



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 May 28, 2024, for **Project ID No. DBM-2024-54, “Engagement of a Project-Based Consultant for the Conduct of Organizational Development Study in 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.

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)												
<p style="text-align: center;">SECTION I. REQUEST FOR EXPRESSION OF INTEREST</p> <p style="text-align: center;">xxx</p> <p>3. xxx</p> <p style="text-align: center;">xxx</p> <p>The eligibility documents 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 May 31, 2024, 9:00 a.m. Late bids shall not be accepted. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.</p> <p>Bid opening shall be on May 31, 2024, 9:00 a.m., at the given address below and via video conferencing. xxx</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;">SECTION I. REQUEST FOR EXPRESSION OF INTEREST</p> <p style="text-align: center;">xxx</p> <p>3. xxx</p> <p style="text-align: center;">xxx</p> <p>The eligibility documents 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 May 31 JUNE 4, 2024, 9:00 a.m. 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>Bid opening shall be on May 31 JUNE 4, 2024, 9:00 a.m. 1:00 P.M., at the given address below and via video conferencing. xxx</p> <p style="text-align: center;">xxx</p>												
<p style="text-align: center;">Section III. Eligibility Data Sheet</p> <table border="1" data-bbox="183 1825 801 2049"> <thead> <tr> <th data-bbox="183 1825 379 1881">Eligibility Document</th> <th data-bbox="379 1825 801 1881"></th> </tr> </thead> <tbody> <tr> <td data-bbox="183 1881 379 1915">xxx</td> <td data-bbox="379 1881 801 1915"></td> </tr> <tr> <td data-bbox="183 1915 379 2049">2.1(a)(ii)</td> <td data-bbox="379 1915 801 2049">The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such</td> </tr> </tbody> </table>	Eligibility Document		xxx		2.1(a)(ii)	The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such	<p style="text-align: center;">Section III. Eligibility Data Sheet</p> <table border="1" data-bbox="833 1825 1450 2049"> <thead> <tr> <th data-bbox="833 1825 1029 1881">Eligibility Document</th> <th data-bbox="1029 1825 1450 1881"></th> </tr> </thead> <tbody> <tr> <td data-bbox="833 1881 1029 1915">xxx</td> <td data-bbox="1029 1881 1450 1915"></td> </tr> <tr> <td data-bbox="833 1915 1029 2049">2.1(a)(ii)</td> <td data-bbox="1029 1915 1450 2049">The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such</td> </tr> </tbody> </table>	Eligibility Document		xxx		2.1(a)(ii)	The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such
Eligibility Document													
xxx													
2.1(a)(ii)	The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such												
Eligibility Document													
xxx													
2.1(a)(ii)	The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such												

PARTICULAR(S)/QUERY(IES)		AMENDMENT(S)/CLARIFICATION(S)	
	contracts prior to May 31, 2024 (see TPF 11 for format). xxx		contracts prior to May 31 JUNE 4 , 2024 (see TPF 11 for format). xxx
xxx		xxx	
8.1	The date and time of opening of eligibility documents is May 31, 2024, 9:00 a.m., at the given address below and via video conferencing. xxx	8.1	The date and time of opening of eligibility documents is May 31 JUNE 4 , 2024, 9:00 a.m. 1:00 P.M. , at the given address below and via video conferencing. xxx
<p align="center">Section VI. Terms of Reference</p> <p align="center">xxx</p> <p>V. Qualifications of the Firm and the Consultant</p> <p>A. Qualification of the Firm</p> <p>The firm shall have at least ten (10) years of experience of consultancy services and preferably certified under ISO 9001:2015 Standard or any related other ISO standard/s.</p>		<p align="center">Section VI. Terms of Reference (REVISED)</p> <p align="center">xxx</p> <p>V. Qualifications of the Firm and the Consultant</p> <p>A. Qualification of the Firm</p> <p>The firm shall have at least ten (10) years of experience of consultancy services and preferably certified under ISO 9001:2015 Standard or any related other ISO standard/s.</p> <p>NOTE: THE FOLLOWNG SHALL BE SUBMITTED DURING THE SHORTLISTING:</p> <ol style="list-style-type: none"> 1. BUREAU OF INTERNAL REVENUE (BIR) CERTIFICATE OF REGISTRATION (COR BIR FORM 2303); 2. PROOF/S OF CERTIFICATION UNDER ISO 9001:2015 OR ANY RELATED ISO STANDARD/S; AND 3. CERTIFICATION OF NUMBER OF PERSONNEL FROM THE FIRM'S HUMAN RESOURCE UNIT 	
<p>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature</p> <p align="center">xxx</p> <p>Instructions:</p>		<p>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (REVISED)</p> <p align="center">xxx</p> <p>Instructions:</p>	

