



BIDS AND AWARDS COMMITTEE FOR GOODS AND SERVICES (BAC4G&S)

Supplemental Bid Bulletin No. 1

RENEWAL OF SUPPORT AND SUBSCRIPTION TO A WEB-BASED FORMS BUILDER

BAC4G&S-2018-032

After considering the queries, clarifications, recommendations and suggestions, the BAC4G&S hereby decides to include, revise, amend, delete and/or adapt the following provisions:

ITEM NO.	QUERY	BAC4G&S RESPONSE
1	<p>Valid and current Certificate of Distributorship / Dealership / Resellership of the product being offered, issued by the principal or manufacturer of the product (If the bidder is not the manufacturer). If not issued by the manufacturer, must also submit certification/document linking bidder to the manufacturer.</p> <p>The Principal of the product being required in the technical specifications has requested that a Manufacturer Authorization Form (authorizing the bidder to bid, negotiate and sign a contract) be allowed. Will this be an acceptable replacement?</p>	The Manufacturer Authorization Form is an acceptable replacement.
2	<p>Valid and current ISO 9001 Quality Management System Certificate issued to the manufacturer by and independent certifying body</p> <p>The Principal of the product being required in the technical specifications has officially confirmed that they are not yet ISO 9001 Certified. Can this requirement be removed from the Checklist of Requirements?</p>	Request granted. ISO 9001 Quality Management System Certificate issued to the manufacturer is no longer required for this project.
3	<p>12.1(b)(x) Valid and current ISO 9001 Quality Management System Certificate issued to the manufacturer by an Independent Certifying body</p> <p>The principal provider of the web-based forms builders confirmed that they don't have the ISO 9001 certificate. Can this be removed from the Checklist of Requirement? - For your consideration and approval</p>	Request granted. ISO 9001 Quality Management System Certificate issued to the manufacturer is no longer required for this project.

ORIGINAL PROVISION	AMENDED PROVISION
Section III. Bid Data Sheet	
12(b)(ix) Valid and Current Certificate of Distributorship / Dealership/ Resellership of the following product being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification / document linking bidder to the manufacturer.	12(b)(ix) Valid and Current Certificate of Distributorship / Dealership/ Resellership or the Manufacturer Authorization Form of the following product being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit



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<u>ORIGINAL PROVISION</u>	<u>AMENDED PROVISION</u>
	certification / document linking bidder to the manufacturer.
12(b)(x) Valid and current ISO 9001 Quality Management System Certificate issued to the manufacturer by an Independent Certifying body	This provision is deleted.

All terms, conditions and instructions to bidders specified in the Bidding Documents inconsistent with this Bid Bulletin are hereby superseded and modified accordingly.

For information and guidance of all concerned.

Issued this 9th day of October 2018.

(Original Signed)

JIEZL GABRIELLE G. REOTUTAR
Vice Chairperson, BAC4G&S



DICT BIDS AND AWARDS COMMITTEE CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Company : _____
RENEWAL OF SUPPORT AND SUBSCRIPTION TO A WEB-BASED FORMS BUILDER
BAC4G&S-2018-032
Php3,336,369.49

Ref. No.	Particulars	
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS		
ELIGIBILITY DOCUMENTS		
CLASS "A" DOCUMENTS		
12.1	<p>(a.1.) ELIGIBILITY DOCUMENTS</p> <p>i. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives</p> <p>ii. Valid and Current Business/Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;</p> <p style="padding-left: 40px;">In cases of recently expired Mayor's / Business Permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal with the period prescribed by the concerned local government units, provided that the renewed permit shall be submitted as a post-qualification requirement.</p> <p>iii. Valid and Current Tax Clearance issued by Philippines' Bureau of Internal Revenue (BIR) Accounts Receivable Monitoring Division per Executive Order 398, Series of 2005;</p> <p>iv. Copy of each of the following Audited Financial Statements for 2017 and 2016 (in comparative format or separate reports):</p> <p style="padding-left: 40px;">a. Independent Auditor's Report;</p> <p style="padding-left: 40px;">b. Balance Sheet (Statement of Financial Position); and</p> <p style="padding-left: 40px;">c. Income Statement (Statement of Comprehensive Income)</p> <p>OR</p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration) together with Annex A in lieu of (Items i., ii., iii., iv.) Eligibility Documents.</p> <p>Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PHILGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents together with the Platinum Registration.</p> <p style="padding-left: 40px;">In case the bidder opt to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA9184. "GPPB Circular 07-2017 dated 31 July 2017".</p> <p>v. Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (Annex I)</p> <p>vi. Statement of Completed Single Largest Contract within the LAST FIVE (5) YEARS from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC (Annex I-A).</p> <p>vii. Duly signed Net Financial Contracting Capacity Computation (NFCC)* per Annex II, in accordance with ITB Clause 5.5 or a committed Line of Credit equivalent to at least ten percent (10%) of the ABC from a universal or commercial bank</p> <p style="padding-left: 40px;">*NFCC = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.</p>	



