



**ICT OFFICE BIDS AND AWARDS COMMITTEE
(ICTOBAC)**

Supplemental Bid Bulletin No.2

Supply, Delivery, Installation, and Configuration of IP Telephony Equipment for ICT Office

Bid Reference No. ICTOBAC-2016-04-001

Please be advised of the changes in the schedule of the Submission and Opening of Bids for this project:

Activity	Previous Schedule	Revised Schedule
Submission of Bids	2 May 2016 9 AM	6 May 2016 9 AM
Opening of Bids	2 May 2016 9:30 AM	6 May 2016 9:30 AM

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and instructions to bidders specified in the Bidding Documents inconsistent with this Bid Bulletin are hereby superseded and modified accordingly.

Please use the following forms attached in this Supplemental Bid Bulletin:

- Revised Annex VI Omnibus Sworn Statement as of 27 April 2016

For information and guidance of all concerned.

Issued this 27th day of April 2016.

(SGD.) JOSE A. BAGULAYA

Chairperson, ICT Office Bids and Awards Committee



Revised Annex VI as of 27 April 2016
(Bidder's Company Letterhead)

**SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF IP TELEPHONY
EQUIPMENT FOR ICT OFFICE
Bid Ref No. ICTOBAC-2016-04-001**

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

A F F I D A V I T

I/We, _____, of legal age, with residence at _____, after having duly sworn in accordance with law and in compliance with the bidding requirements as contained in the Instructions to Bidders/Bid Data Sheet for the bidding do hereby certify under oath as follows:

(a)

AUTHORITY OF THE DESIGNATED REPRESENTATIVE

(Please check appropriate box and full up blanks)

SOLE PROPRIETORSHIP

That I am the sole proprietor of <Company Name/Name of Supplier> with business address at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____ and as such, I have the full power and authority to do, execute, and perform any and all acts necessary to represent it in the negotiation.

Name: _____

Title: _____

Specimen Signature: _____

OR

That I am the <Company Name/Name of Supplier> with business address at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____ and as such, I have the full power and authority to do, execute, and perform any and all acts necessary to represent it in the negotiation.

Name: _____

Title: _____

Specimen Signature: _____

Note: Please attach a Special Power of Attorney, if not the Sole Proprietor/Owner.

CORPORATION, PARTNERSHIP, COOPERATIVE

That I/We am/are the duly representative/s of <Company Name>, located at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____; as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint



venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company in the abovementioned negotiations, including signing all negotiation documents and other related documents such as the contracts:

1. Name: _____
Title: _____
Specimen Signature: _____
2. Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach duly executed Secretary's Certificate.

(b)

NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY

That the firm I/We represent is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, Foreign Government/Foreign or International Institution whose blacklisting rules been recognized by the Government Procuring Policy Board;

(c)

AUTHENTICITY OF SUBMITTED DOCUMENTS

That each of the documents submitted by our company by our company in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

(d)

AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant hereby submits this Letter of Authorization in relation with Application to apply for Eligibility and to Bid for the subject contract to be bid.

In the connection thereat, all public official, engineer, architect, surety company, bank institution or other person, company or corporation named in the eligibility documents and statements are hereby requested and authorized to furnish the Chairperson of ICTOBAC or his duly authorized representative/s any information necessary to verify the correctness and authenticity of any item stated in the said document and statements or regarding our competence and general reputation.

I/We hereby give consent and give authority to the Chairperson of ICTOBAC or his duly authorized representative, to verify the authenticity and correctness, of any or all of the documents and statements submitted herein; and that I/we hereby hold myself liable, criminally or civilly, for any misrepresentation or false statements made therein which shall be ground for outright disqualification and/or ineligibility, and inclusion of my/our company among the contractors blacklisted from participating in future biddings of **Information and Communications Technology Office.**



(e)
DISCLOSURE OF RELATIONS

That for and in behalf of the Bidder, I/We hereby declare that:

- if the bidder is an individual or a sole proprietorship, to the bidder himself;
- if the bidder is a partnership or cooperative, to all its officers and members;
- if the bidder is a corporation or joint venture, to all its officers, directors, and controlling stockholders;

Are not related by consanguinity or affinity up to the third civil degree with **the Executive Director, Officers or Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the members of the BAC, the **members of the TWG, the ICT Office BAC Secretariat and ICT Office**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Agency shall automatically disqualify the Bid.

(f)
COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS

That our company diligently abides and complies with existing labor laws and standards

(g)
BIDDER'S RESPONSIBILITIES

1. That I/we have taken steps to carefully examine all of the Bidding Documents;
2. That I/We acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
3. That I/We made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That I/We will inquire or secure Supplemental/Bid Bulletin(s) issued for this Project.
5. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
6. That I have complied with our responsibility as provided for in the bidding documents and all Supplemental / Bid Bulletins;
7. That failure to observe any of the above responsibilities shall be at my own risk; and
8. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

(h)
DID NOT PAY ANY FORM OF CONSIDERATION

That our company did not give or pay directly or indirectly any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.



(i)

COMPANY OFFICIAL CONTACT REFERENCE

That our company hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the ICT Office Bids and Awards Committee notices be transmitted.