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
<p>a) Projects should be completed within five (5) years immediately preceding May 31, 2024.</p> <p style="text-align: center;">xxx</p>	<p>a) Projects should be completed within five (5) years immediately preceding May 31 JUNE 4, 2024.</p> <p style="text-align: center;">xxx</p>
<p>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</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 May 31, 2024.</p> <p style="text-align: center;">xxx</p>	<p>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (REVISED)</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 May 31 JUNE 4, 2024.</p> <p style="text-align: center;">xxx</p>
<p>Queries:</p> <p>1) Is the onboarding of a consultant with foreign nationality allowed for this project? What additional requirements need to be submitted?</p>	<p>Clarifications:</p> <p>1) Yes, the onboarding of a consultant with foreign nationality is allowed for this project, provided that the entity/firm meets the eligibility requirements as provided in Section II. Eligibility Document and pursuant to Section 24.3.1 of the IRR of RA 9184, as follows:</p> <p>(a) Duly licensed Filipino citizens/sole proprietorships;</p> <p>(b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;</p> <p>(c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;</p> <p>(d) Cooperatives duly organized under the laws of the Philippines; or</p> <p>(e) Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or</p>

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p>liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.</p> <p>As explained under NPM No. 012-2011:</p> <p><i>The nationality requirement for organizations or consulting firms pertains to the entity and not to the key staff/personnel that will perform the consulting service. The engagement of foreign key staff/personnel is, however, qualified by Section 24.3.3 (b) of the IRR to the extent that when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate Philippine professional regulatory body to engage in the practice of those professions and allied professions.</i></p> <p>As to the requirements, the statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals, authorized by the appropriate regulatory body to practice those professions and allied professions. The respective curriculum vitae shall be submitted (see TPF 12).</p> <p>The authority or license from the appropriate government agency or professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, where applicable, shall be submitted within ten (10) calendar days from receipt of by the winning bidder of the Notice of Award, pursuant to Section</p>

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)						
<p>2) On <i>TPF 10- Statement of All Government and Private Contracts Completed which are similar in Nature</i> and <i>TPF 11- List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</i> - can the bidder not disclose the names of their clients with non-disclosure agreement/s during the shortlisting period and divulge the name of the company during the post qualification stage?</p>	<p>37.1.4 of the IRR of RA 9184 and GPPB Resolution No. 25-2019 dated October 30, 2019.</p> <p>2) Yes. Please note, however, 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 below. 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."</p> <p>For the TPF 10 and TPF 11, the following are the mandatory provisions:</p> <table border="1" data-bbox="858 1010 1455 2054"> <thead> <tr> <th data-bbox="858 1010 1086 1077">Form</th> <th data-bbox="1086 1010 1455 1077">Mandatory Provision</th> </tr> </thead> <tbody> <tr> <td data-bbox="858 1077 1086 1447">Statement of the Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started</td> <td data-bbox="1086 1077 1455 1447">i. Names of outstanding contracts with other contracting party, i.e., PE or private company allowed by the rules, contract date, period and amount or value xxx</td> </tr> <tr> <td data-bbox="858 1447 1086 2054">Statement of the Bidder's SLCC similar to contract to be bid</td> <td data-bbox="1086 1447 1455 2054">i. Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ABC to be bid. The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary; xxx</td> </tr> </tbody> </table>	Form	Mandatory Provision	Statement of the Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started	i. Names of outstanding contracts with other contracting party, i.e., PE or private company allowed by the rules, contract date, period and amount or value xxx	Statement of the Bidder's SLCC similar to contract to be bid	i. Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ABC to be bid. The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary; xxx
Form	Mandatory Provision						
Statement of the Bidder of all its ongoing government and private contracts, including contracts awarded but not yet started	i. Names of outstanding contracts with other contracting party, i.e., PE or private company allowed by the rules, contract date, period and amount or value xxx						
Statement of the Bidder's SLCC similar to contract to be bid	i. Name of the completed contract with contract date, period and amount, which should correspond to the required percentage of the ABC to be bid. The value is adjusted to the current prices using the Philippine Statistics Authority consumer price indices, when necessary; xxx						