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	<p>Notes:</p> <ol style="list-style-type: none"> The values of the bidder's current assets and current liabilities shall be based on the data submitted to BIR through its Electronic Filing and Payment System. Value of all outstanding or uncompleted contracts refers those listed in Annex-I. The detailed computation using the required formula must be shown as provided above. The NFCC computation must at least be equal to the total ABC of the project. 																			
CLASS "B" DOCUMENTS (FOR JOINT VENTURE)																				
	<ol style="list-style-type: none"> For Joint Ventures, Bidder to submit either: <ol style="list-style-type: none"> Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or Copy of Protocol / Undertaking of Agreement to Enter into Joint Venture signed by all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. (Annex III) <p><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex III) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></p> <p>For Joint Venture, the following documents must likewise be submitted by each partner:</p> <ul style="list-style-type: none"> PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR. 																			
	For item (ii) to (iv) of the required eligibility documents, submission by any of the Joint Venture partner constitutes compliance.																			
TECHNICAL DOCUMENTS																				
12.1 (b)(i)	<p>Bid security shall be issued in favor of the DEPARTMENT OF INFORMATION AND COMMUNICATIONS TECHNOLOGY (DICT) valid at least one hundred twenty (120) days after date of bid opening in any of the following forms:</p> <ol style="list-style-type: none"> BID SECURING DECLARATION per Annex IV; or Cashier's / Manager's Check equivalent to at least 2% of ABC issued by an Universal or Commercial Bank. Bank Draft / Guarantee or Irrevocable Letter of Credit issued by a Universal or Commercial Bank equivalent to at least 2% of the ABC: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security equivalent to at least 5% of the ABC <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Description</th> <th style="text-align: center;">RENEWAL OF SUPPORT AND SUBSCRIPTION TO A WEB-BASED FORMS BUILDER</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Qty</td> <td style="text-align: center;">1 LOT</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total ABC (PhP) (VAT Inclusive)</td> <td style="text-align: center;">3,336,369.49</td> </tr> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">BID SECURITY</td> <td style="text-align: center;">Cashier's / Manager's Check equivalent to at least 2% of the ABC (PhP)</td> <td style="text-align: center;">66,727.38</td> </tr> <tr> <td style="text-align: center;">Bank Draft / Guarantee or Irrevocable Letter of Credit equivalent to at least 2 % of the ABC (PhP)</td> <td></td> </tr> <tr> <td style="text-align: center;">Surety Bond equivalent to at least 5% of the ABC (PhP)</td> <td style="text-align: center;">166,818.47</td> </tr> <tr> <td style="text-align: center;">Bid Securing Declaration</td> <td style="text-align: center;">No required percentage</td> </tr> </tbody> </table>	Description		RENEWAL OF SUPPORT AND SUBSCRIPTION TO A WEB-BASED FORMS BUILDER	Qty		1 LOT	Total ABC (PhP) (VAT Inclusive)		3,336,369.49	BID SECURITY	Cashier's / Manager's Check equivalent to at least 2% of the ABC (PhP)	66,727.38	Bank Draft / Guarantee or Irrevocable Letter of Credit equivalent to at least 2 % of the ABC (PhP)		Surety Bond equivalent to at least 5% of the ABC (PhP)	166,818.47	Bid Securing Declaration	No required percentage	
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12.1 (b)(ii)	<p>Proof of Authority of the Bidder's authorized representative/s:</p> <ol style="list-style-type: none"> FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s. 																			



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	c) IN THE CASE OF UNINCORPORATED JOINT VENTURE: Each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.								
12.1 (b)(iii)	Omnibus Sworn Statements using the form prescribed. (Annex V)								
	a) Authority of the designated representative								
	b) Non-inclusion of blacklist or under suspension status								
	c) Authenticity of Submitted Documents								
	d) Authority to validate Submitted Documents								
	e) Disclosure of Relations								
	f) Compliance with existing labor laws and standards								
	g) Bidder's Responsibility								
	h) Did not pay any form of consideration								
	i) Company Official Contact Reference								
12.1 (b)(iv)	Company Profile (Annex VI) . Company printed brochure may be included								
12.1 (b)(v)	Vicinity / Location of Bidder's principal place of business								
12.1 (b)(vi)	Certificate of Performance Evaluation (Annex VII) showing a rating at least Satisfactory issued by the Bidder's Single Largest Completed Contract Client stated in the submitted Annex I-A;								
12.1 (b)(vii)	Completed and signed Technical Bid Form (Annex VIII)								
12.1 (b)(viii)	Brochure (original or internet download) / Technical Data Sheet or equivalent document								
12.1 (b)(ix)	Valid and Current Certificate of Distributorship / Dealership/ Resellership or the Manufacturer Authorization Form of the following product being offered, issued by the principal or manufacturer of the product (if Bidder is not the manufacturer). If not issued by manufacturer, must also submit certification / document linking bidder to the manufacturer								
12.1 (b)(x)	Compliance with the Schedule of Requirements as per Section VI								
12.1 (b)(xi)	Compliance with the Technical Specifications as per Section VII								
ENVELOPE 2: FINANCIAL DOCUMENTS									
13.1 (a)	Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form hereto attached Annex IX .								
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RENEWAL OF SUPPORT AND SUBSCRIPTION TO A WEB-BASED FORMS BUILDER	1 LOT	3,336,369.49							
The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted. Further, the sum of bid for each item indicated in the Detailed Financial Breakdown per Annex X must be equal to the signed and submitted Financial Bid Form per Annex VII.									
13.1 (a)	Detailed Financial Breakdown per Annex X								
15.4(a)(i) & 15.4(b)(ii)	Completed "For Goods Offered from Abroad" and/or "For Goods Offered From Within the Philippine" Forms per Annex XI-A and Annex XI-B, whichever is applicable .								
13.1 (b)	If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a Certification from the DTI, SEC or CDA to be enclosed pursuant to the Revised IRR of R.A. 9184.								
NOTE:	In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail								