25%) OF THE ABC

Business Name : _____
Business Address : _____

Name of Contract	a) Client's Name b) Address c) Telephone number d) Email address	Nature of Work	Bidder's Role		a) Amount Awarded b) Amount Completion c) Duration	at at	a) Date Awarded b) Contract Effectivity c) Date Completed
			Description	%			

IMPORTANT: Please attach the following supporting documents related to each listed completed similar contract:

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

- 1) Notice of Award (NOA), **OR** Notice to Proceed (NTP), **OR** Contract/Purchase Order (PO)

AND

- 2) **Any one** of the following documents:
 - 2.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the bidder's client;
 - 2.2) 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).

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Note: Similar contract shall refer to the following:

Lot No.	Particulars	Definition of Similar Contract
1	Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black	Supply and Delivery of Various Printer Consumables
2	Ink Cartridge for Panini Vision X, Black	Supply and Delivery of Various Ink Cartridges

REVISED FORM 9-A (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 Various Ink and Ribbon Cartridges

I. **Approved Budget for the Contract (ABC): Three Million Eight Hundred Thousand Pesos (P3,800,000.00)** (Inclusive of VAT and other applicable taxes/charges)

II. Technical Specifications:

Item Description	Specifications	Quantity	Unit Price	Total ABC
LOT 1 RIBBON CARTRIDGE	<ul style="list-style-type: none"> For EPSON PLQ-20/PLQ-30/PLQ-35 3 boxes per box Color: Black 	1,000 boxes	P 1,700.00	P 1,700,000.00

Notes:

- Prospective bidder can bid on one (1) or both lots:
- All Items are not carried by the Department of Budget Management – Procurement Service (PS-DBM) – copy of List of Common-Use Supplies and Equipment attached.

III. Conditions of the Contract:

- The Winning Bidder shall ensure that the items delivered are in accordance with the technical specifications required by the DBP. DBP has the right to reject delivery if item/s delivered is/are defective and not in accordance with the required technical specifications/sample.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
- The Ink and Ribbon Cartridges to be delivered shall have at least **one (1) year shelf life** from the delivery date to DBP.
- The Ink and Ribbon Cartridge must be compatible with existing printers.
- Warranty:**
The Winning Bidder shall be required to post a warranty security for a minimum period of three (3) months after the acceptance of the delivered items. The obligation for the warranty shall be covered by retention money or a special bank guarantee equivalent to one percent (1%) of the total contract price and shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9-A (page 2 of 3)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

Terms of Reference – Supply and Delivery of Various Ink and Ribbon Cartridges

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

Item Description	First Delivery		Final Delivery		Total Quantity
	Quantity	Delivery Schedule	Quantity	Delivery Schedule	
RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35, BLACK	500 boxes	Within Ninety (90) calendar days (CD) after receipt of Notice to Proceed (NTP).	500 boxes	Within thirty (30) CD upon receipt of Request / Notice to Deliver from PIMD-IMU	1,000 boxes

7. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.

8. **Inspection and Acceptance:**

- a) Visual inspection by the Receiving Team of PIMD-IMU shall be conducted upon delivery, in accordance with the DBP's required specifications.
- All items shall be checked if sealed/untampered and there are no signs of moisture.
 - Items that are found to be tampered/opened/showing signs of moisture will not be accepted.
- b) Rejected items shall be replaced by the Supplier at no cost to the Bank within fifteen (15) calendar days after the delivery and acceptance. Otherwise, actual cost of rejected items shall be deducted from the total contract price.

9. **Documentary Requirements for the Bid Opening**

- a) Current and valid certificate of resellership or distributorship issued by the manufacturer. If the bidder is not a direct partner/ reseller/ distributor of the manufacturing company, the bidder must submit a corresponding certificate linking them to the manufacturing company of the brand being offered;
- b) Certificate of Brand Authenticity/Guaranteed Compatibility with the indicated printer models, issued to the bidder by the manufacturer.
- c) 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", as follows:

RIBBON CARTRIDGE FOR EPSON, PLQ-20 / PLQ-30 / PLQ-35
"Supply and Delivery of Various Printer Consumables"

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9-A (page 3 of 3)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

Terms of Reference – Supply and Delivery of Various Ink and Ribbon Cartridges

IV. Payment:

1. Initial Delivery

- Payment shall be processed after completion of the first delivery, subject to complete submission of documents for payment such as Billing Statements/Statement of Account, Sales Invoice and Certificate of Completion and Acceptance issued by DBP.

2. Final Delivery

- Payment shall be processed after completion of the final delivery, subject to complete submission of documents for payment such as Tax Clearance Certificate for Final settlement of Government Contracts, Billing Statements/Statement of Account, Sales Invoice and Certificate of Completion and Acceptance issued by DBP.