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)		
<p>3) If a bidder fails to submit an ISO 9001:2015 certification, does that mean automatic disqualification?</p> <p>4) Would the requirement for ISO 9001:2015 certification be acceptable if it is <i>a certification on a personal capacity of the Lead Consultant instead of the Firm?</i></p> <p>5) Can the deadline of the Submission of Bids be extended to give ample time to bidders to prepare?</p>	<table border="1" data-bbox="858 246 1458 526"> <tr> <td data-bbox="858 246 1086 526"></td> <td data-bbox="1086 246 1458 526"> ii. Definition or description of the similar project or major categories of work. </td> </tr> </table> <p>Moreover, GPPB Non-Policy Matter Opinion No. 041-2014 dated October 10, 2014 states, among others, 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.”</p> <p>3) No. However, please note that based on the Terms of Reference, the firm shall have at least ten (10) years of experience of consultancy services and preferably certified under ISO 9001:2015 Standard or any related other ISO standard/s.</p> <p>4) No. As per Terms of Reference, the ISO 9001:2015 certification requirement is for the qualification of the Firm.</p> <p>5) The deadline of the submission of bids is moved from May 31, 2024 to June 4, 2024.</p>		ii. Definition or description of the similar project or major categories of work.
	ii. Definition or description of the similar project or major categories of work.		

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p>Note:</p> <p>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</p> <ol style="list-style-type: none"> 1. Section VI. Terms of Reference (Revised) 2. TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Revised) 3. TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised)

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 June 4, 2024, right after the opening of bids.
- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

*Acting Assistant Secretary and Concurrent Director IV
Vice Chairperson, DBM-BAC*

Section VI. Terms of Reference (Revised)

ENGAGEMENT OF A PROJECT-BASED CONSULTANT FOR THE CONDUCT OF ORGANIZATIONAL DEVELOPMENT STUDY IN THE DEPARTMENT OF BUDGET AND MANAGEMENT

I. Background and Rationale

Mandated to promote the sound, efficient, and effective management and utilization of government resources for the achievement of the national development goals, the DBM conducted its Strategic Planning Conference (SPC) on November 23 to 25, 2022 to effectively and efficiently steer the budget and management processes over the next six years (2023-2028) relevant to the key budget and management thrusts and priorities of the Department pursuant to the policy directions and priorities of the Marcos Administration.

The Department further enhanced the commitments set in the strategic plan through the Bureaus/Services/Offices (B/S/Os) of the Functional Groups (FGs) which conducted various Post-Planning Activities and Management Reviews, defining their respective strategies, milestones, and performance targets, including their success indicators, timelines, and required resources for programs, activities, and projects (P/A/Ps).

The DBM implements the Strategic Performance Management System (SPMS) as the primary tool in performance planning and commitment-setting, monitoring and coaching, review and evaluation, and rewarding/development. SPMS also serves as the mechanism that aligns office and individual objectives to organizational goals and puts premium to continuous human resource development.