Telephone No./s: _____

Fax No/s. : _____

E-mail Add/s.: _____

It is understood that notice/s transmitted in the above-stated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[JURAT]

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules of Notarial Practice _____ issued _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



ICT OFFICE BAC REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS AS OF 27 APRIL 2016

Name of Company : _____
**SUPPLY, DELIVERY, INSTALLATION AND CONFIGURATION OF IP TELEPHONY
 EQUIPMENT FOR ICT OFFICE**
Bid Ref No. ICTOBAC-2016-04-001

APPROVED BUDGET FOR THE CONTRACT : PhP1,831,000.00

Ref. No.	Particulars	
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS		
ELIGIBILITY DOCUMENTS		
CLASS "A" DOCUMENTS		
12.1	(a.1.) ELIGIBILITY DOCUMENTS	
	i. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives	
	ii. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located	
	iii. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.	
	iv. Statement of all its Ongoing (including awarded contract/s not yet started, if any) within the last three (3) Years, (Annex I)	
	v. Statement of Completed Single Largest Contract from January 2011 up to the day before the deadline for the submission bids of similar in nature equivalent to at least fifty percent (50%) of the ABC. Annex I-A	
	vi. Copy of 2014 or 2015 Annual Income Tax Return submitted through BIR's Electronic Filing and Payment System (EFPS) together with the following Audited Financial Statements for 2015 and 2014 or 2014 and 2013 (in comparative form or separate reports): a) Copy of Independent Auditor's Report; b) Balance Sheet (Statement of Financial Position); c) Income Statement (Statement of Comprehensive Income); Each of the above statements must have stamped " received " by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions	
	vii. Duly signed Net Financial Contracting Capacity Computation (NFCC) per Annex II , in accordance with ITB Clause 5.5 $NFCC = [(Current\ Assets\ minus\ Current\ Liabilities)\ (K)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started\ coinciding\ with\ the\ contract\ to\ be\ bid.$	



	<p>Where: K: 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.</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 data submitted to BIR through its Electronic Filing and Payment System. 2. Value of all outstanding or uncompleted contracts refers those listed in Annex-I. 3. The detailed computation using the required formula must be shown as provided above. 	
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CLASS "B" DOCUMENTS (FOR JOINT VENTURE)

	<p>i. For Joint Ventures, Bidder to submit either:</p> <ol style="list-style-type: none"> 1. Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or 2. 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. (Revised Annex III as of 26 April 2016) <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:</p> <p>For Joint Venture <u>Between Two (2) Local Companies</u>, each partner should submit:</p> <ol style="list-style-type: none"> 1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; 2. Business/Mayor's permit for 2016 issued by the city or municipality where the principal place of business of the prospective bidder is located; 3. Valid and Current Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR. 	
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For item (iv) to (vii) of the required eligibility documents, submission by any of the Joint Venture partner constitutes compliance.

TECHNICAL DOCUMENTS

	<p>Bid security shall be issued in favor of the INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE (ICT Office) 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"> a) BID SECURING DECLARATION per Annex IV; or b) Cashier's / Manager's Check equivalent to at least 2% of ABC issued by a Local or Universal or Local Commercial Bank. 									
12.1 (b)(i)	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Description</th> <th style="width: 10%;">Qty</th> <th style="width: 20%;">ICT Office ABC Total Price</th> <th style="width: 40%;">Bid Security: Cash, Cashier's / Manager's Check, (2%) (P)</th> </tr> </thead> <tbody> <tr> <td>Supply, Delivery, Installation</td> <td>1 Lot</td> <td>P1,831,000.00</td> <td>PhP36,620.00</td> </tr> </tbody> </table>	Description	Qty	ICT Office ABC Total Price	Bid Security: Cash, Cashier's / Manager's Check, (2%) (P)	Supply, Delivery, Installation	1 Lot	P1,831,000.00	PhP36,620.00	
Description	Qty	ICT Office ABC Total Price	Bid Security: Cash, Cashier's / Manager's Check, (2%) (P)							
Supply, Delivery, Installation	1 Lot	P1,831,000.00	PhP36,620.00							



	and Configuration of IP Telephony Equipment for ICT Office										
12.1 (b)(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplish and submit the Technical Bid Form hereto attached as Annex V .										
12.1 (b)(x)	<p>Proof of Authority of the Bidder's authorized representative/s:</p> <p>a) FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney</p> <p>b) FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>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.</p>										
12.1 (b)(xi)	Omnibus Sworn Statements using the form prescribed. (Revised Annex VI as of 27 April 2016)										
	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										
12.1 (b)(xii)	Compliance with the Schedule of Requirements as per Section VI										
12.1 (b)(xiii)	Compliance with the Revised Technical Specifications as of 26 April 2016 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 VII .										
	<table border="1"> <thead> <tr> <th rowspan="2">Description</th> <th rowspan="2">Qty</th> <th>ABC P (VAT Inclusive)</th> </tr> <tr> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Supply, Delivery, Installation and Configuration of IP Telephony Equipment for ICT Office</td> <td>1 Lot</td> <td>P1,831,000.00</td> </tr> </tbody> </table> <p>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 VII-A must be equal to the signed and submitted Financial Bid Form per Annex VII.</p> <p>Revised Detailed Financial Breakdown as of 26 April 2016 per Annex VII-A</p>	Description	Qty	ABC P (VAT Inclusive)	Total	Supply, Delivery, Installation and Configuration of IP Telephony Equipment for ICT Office	1 Lot	P1,831,000.00			
Description	Qty			ABC P (VAT Inclusive)							
		Total									
Supply, Delivery, Installation and Configuration of IP Telephony Equipment for ICT Office	1 Lot	P1,831,000.00									
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 Revised Annex VIII-A as of 26 April 2016 and Revised Annex VIII-B as of 26 April 2016, 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	