



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 July 9, 2024 for **Project ID No. DBM-2024-63, “Managed Services for the Development of the Identity and Access Management (IAM) of the Department of Budget and Management,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
<p><b>Section I. Invitation to Bid</b></p> <p style="text-align: center;">xxx</p> <p>4. The best offer on the eligibility documents, technical and financial requirements of interested consultants must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before July 9, 2024, 2:30 p.m. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>The opening of the best offer based on the eligibility documents, technical and financial requirements shall be on July 9, 2024, 2:30 p.m., at the given address below and via video conferencing. The best offer 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 style="text-align: center;">xxx</p> <p>8. At the option of the agency concerned, the interested consultants who shall be declared as “passed” shall be required to make an oral presentation of their plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and</p>	<p><b>Section I. Invitation to Bid</b></p> <p style="text-align: center;">xxx</p> <p>4. The best offer on the eligibility documents, technical and financial requirements of interested consultants must be duly received by the BAC Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below on or before July <b>9 23</b>, 2024, 1:00 p.m. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>The opening of the best offer based on the eligibility documents, technical and financial requirements shall be on July <b>923</b>, 2024, 1:00 p.m., at the given address below and via video conferencing. The best offer 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 style="text-align: center;">xxx</p> <p>8. At the option of the agency concerned, the interested consultants who shall be declared as “passed” shall be required to make an oral presentation of their plan of approach and methodology with emphasis on the clarity,</p>

<b>PARTICULARS/QUERIES</b>		<b>AMENDMENTS/CLARIFICATIONS</b>	
<p>comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions within fifteen (15) calendar days from the submission of eligibility documents, technical proposal, and best and final offer (financial proposal) or until July 9, 2024.</p> <p style="text-align: center;">xxx</p>		<p>feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions within fifteen (15) calendar days from the submission of eligibility documents, technical proposal, and best and final offer (financial proposal) or until <del>July 9</del> <b>AUGUST 7, 2024</b>.</p> <p style="text-align: center;">xxx</p>	
<b>Section III. Eligibility Data Sheet</b>		<b>Section III. Eligibility Data Sheet</b>	
<b>Eligibility Documents</b>		<b>Eligibility Documents</b>	
xxx		xxx	
2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 9, 2024 (see TPF 11 for format).</p> <p>Likewise, the statement of all Government and Private Contracts Completed which are Similar in Nature prior to July 9, 2024 shall be submitted (see TPF 10 for format).</p>	2.1(a)(ii)	<p>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July <del>9</del> <b>23</b>, 2024 (see TPF 11 for format).</p> <p>Likewise, the statement of all Government and Private Contracts Completed which are Similar in Nature prior to July <del>9</del> <b>23</b>, 2024 shall be submitted (see TPF 10 for format).</p>
xxx		xxx	
8.1	<p>The date and time of opening of eligibility documents is July 9, 2024, 2:30 p.m., at the given address below and via video conferencing. The best offer 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</p>	8.1	<p>The date and time of opening of eligibility documents is July <del>9</del> <b>23</b>, 2024, 1:00 p.m., at the given address below and via video conferencing. The best offer 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>

PARTICULARS/QUERIES		AMENDMENTS/CLARIFICATIONS	
	the meeting via video conferencing. xxx		xxx
<b>Section V. Bid Data Sheet</b>		<b>Section V. Bid Data Sheet</b>	
<b>ITB Clause</b>		<b>ITB Clause</b>	
	xxx		xxx
14.1	Bids will be valid until November 6, 2024.	14.1	Bids will be valid until November 6 <b>20</b> , 2024.
	xxx		xxx
15.2	The bid security shall be valid until November 6, 2024.	15.2	The bid security shall be valid until November 6 <b>20</b> , 2024.
	xxx		xxx
18	xxx The deadline for submission of bids is July 9, 2024, 2:30 p.m. xxx	18	xxx The deadline for submission of bids is July <b>9 23</b> , 2024, 1:00 p.m. xxx
21.2	xxx The date and time of best offer opening is July 9, 2024, 2:30 p.m.	21.2	xxx The date and time of best offer opening is July <b>9 23</b> , 2024, 1:00 p.m.
	xxx		xxx
<b>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature</b>		<b>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (REVISED)</b>	
	xxx		xxx
Instructions:		Instructions:	
a)	Projects should be completed within five (5) years immediately preceding July 9, 2024.	a)	Projects should be completed within five (5) years immediately preceding July <b>9 23</b> , 2024.
	xxx		xxx
<b>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</b>		<b>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (REVISED)</b>	
	xxx		xxx

