



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1**

This SBB No. 1 dated November 10, 2020 for the Project, “Online Competency Assessment of DBM Employees,” is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS	CLARIFICATION/AMENDMENTS
<p><b>Section I. Invitation to Bid</b></p> <p style="text-align: center;">XXXX</p> <p>9. Bid opening shall be on November 17, 2020, 10:00 a.m., at the given address below and/or via <a href="https://meet.google.com/jnv-qhfc-pwa">https://meet.google.com/jnv-qhfc-pwa</a>. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via videoconferencing.</p> <p>Before the start of the meeting, bidders are advised to log in the waiting room, <a href="https://meet.google.com/hma-jmco-dbx">https://meet.google.com/hma-jmco-dbx</a> and wait for the instruction of the BAC Secretariat to join the BAC meeting link.</p> <p style="text-align: center;">XXXX</p> <p><b>Section III. Bid Data Sheet</b></p> <p style="text-align: center;">XXXX</p> <p>20 The Lowest Calculated Bid shall submit <b>ALL</b> of the following post-qualification requirements:</p> <p style="text-align: center;">XXXX</p> <p><b>**In case the PhilGEPS Platinum Certificate of Registration is not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</b></p>	<p><b>Section I. Invitation to Bid</b></p> <p style="text-align: center;">XXXX</p> <p>9. Bid opening shall be on November 17, 2020, 11:30 a.m., at the given address below <b>and</b> via video conferencing. Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity. Authorized attendees, including representatives of bidders, who are physically present at the BAC Conference Room, DBM Building III, General Solano St., San Miguel, Manila shall likewise join the meeting via video conferencing.</p> <p><b>Bidders are advised to first log in the BAC waiting room, <a href="https://meet.google.com/hma-jmco-dbx">https://meet.google.com/hma-jmco-dbx</a>, and wait for further advice to join the BAC meeting room, the link of which shall be provided to the bidders before the start of bid opening.</b></p> <p style="text-align: center;">XXXX</p> <p><b>Section III. Bid Data Sheet</b></p> <p style="text-align: center;">XXXX</p> <p>20 The Lowest Calculated Bid shall submit <b>ALL</b> of the following post-qualification requirements:</p> <p style="text-align: center;">XXXX</p> <p><b>**In case the PhilGEPS Platinum Certificate of Registration is <del>is</del> was not available during bid submission, it shall be submitted as a post-qualification requirement, in accordance with Section 34.2 of the 2016 Revised IRR of R.A. No. 9184.</b></p>

PARTICULARS					CLARIFICATION/AMENDMENTS				
<p>*** In case the valid Mayor’s Permit is not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p>					<p>*** In case the valid Mayor’s Permit <del>is</del> <b>was</b> not available during bid submission, it shall be submitted after award of contract but before payment in accordance with item 6.2 of GPPB Resolution No. 09-2020.</p>				
Section VI. Schedule of Requirements					Section VI. Schedule of Requirements				
XXXX					XXXX				
Item	Description	Qty	Total	Delivery Date	Item	Description	Qty	Total	Delivery Date
3	Submission and acceptance of the individual results using the prescribed IDP format based on the administered online competency assessment softcopy to be sent to AS Director cc selected HRDD staff	300	300	Submission of the IDPs within <b>5 calendar days</b> from online administration of the competency assessment	3	Submission and acceptance of the individual results using the prescribed IDP format based on the administered online competency assessment softcopy to be sent to AS Director cc selected HRDD staff	<del>300</del> <b>500</b>	<del>300</del> <b>500</b>	Submission of the IDPs within <b>5 calendar days</b> from online administration of the competency assessment
XXXX					XXXX				
					Attached is the Revised Section VI. Schedule of Requirements.				
<b>Checklist of Technical and Financial Documents</b>  I. Technical Component Envelope  Class “A” Documents  XXXX  Financial Documents  (k) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized					<b>Checklist of Technical and Financial Documents</b>  I. Technical Component Envelope  Class “A” Documents  XXXX  Financial Documents  (k) The Supplier’s audited financial statements ( <b>AFS</b> ), showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the				