3. The Winning Bidder must open and maintain an account (Savings or Current) with the DBP for payment purposes.

4. 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.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9-B (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 Various Ink and Ribbon Cartridges

I. **Approved Budget for the Contract (ABC): Three Million Eight Hundred Thousand Pesos (P3,800,000.00)** (Inclusive of VAT and other applicable taxes/charges)

II. Technical Specifications:

Item Description	Specifications	Quantity	Unit Price	Total ABC
LOT 2 INK CARTRIDGE	<ul style="list-style-type: none"> Ink Cartridge for Panini Vision X Check Scanner/Reader Color: Black 	375 cartridges	5,600.00	2,100,000.00

Notes:

- Prospective bidder can bid on one (1) or both lots:
- All Items are not carried by the Department of Budget Management – Procurement Service (PS-DBM) – copy of List of Common-Use Supplies and Equipment attached.

III. Conditions of the Contract:

- The Winning Bidder shall ensure that the items delivered are in accordance with the technical specifications required by the DBP. DBP has the right to reject delivery if item/s delivered is/are defective and not in accordance with the required technical specifications/sample.
- The DBP may terminate/cancel the Purchase Order (PO) when the Supplier fails to deliver, perform and comply with its obligation.
- The Ink and Ribbon Cartridges to be delivered shall have at least **one (1) year shelf life** from the delivery date to DBP.
- The Ink and Ribbon Cartridge must be compatible with existing printers.
- Warranty:**
The Winning Bidder shall be required to post a warranty security for a minimum period of three (3) months after the acceptance of the delivered items. The obligation for the warranty shall be covered by retention money or a special bank guarantee equivalent to one percent (1%) of the total contract price and shall only be released after the lapse of the warranty period. Provided, however that the items delivered are free from patent and latent defects and all the conditions imposed have been fully met.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9-B (page 2 of 3)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

Terms of Reference – Supply and Delivery of Various Ink and Ribbon Cartridges

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

Item Description	First Delivery		Final Delivery		Total Quantity
	Quantity	Delivery Schedule	Quantity	Delivery Schedule	
INK CARTRIDGE FOR PANINI VISION X, BLACK	200 cartridges	Within Ninety (90) calendar days (CD) after receipt of Notice to Proceed (NTP).	175 cartridges	Within thirty (30) CD upon receipt of Request / Notice to Deliver from PIMD-IMU	375 cartridges

7. **Point of Delivery:** DBP Building, Basement, Receiving Section of the Inventory Management Unit-Procurement and Inventory Management Department (IMU-PIMD), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.

8. **Inspection and Acceptance:**

- a) Visual inspection by the Receiving Team of PIMD-IMU shall be conducted upon delivery, in accordance with the DBP's required specifications.
- All items shall be checked if sealed/untampered and there are no signs of moisture.
 - Items that are found to be tampered/opened/showing signs of moisture will not be accepted.
- b) Rejected items shall be replaced by the Supplier at no cost to the Bank within fifteen (15) calendar days after the delivery and acceptance. Otherwise, actual cost of rejected items shall be deducted from the total contract price.

9. **Documentary Requirements for the Bid Opening**

- a) Current and valid certificate of resellership or distributorship issued by the manufacturer. If the bidder is not a direct partner/ reseller/ distributor of the manufacturing company, the bidder must submit a corresponding certificate linking them to the manufacturing company of the brand being offered;
- b) Certificate of Brand Authenticity/Guaranteed Compatibility with the indicated printer models, issued to the bidder by the manufacturer.
- c) 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", as follows:

INK CARTRIDGE FOR PANINI VISION X, BLACK
"Supply and Delivery of Various Ink Cartridges"

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

REVISED FORM 9-B (page 3 of 3)

TECHNICAL SPECIFICATIONS/REQUIREMENT

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

Terms of Reference – Supply and Delivery of Various Ink and Ribbon Cartridges

IV. Payment:

1. Initial Delivery

- Payment shall be processed after completion of the first delivery, subject to complete submission of documents for payment such as Billing Statements/Statement of Account, Sales Invoice and Certificate of Completion and Acceptance issued by DBP.

2. Final Delivery

- Payment shall be processed after completion of the final delivery, subject to complete submission of documents for payment such as Tax Clearance Certificate for Final settlement of Government Contracts, Billing Statements/Statement of Account, Sales Invoice and Certificate of Completion and Acceptance issued by DBP.

3. The Winning Bidder must open and maintain an account (Savings or Current) with the DBP for payment purposes.

4. 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.