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
<p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 9, 2024</p> <p style="text-align: center;">xxx</p>	<p>Instructions:</p> <p>i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 9 <b>23</b>, 2024.</p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;"><b>CHECKLIST OF BEST OFFER BASED ON TECHNICAL AND FINANCIAL REQUIREMENTS</b></p> <p>I. Class "A" Documents</p> <p style="text-align: center;">xxx</p> <p><b>Technical Documents</b></p> <p>a) TPF 1. Technical Proposal Submission Form  b) TPF 2. Consultant's References  c) TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity  d) TPF 4. Description of the Methodology and Work Plan for Performing the Project  e) TPF 5. Team Composition and Task Projects  f) TPF 6. Curriculum Vitae for Proposed Professional Staff</p> <p>xxx</p> <p>g) TPF 7. Time Schedule for Professional Staff  h) TPF 8. Activity (Work) Schedule  i) TPF 9. Omnibus Sworn Statement</p> <p>xxx</p> <p>j) Statement of all Government and Private Contracts Completed which are Similar in Nature (TPF 10);</p> <p>k) Certificate/s of Final Acceptance/Completion from the Bidder's client/s; or Official Receipt/s or Sales Invoice/s of the Bidder covering the Full Amount of the Completed Contract/s; and</p>	<p style="text-align: center;"><b>CHECKLIST OF BEST OFFER BASED ON ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS (REVISED)</b></p> <p><b>I. ELIGIBILITY DOCUMENTS</b></p> <p><del>[I.]</del> A. Class "A" Documents</p> <p style="text-align: center;">xxx</p> <p><b>Technical Documents</b></p> <p><del>a) TPF 1. Technical Proposal Submission Form  b) TPF 2. Consultant's References  c) TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity  d) TPF 4. Description of the Methodology and Work Plan for Performing the Project  e) TPF 5. Team Composition and Task Projects  f) TPF 6. Curriculum Vitae for Proposed Professional Staff</del></p> <p><del>xxx</del></p> <p><del>g) TPF 7. Time Schedule for Professional Staff  h) TPF 8. Activity (Work) Schedule  i) TPF 9. Omnibus Sworn Statement</del></p> <p><del>xxx</del></p> <p><del>j) a) Statement of all Government and Private Contracts Completed which are Similar in Nature (TPF 10);  k) b) Certificate/s of Final Acceptance/Completion from the Bidder's client/s; or Official Receipt/s or Sales Invoice/s of the Bidder covering the Full Amount of the Completed Contract/s; and</del></p>

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
<p>l) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use TPF 11); and</p> <p>m) Statement of the Consultant’s Nationality (Use TPF 12); and</p> <p>n) 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</p> <p><b>Financial Proposal</b></p> <ul style="list-style-type: none"> <li>a. FPF 1. Financial Proposal Submission Form</li> <li>b. FPF 2. Summary of Costs</li> <li>c. FPF 3. Breakdown of Price per Activity</li> <li>d. FPF 4. Breakdown of Remuneration per Activity</li> <li>e. FPF 5. Reimbursables per Activity</li> <li>f. FPF 6. Miscellaneous Expenses</li> </ul> <p style="text-align: center;">xxx</p>	<p><del>l) c)</del> List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use TPF 11); And</p> <p><del>m) d)</del> Statement of the Consultant’s Nationality (Use TPF 12).; <del>And</del></p> <p><del>n) 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</del></p> <p><b>Financial Proposal</b></p> <ul style="list-style-type: none"> <li><del>a. FPF 1. Financial Proposal Submission Form</del></li> <li><del>b. FPF 2. Summary of Costs</del></li> <li><del>c. FPF 3. Breakdown of Price per Activity</del></li> <li><del>d. FPF 4. Breakdown of Remuneration per Activity</del></li> <li><del>e. FPF 5. Reimbursables per Activity</del></li> <li><del>f. FPF 6. Miscellaneous Expenses</del></li> </ul> <p>[H.] <b>B. Class “B” Document –</b></p> <p><b>Legal Documents</b></p> <p>Valid Joint Venture Agreement (JVA) if JV is 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 event that the bid is successful.</p> <p><b>II. TECHNICAL PROPOSAL</b></p> <ul style="list-style-type: none"> <li><b>A) TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM</b></li> <li><b>B) TPF 2. CONSULTANT’S REFERENCES</b></li> <li><b>C) TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY</b></li> <li><b>D) TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT</b></li> </ul>