PARTICULARS	CLARIFICATION/AMENDMENTS
<p>institutions, for the preceding calendar year which should not be earlier than three (3) years from the date of bid submission; and</p> <p style="text-align: center;">XXXX</p>	<p>preceding calendar year which should not be earlier than <del>three (3)</del>two (2) years from the date of bid submission; and</p> <p style="text-align: center;">XXXX</p> <p><b>Attached is the Revised Checklist of Technical and Financial Documents.</b></p>
<p><b>Questions from the Bidders</b></p> <ol style="list-style-type: none"> <li>1. Is the aspiration aspect of needs assessment included in the ToR or only skills gap analysis is covered in the project?</li> <li>2. Will the IDP format be provided by the DBM to the Consultant?</li> <li>3. Do the dedicated point person and alternate to be assigned to the project need specialized/specific qualification or any such qualification be left at the discretion of the Consultant?</li> <li>4. Should the Consultant include all the elements of the competency framework or design only the behavioral indicators related to the objectives of the functional units?</li> <li>5. Does the DBM require the two separate sets of assessment: one self-assessment and one supervisor assessment?</li> <li>6. Can the five (5)-day deadline from online competency assessment to submission of results in IDP format be renegotiated?</li> <li>7. What is the reckoning point for the 5-calendar day submission of the IDP results? Will the End-User be constantly monitoring the submission of completed assessments(self and supervisor), thus triggering the five-day deadline for every individual IDP submission?</li> <li>8. Is the bidder required to sign and initial on each and every page of the submission?</li> </ol>	<p><b>BAC Response</b></p> <ol style="list-style-type: none"> <li>1. The winning bidder shall only provide the skills gap analysis as an input to the Individual Development Plan (IDP). The ToR does not require the winning bidder to provide input on the aspect of aspiration.</li> <li>2. Yes. Attached herewith as Annex B is the IDP format prescribed by the DBM-Administrative Service (AS).</li> <li>3. DBM does not require specialized/specific qualifications of the persons assigned to the project as the dedicated point person or the alternate.</li> <li>4. The design shall be customized to include only those elements linked to the specific level of competencies based on the requirements of each position in the functional units (Bureau/Service/ Office). The design shall be submitted and approved by the DBM-AS as part of the Customized Project Plan.</li> <li>5. Yes.</li> <li>6. No.</li> <li>7. The reckoning point of the 5-calendar day submission date shall begin on the day after both the self and supervisor’s assessments of the employee are completed. DBM-AS shall take necessary measures to monitor and ensure that both employees and supervisors complete the assessments on time.</li> <li>8. No. The bidder shall sign only the documents that require signature.</li> </ol>

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<p>9. Is e-signature allowed?</p> <p>10. Are supporting documents for the Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started required, such as copy of Contracts/Purchase Orders?</p> <p>11. Is the copy of the valid identification presented for the notarization of the submitted Omnibus Sworn Statement (OSS) needed to be attached in the submission?</p> <p>12. Is a certification from the notary public (notarizing the documents) attesting to his/her good standing required to be submitted?</p> <p>13. Does the price schedule needed to be submitted?</p> <p>14. Will the list of competencies be shared as reference before the submission of the bids?</p> <p>15. Is it correct to assume that the DBM will utilize our off the shelf 180/360 Feedback Assessment; and based on the results of the said assessments - DBM is expecting us to generate the IDPs?</p> <p>16. In the IDP format, may we know what is expected to be reflected on the report; will this only be the names/terms of competencies needed for development; or do you need to see the scores received by the employee?</p> <p>What are specific details expected to be seen on the IDP report?</p> <p>Where can we find your prescribed format of Individual Development Plan (IDP) as mentioned in the technical specifications? We couldn't find it in your bidding documents, neither can we find it in your website.</p>	<p><b>Please, note, however, that failure to sign each and every page of this <u>Bid Form</u> shall be a ground for the rejection of the bid.</b></p> <p>9. The use of digital signature must be in accordance with the e-Commerce Act. A mere photo of the signature affixed to the submitted document is not allowed.</p> <p>10. Supporting documents are not required to be submitted for the Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started. Nevertheless, such Statement shall be subject to post-qualification.</p> <p>11. No.</p> <p>12. No.</p> <p>13. The Price Schedule is not a required document for submission. Only the Bid Form is required to be submitted.</p> <p>14. The list of competencies shall be shared only with the winning bidder during the implementation of the contract.</p> <p>15. The assessments required for the project must be tailor-fitted to the DBM's competencies. Hence, the assessments should not be based on the off-the-shelf product. The final report must be in the IDP format prescribed in Annex B (attached herewith).</p> <p>16. Please refer to Annex B (attached herewith).</p>

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<p>17. Are we correct to assume that in order to identify the competencies needed for development, you will be providing us the competency levels of desired position?</p> <p>18. Does DBM need to have an access on our Assessment Center platform to view the system generated reports? Or submission of reports would be sufficient?</p> <p>19. Would it be possible to allot the first 60 days of 105 days to testing and remaining 45 days for automatic / system generation of reports?</p> <p>20. Should the system be hosted (server) by the provider?</p> <p>21. How long is the retention of data in our system?</p> <p>22. Do you have the formula for NFCC?</p> <p>23. Can we pay the Php 5,000 bidding docs fee online or is it only through your office?</p>	<p>17. The list of competencies with the required levels shall be shared only with the winning bidder during the implementation of the contract.</p> <p>18. Only reports identified in Section VI Schedule of Requirements are required for submission. However, the Consultant may provide DBM-AS the access to its online platform.</p> <p>19. No. The original project plan shall be observed to ensure the immediate conduct of conversation/validation with the employees, concurrently with the submission of results by the Consultant.</p> <p>20. Yes.</p> <p>21. Until the end of the project implementation.</p> <p>22. The NFCC formula is based on Section 23.4.1.4 of the revised 2016 Implementing Rules and Regulations of RA No. 9184, which as follows:</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> <p style="padding-left: 40px;">The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.</p> <p style="padding-left: 40px;">For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with international financial reporting standards.”</p> <p>23. The Bidding Documents fee should be settled via manual payment before the deadline of the submission of the bids. Bidders may inquire with the BAC Secretariat for further details.</p>

PARTICULARS	CLARIFICATION/AMENDMENTS
<p>24. Will you provide the specific format for the online submission?</p> <p>25. Do we need to submit proof as licensed distributor of standard and quality testing materials for the pre-qualification?</p> <p>26. On the Statement of the Single Largest Completed Contract (SLCC) specifying this requirement: “End Users” Acceptance or Official Receipt issued for the Contract:</p> <p>In this requirement, can we submit the following supporting documents for the SLCC?</p> <p>1.1 Copy of Actual Contract signed by “End Users” &amp; or “service providers”.</p> <p>1.2 Certificate of Project Completion &amp; or satisfactory performance issued to ARMDEV after the end of the project.</p> <p>27. We seek clarification if renegotiation is possible for the 5-day delivery date to be lifted, and to instead allow the supplier to propose a strategic scheme whereby online competency assessment is done in appropriate batches leading to specific delivery dates of results in IDP format, with all 800 IDPs (and the potential 500 more) constrained to all be delivered (also in tranches) within the 105-day timeframe.</p> <p><i>Sample approach to the 105-day allocation, with overlapping assessment execution timelines:</i></p> <p>Assessment of <b>Batch 1</b> of 100 respondents (100 self and respective supervisors) be completed within Days 1-14. Submission of Batch 1 IDPs on Day 21.</p> <p>Assessment of <b>Batch 2</b> of 100 respondents (100 self and respective supervisors) be completed within Days 7-21. Submission of Batch 1 IDPs on Day 28.</p> <p>... and so on...</p> <p>This project organization and implementation strategy scheme may be presented in a relevant Gantt Chart contained in a technical proposal along with the rest of the bidding documents.</p>	<p>24. Although Clause 16 of the Instruction to Bidders mentioned that bids can be submitted manually or through online, it was further clarified under Clause 7 of the Invitation to Bid that only manual submission shall be accepted.</p> <p>25. No.</p> <p>26. The supporting documents to the SLCC are reflected under Clause 20 of Section III. Bid Data Sheet, which shall be required to be submitted during the post-qualification.</p> <p>27. No. The DBM-AS is firm on its prescribed 5-working day delivery date.</p>