To further strengthen the alignment and cascading of commitments and targets, the Department employed the Balanced Scorecard (BSC) as a planning tool in the SPC. The adoption of BSC allowed a department-wide approach in determining strategies to attain the goal and visions of the Department in consideration of the essential aspects of its organization. Hence, the perspectives of finance (budget utilization), stakeholders (e.g., customer satisfaction), process (process improvement), and learning and innovation (organizational development) signposted the planning sessions.

However, the inaugural application of the BSC approach entailed challenges among the B/S/Os in preparing the respective BSCs, mostly resulting in activity-based strategic

plans focused on the delivery of the mandates and functions of FGs that needed further integration and interoperability to inclusively achieve the Department's goal.

In addition, the B/S/Os were observed to be rating-conscious, cautiously formulating safe targets that could be achieved with outstanding score; hence, challenging the commitment to continual improvement.

The engagement of a consultant aims to aid the top management in identifying the gaps and opportunities for improvement and undertaking appropriate interventions to address the encountered challenges through an organizational diagnosis. The engagement will further strengthen the target-setting and facilitate the implementation of strategies and performance commitments of the Department to ensure the fulfillment of the mandate, attainment of the visions and mission, and achievement of strategic and operational objectives.

The output/s shall also be used as main reference/s in the forthcoming Strategic Plan Midterm Review in CY 2025 and succeeding planning activities of the Department.

II. Project Objectives

In the implementation of this Project, the DBM will engage the services of a consultant, through a consultancy firm, who has the knowledge and expertise on organizational development, strategic planning, leadership, management development, and change dynamics.

The consultancy firm shall select/nominate the consultant it will deploy in engaging with the Department for the project. On the other hand, the consultant to be deployed by the firm is not precluded from composing a team, with no additional cost on the part of DBM, to provide all the assistance or technical support necessary to achieve the following objectives of this engagement:

1. Assess and determine the organizational culture, and structural and operational strengths and weaknesses of the DBM;
2. Determine and recommend appropriate interventions to optimize the strengths, address the weaknesses, and improve the Department's capacity in handling its internal and external stakeholders, carrying out the strategies, and setting performance targets in the DBM Strategy Map and other planning documents; and
3. Review and recommend measures for further enhancing the DBM Strategy Map and Strategic Plan, using the BSC.

III. Scope of Work

The scope of work of the consultant shall be as follows:

4. Review of the Department's organizational structure and policies, e.g., performance management system and human resource management systems, including succession planning, among others;
5. Conduct of interviews of DBM employees (from top management to rank-and-file) to gather adequate information necessary for the project;
6. Formulation and recommendation of measures/interventions to sustain and/or strengthen the existing organizational policies (e.g., Performance Management System, Strategic Planning Framework, Succession Planning, among others) and the key budget and management strategic thrusts and priorities relevant to the DBM Strategic Plan; and
7. Preparation and submission of inception and progress reports on the implementation of the Project, indicating the project milestones cited in Item VII hereof.

IV. Deliverables

The consultant shall submit the following outputs/deliverables to the DBM:

- a. **Inception Report** which will include the review of relevant documents, methodology, and sources of data to be used in the Project, and the proposed Work Plan;
- b. **DBM Organizational Diagnosis Report** which would contain the following:
 - Organizational assessment on the culture, structure and operational strengths and weaknesses;
 - Inventory of existing organizational policies;
 - Review and evaluation of effectiveness of existing organizational policies, P/A/Ps; and
 - Recommendations in strengthening and sustaining the DBM organizational policies, including the DBM Strategy Map.
- c. **Terminal Report** to highlight the following:
 - Roadmap that identifies courses of action and corresponding timelines in implementing the recommendations submitted by the consultant according to Item IV. b. hereof;

- Overall experiences/observations of the consultant under the Project;
- Factors (e.g., social, political, legal, behavioral, among others) that contributed to the successful completion of the Project;
- Challenges encountered in pursuing the Project and how these were solved; and
- Suggestions/recommendations to improve undertaking of similar Projects in the future to ensure smooth and successful implementation.