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	<p data-bbox="831 239 1509 304"><b>E) TPF 5. TEAM COMPOSITION AND TASK PROJECTS</b></p> <p data-bbox="831 349 1509 414"><b>F) TPF 6. CURRICULUM VITAE FOR PROPOSED PROFESSIONAL STAFF</b></p> <p data-bbox="890 459 1509 1003"><b>PHOTOCOPY OF THE FOLLOWING DOCUMENTS MAY BE SUBMITTED TOGETHER WITH THE CURRICULUM VITAE TO EVIDENCE EDUCATIONAL ATTAINMENT, WORK EXPERIENCE AND PROFESSIONAL CERTIFICATIONS. IF THE DOCUMENTS WERE NOT SUBMITTED DURING THE SUBMISSION OF THE BEST OFFER BASED ON THE ELIGIBILITY DOCUMENTS, TECHNICAL AND FINANCIAL REQUIREMENTS, THE SAME MAY BE REQUESTED TO BE SUBMITTED WITHIN THE TECHNICAL RATING PERIOD:</b></p> <ol data-bbox="890 1048 1509 2018" style="list-style-type: none"> <li data-bbox="890 1048 1509 1149"><b>1. CERTIFICATE OF EMPLOYMENT AND SIMILAR DOCUMENTS (E.G. CERTIFICATE OF ENGAGEMENT)</b></li> <li data-bbox="890 1193 1509 1518"><b>2. CERTIFICATES OF TRAINING PROGRAMS ATTENDED OR SIMILAR DOCUMENT INDICATING THE NAME OF THE PERSONNEL, TRAINING/EVENT ATTENDED, PERIOD/INCLUSIVE DATES, PLACE, NUMBER OF HOURS, SIGNATURE OF THE AUTHORIZED PERSONNEL OF THE TRAINING INSTITUTION.</b></li> </ol> <p data-bbox="890 1563 1509 1843"><b>IN CASE OF ONLINE TRAINING SESSIONS, CERTIFICATES OF TRAINING OR SIMILAR DOCUMENTS THAT SHOULD INDICATE THE NAME OF THE PERSONNEL, THE TRAINING OR EVENT ATTENDED, THE NAME OF THE TRAINING PROVIDER, AND THE NUMBER OF HOURS.</b></p> <ol data-bbox="890 1888 1509 2018" style="list-style-type: none"> <li data-bbox="890 1888 1509 2018"><b>3. DIPLOMA OR TRANSCRIPT OF RECORDS INDICATING THE DEGREE OR CERTIFICATE EARNED, OR LETTER VERIFICATION FROM EDUCATIONAL</b></li> </ol>

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	<p data-bbox="890 237 1517 304"><b>INSTITUTION CONFIRMING COMPLETION OF COURSE</b></p> <p data-bbox="890 349 1517 416"><b>4. PROFESSIONAL CERTIFICATIONS AND/OR LICENSES</b></p> <p data-bbox="823 461 1517 528"><b>G) TPF 7. TIME SCHEDULE FOR PROFESSIONAL STAFF</b></p> <p data-bbox="823 573 1517 600"><b>H) TPF 8. ACTIVITY (WORK) SCHEDULE</b></p> <p data-bbox="823 645 1517 672"><b>I) TPF 9. OMNIBUS SWORN STATEMENT</b></p> <p data-bbox="842 716 1517 819"><b>ACCOMPANIED BY THE COMPANY'S SECRETARY'S CERTIFICATE OR SPECIAL POWER OF ATTORNEY</b></p> <p data-bbox="823 864 1517 1079"><b>J) 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</b></p> <p data-bbox="823 1124 1139 1151"><b>III. Financial Proposal</b></p> <p data-bbox="868 1196 1517 1276"><b>a. FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM</b></p> <p data-bbox="868 1321 1343 1348"><b>b. FPF 2. SUMMARY OF COSTS</b></p> <p data-bbox="868 1415 1517 1496"><b>c. FPF 3. BREAKDOWN OF PRICE PER ACTIVITY</b></p> <p data-bbox="868 1541 1517 1621"><b>d. FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY</b></p> <p data-bbox="868 1666 1517 1693"><b>e. FPF 5. REIMBURSABLES PER ACTIVITY</b></p> <p data-bbox="868 1760 1455 1787"><b>f. FPF 6. MISCELLANEOUS EXPENSES</b></p> <p data-bbox="1168 1845 1219 1872">xxx</p>

PARTICULARS/QUERIES	AMENDMENTS/CLARIFICATIONS
	<p><b>Note:</b></p> <p><b><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised); and</b></li> <li><b>2. Statement of Single Largest Completed Contract which is Similar in Nature (Revised).</b></li> </ol> <p><b><u>Likewise, attached for guidance of the bidders is the Checklist of Best Offer Based on Eligibility, Technical and Financial Requirements which shall form part of the Bidding Documents.</u></b></p>

**Other matters:**

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective July 23, 2024 right after the opening of bids.
- For guidance and information of all concerned.