PARTICULARS	CLARIFICATION/AMENDMENTS
<p>28. The volume of the required work and the nature of processing the assessment responses to translate these into IDP format require the development of a customized IT System that will be able to house more than 230+ customized assessment templates, given the current competency framework of the DBM. Accordingly, considerable resources will be required even prior to deployment of the assessment tools. Limitations set by the project budget may hinder the implementation of a smooth and seamless workflow.</p>	<p>28. The ABC is based on the market research conducted and the quotes provided by possible service providers.</p>
	<p><b><u>On the submission of the Audited Financial Statements:</u></b></p> <p><b>Please be reminded that the Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission, shall be submitted as part of the Financial Documents as identified in item (k) of Section VIII. Checklist of Technical and Financial Documents.</b></p>

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 17, 2020 right after the opening of bids.
  
- For guidance and information of all concerned.

 Digitally signed by Janet B. Abuel

**JANET B. ABUEL**  
*Undersecretary*  
*Chairperson, DBM-BAC*

## *Section VI. Schedule of Requirements*

**(Revised)**

The delivery schedule expressed as weeks/months stipulates hereafter the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivery Date
1	Submission and acceptance of the Customized Project Plan to the AS Director	1	1	Within <b>15 calendar days</b> from receipt of the Notice to Proceed (NTP), computation of number of days does not include those when the document is under AS review
2	Submission and acceptance of the 800 individual results using the prescribed Individual Development Plan (IDP) format based on the administered online competency assessment softcopy to be sent to AS Director cc selected HRDD staff	800	800	Completion of the online administration of the competency assessment for 800 employees not later than 105 <b>calendar days</b> from acceptance of Customized Project Plan  Submission of the IDPs within <b>5 calendar days</b> from online administration of the competency assessment
3	Submission and acceptance of the individual results using the prescribed IDP format based on the administered online competency assessment softcopy to be sent to AS Director cc selected HRDD staff	500	500	Submission of the IDPs within <b>5 calendar days</b> from online administration of the competency assessment
4	(1) Submission and acceptance of the Post-implementation Requirements and Documentation to the AS Director; and (2) Presentation of Post-implementation Report to DBM Management	1  1	1  1	Within <b>15 calendar days</b> from the acceptance of the last IDP or <b>not later than 5 months</b> from receipt of NTP, whichever comes earlier.

\* The performance of the obligations under the Contract shall not go beyond the validity of the appropriation for the Project.

**I hereby certify to comply and deliver all the above requirements.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name of Representative

\_\_\_\_\_  
Date



### INDIVIDUAL DEVELOPMENT PLAN

Bureau/Service/Office : \_\_\_\_\_  
 Division/Unit : \_\_\_\_\_  
 Name of Employee : \_\_\_\_\_, \_\_\_\_\_ (Last) (First) (Middle)  
 Position Title : \_\_\_\_\_ Salary Grade : \_\_\_\_\_  
 Supervisor : \_\_\_\_\_, \_\_\_\_\_ (Last) (First) (Middle)  
 Position Title : \_\_\_\_\_

Competencies	Competency Assessment Result				Gap	Remarks/Comments <i>(if any)</i>	Recommended Interventions	Validation <i>(to be filled by AS - HRDD)</i>
	Proficiency Level			Value				
	Expected	Current						
		Employee's Self-Assessment Result	Supervisor's Assessment Result					

# Checklist of Technical and Financial Documents

(Revised)

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); **or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document, **and**
- (c) Mayor's or Business 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; **and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder 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; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 Revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; **or** Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Schedule of Requirements, which may include production/delivery schedule, and/or warranty period requirements, if applicable; **and**
- (i) Conformity with the Technical Specifications, which may include manpower requirements, and/or after-sales/parts, if applicable; **and**
- (j) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (k) The Supplier's audited financial statements (AFS), showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or** duly notarized statements from 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.

*Other documentary requirements under RA No. 9184 (as applicable)*

- (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**II. FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished Financial Bid Form.