V. Qualifications of the Firm and the Consultant

A. Qualification of the Firm

The firm shall have at least ten (10) years of experience of consultancy services and preferably certified under ISO 9001:2015 Standard or any related other ISO standard/s.

Note: the following shall be submitted during the shortlisting:

1. *Bureau of Internal Revenue (BIR) Certificate of Registration (COR BIR Form 2303)*
2. *Proof/s of certification under ISO 9001:2015 or any related ISO standard/s will be submitted during shortlisting; and*
3. *Certification of number of personnel from the firm's human resource unit*

B. Qualification of the Consultant

The **lead consultant** should possess the following qualifications:

- a. Postgraduate degree in Management, Public Administration, Business Administration or other related fields; and
- b. At least ten (10) years of experience in organizational development, strategic planning, leadership and management development, and change dynamics, preferably with government agencies, five (5) years of which in managerial, supervisory or lead capacity.
- c. Attended at least 20 hours of organizational development and other related trainings.

VI. Working and Reporting Requirements

The consultant shall work in close coordination with the Corporate Planning and Management Service (CPMS), the Internal Management (IM) Group Assistant Secretary, and/or the IM Functional Group Head (FGH).

The DBM shall provide the necessary logistical and staff support to enable the consultant to carry out his/her activities and tasks, including the conduct of the Orientation on DBM organizational structure and policies for the CPMS and other identified DBM officials and key personnel.

The FGH of the IM Group shall review the submitted outputs/deliverables of the consultant and recommend to the DBM Secretary the acceptance thereof, including the recommendation for the approval of appropriate payments for the purpose.

VII. Duration and Cost of the Project

The consultant shall be engaged by the DBM to undertake the activities under this Project for a period of **six (6) months**.

The consultant shall be paid a total amount **not exceeding THREE MILLION PESOS (Php 3,000,000.00)** for six (6) months, inclusive of applicable taxes, pursuant to existing Philippine Tax Laws. The cost of the necessary administrative expenses related to this Project shall be borne by the DBM, subject to existing budgeting, accounting, and auditing rules and regulations.

The consultant shall be paid based on the progress of the engagement as follows:

Schedule of Payments		Milestones	Submission of Deliverables
First tranche of payment	20% of total project cost	Submission and acceptance of the Inception Report	Within thirty (30) calendar days from receipt of the Notice to Proceed
Second tranche of payment	50% of total project cost	Submission and acceptance of the DBM Organizational Diagnosis Report	Within One hundred twenty (120) calendar days from acceptance of the Inception Report
Third and final tranche of payment	30% of total project cost	Submission and acceptance of the Terminal Report	Within thirty (30) calendar days from acceptance of the DBM Organizational Diagnosis Report

VIII. Performance Expectations from the Consultant

The consultant to be engaged for this Project shall undertake the activities/tasks with the highest standards of professional and ethical competence and integrity.

In addition, subject consultant is expected to observe the following:

- He/she shall not engage in any activity or action, or make any kind of public pronouncement which may adversely affect the implementation of the Project; and
- He/she shall enter into a Non-Disclosure Agreement (NDA) with the DBM to prevent disclosing to another party any confidential information relating to this Project without the prior consent of the DBM even after the termination or completion of the Contract.

Moreover, the ownership of the deliverables/outputs, reports, and other materials to be produced by the consultant shall be vested exclusively with the DBM. Copies of such materials, in parts or entirety thereof, could be retained, used or reproduced by the consultant, subject to the permission of the DBM.

**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/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 June 4, 2024.
- b) Completed contract:
 - (i) Similar contracts shall refer to the conduct of organizational study, resulting to diagnosis or determination of areas for improvement and corresponding recommendations for actions; and other related activities or analogous projects.

The organizational study should be within the last five (5) years.
 - (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/ 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 June 4, 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.”