**RAMON VICENTE B. ASUNCION**  
*Assistant Secretary and Concurrent Director IV*  
*Vice Chairperson, DBM-BAC*



**TPF 10. Statement of all Government and Private Contracts  
Completed which are Similar in Nature  
(REVISED)**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client, Contact Person, Contact Number, and Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
<u>Government</u>					
<u>Private</u>					

Submitted by : \_\_\_\_\_  
(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- a) Projects should be completed within five (5) years immediately preceding July 23, 2024.
- b) Completed contract:
  - (i) Similar contracts shall refer to the design, development, configuration, deployment, and implementation of a portal, solution, platform, or system that supports identity/digital identity management and governance, user authentication and authorization, and access control for applications/systems or contracts using, adopting and deploying lowcode frontend platforms and robotic process automation tools.
  - (ii) If there is no similar completed contract in a year, state **none** or equivalent term. This shall not be a basis for disqualification.
- c) Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that "**even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

**TPF 11. List of all Ongoing Government and Private Contracts Including  
Contracts Awarded but not yet Started  
(REVISED)**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client, Contact Person, Contact Number, and Email Address	Date of the	Kinds of	Value of	Date of Delivery
	Contract	Consulting	Outstanding	
		Services	Contracts	
<u>Government</u>				
<u>Private</u>				

Submitted by : \_\_\_\_\_

(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**Instructions:**

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 23, 2024.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. Please note that item 6.4 of the Government Procurement Policy Board (GPPB) Circular No. 04-2020 dated September 16, 2020 states that, "[t]he PEs shall check **compliance of the submitted forms with the mandatory provisions stated above. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required Forms shall be a ground for disqualification.**"

Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 9, 2014 partially states that **"even contracts that include non-disclosure agreements or confidentiality clauses are required to be disclosed.** It is likewise good to clarify that the requirement refers to a "statement" to be made by the bidder relative to all its ongoing and private contracts, and not the actual submission of the physical contracts."

**CHECKLIST OF BEST OFFER BASED ON ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS**

**I. ELIGIBILITY DOCUMENTS**

A. Class “A” Documents

**Legal Documents**

- a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2. of the 2016 Revised IRR of RA No. 9184;

In cases wherein the Mayor’s/Business Permit is recently expired, please be reminded that the recently expired Mayor’s/Business Permit, together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of R.A. No. 9184.

**Technical Documents**

- a) Statement of all Government and Private Contracts Completed which are Similar in Nature (TPF 10); and
- b) Certificate/s of Final Acceptance/Completion from the Bidder’s client/s; or Official Receipt/s or Sales Invoice/s of the Bidder covering the Full Amount of the Completed Contract/s; and
- c) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (TPF 11); and
- d) Statement of the Consultant’s Nationality (TPF 12)

B. Class “B” Documents

**Legal Documents**

- Valid Joint Venture Agreement (JVA) if JV is 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 event that the bid is successful.

**II. TECHNICAL PROPOSAL**

- a) TPF 1. Technical Proposal Submission Form
- b) TPF 2. Consultant’s References

- c) TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services and Facilities to be provided by the Procuring Entity
- d) TPF 4. Description of the Methodology and Work Plan for Performing the Project
- e) TPF 5. Team Composition and Task Projects
- f) TPF 6. Curriculum Vitae for Proposed Professional Staff

Photocopy of the following documents may be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications. If the documents were not submitted during the submission of the best offer based on the eligibility documents, technical and financial requirements, the same may be requested to be submitted within the technical rating period:

1. Certificate of Employment and similar documents (e.g. certificate of engagement)
2. Certificate of Training programs attended or similar document indicating the name of the personnel, training, event attended, period/inclusive dates, place, number of hours, signature of authorized personnel of the training institution.

In case of online training sessions, Certificates of Training or similar documents that should indicate the name of the personnel, the training or event attended, the name of the training provider, and the number of hours.

3. Diploma or Transcript of Records indicating the degree or certificate earned, or letter verification from educational institution confirming completion of course
4. Professional Certifications and/or Licenses

- g) TPF 7. Time Schedule for Professional Staff
- h) TPF 8. Activity (Work) Schedule
- i) TPF 9. Omnibus Sworn Statement

Accompanied by the company's Secretary's Certificate or Special Power of Attorney

- j) 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

### **III. FINANCIAL PROPOSAL**

- a. **FPF 1. Financial Proposal Submission Form**
- b. **FPF 2. Summary of Costs**
- c. **FPF 3. Breakdown of Price per Activity**
- d. **FPF 4. Breakdown of Remuneration per Activity**
- e. **FPF 5. Reimbursables per Activity**
- f. **FPF 6. Miscellaneous Expenses**

\*The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

\*\*The TPFs and FPFs, the bids, and all other documents to be submitted to the BAC must be in English. If the TPFs and FPFs or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

\*\*\*Each prospective bidder shall submit one (1) original copy of its TPFs and FPFs. All other copies that were submitted shall not be opened.

\*\*\*\***Should there be any discrepancy between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.**