Conforme:

Bidder's Company Name

Name & Signature of Authorized Representative

Designation

Date

**SUPPLY AND DELIVERY OF VARIOUS INKS AND RIBBON CARTRIDGES
FOR THE DEVELOPMENT BANK OF THE PHILIPPINES
Bid Reference No. G-2025-31**

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	<p>Joint Venture (JV) requirements:</p> <p>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.</p> <p>Moreover, please note:</p> <ul style="list-style-type: none"> 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. <p>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).</p> <p><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:</p> <ul style="list-style-type: none"> i. The designated/authorized representative who will sign the JVA or the Protocol/Undertaking to Enter into a JV. ii. That they are duly authorized to participate in the bidding as a JV. iii. The authorized Lead Company to represent the JV. 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.

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)
	<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>
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</p>

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)						
	<p>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>Revised Statement of single largest completed contract similar to the project, within the last five (5) years, equivalent to at least twenty-five percent (25%) of the ABC (Template per REVISED FORM 4 as attached in the Supplemental Bid Bulletin No. 1), duly signed by the bidder's authorized representative.</p> <p>Contract similar to the project refers to the following:</p> <table border="1" data-bbox="341 629 1311 781"> <thead> <tr> <th>Lot No.</th><th>Definition of Similar Contract</th></tr> </thead> <tbody> <tr> <td>1</td><td>Supply and delivery of various printer consumables</td></tr> <tr> <td>2</td><td>Supply and delivery of various ink cartridges</td></tr> </tbody> </table> <p>The identified completed contract 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>	Lot No.	Definition of Similar Contract	1	Supply and delivery of various printer consumables	2	Supply and delivery of various ink cartridges
Lot No.	Definition of Similar Contract						
1	Supply and delivery of various printer consumables						
2	Supply and delivery of various ink cartridges						
FINANCIAL ELIGIBILITY DOCUMENTS							
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC (Template per FORM 5), duly signed by the bidder's authorized representative.</p> <p>Notes:</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 submitted to BIR for CY 2024. 2) The value of the NFCC must be at least equal to the ABC of this project. 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>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 total ABC of all lots being 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>						

Item	FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL DOCUMENTS (DULY SEALED AND MARKED)												
TECHNICAL COMPONENT													
TAB 7	<p>Original Bid Securities in the form of a duly notarized <u>Bid Securing Declaration (Template per FORM 6)</u> duly signed by the bidder's authorized representative <u>AND any of the following</u>, 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><th>Lot No.</th><th>Approved Budget for the Contract (ABC)</th><th>Cash, cashier's check, manager's check (2% of ABC)</th><th>Bank draft, guarantee, irrevocable Letter of Credit or Surety Bond (5% of ABC)</th></tr><tr><td>1</td><td>₱1,700,000.00</td><td>₱34,000.00</td><td>₱85,000.00</td></tr><tr><td>2</td><td>₱2,100,000.00</td><td>₱42,000.00</td><td>₱105,000.00</td></tr></table>	Lot No.	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)	1	₱1,700,000.00	₱34,000.00	₱85,000.00	2	₱2,100,000.00	₱42,000.00	₱105,000.00
Lot No.	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)										
1	₱1,700,000.00	₱34,000.00	₱85,000.00										
2	₱2,100,000.00	₱42,000.00	₱105,000.00										
TAB 8	Accomplished Omnibus Sworn Statement, with eleven (11) statements/provisions, (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	<p>Revised Accomplished/conformed Technical Specifications duly signed by the bidder's authorized representative as follows:</p> <table><tr><th>Form No.</th><th>Item</th></tr><tr><td>REVISED FORM 9-A*</td><td>Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black</td></tr><tr><td>REVISED FORM 9-B*</td><td>Lot 2 - Ink Cartridge for Panini Vision X, Black</td></tr></table> <p>*Attached in the Supplemental Bid Bulletin No. 1</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>	Form No.	Item	REVISED FORM 9-A*	Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black	REVISED FORM 9-B*	Lot 2 - Ink Cartridge for Panini Vision X, Black						
Form No.	Item												
REVISED FORM 9-A*	Lot 1 - Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35, Black												
REVISED FORM 9-B*	Lot 2 - Ink Cartridge for Panini Vision X, Black												
TAB 11	<p>Current and valid certificate of resellership or distributorship issued by the manufacturer.</p> <p>Note: If the bidder is not a direct partner / direct reseller / direct distributor of the manufacturing company, the bidder must submit a corresponding certificate linking them to the manufacturing company of the brand being offered</p>												
TAB 12	Certificate of Brand Authenticity/Guaranteed Compatibility with the indicated printer models, issued by the manufacturer in the name of the bidder.												

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 the lot being bid (inclusive of taxes).				
	Lot No.	Particulars	Quantity	ABC (in PhP), inclusive of all applicable taxes	
				Per Unit	Total
	1	Ribbon Cartridge for EPSON, PLQ-20 / PLQ-30 / PLQ-35,	1,000 boxes	1,700.00	1,700,000.00
	2	Ink Cartridge for Panini Vision X, Black	375 cartridges	5,600.00	2,100,000.00
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.				