



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 January 29, 2024 for **Project ID No. DBM-2024-37, “Subscription to a Media Monitoring Analysis Service,”** is issued pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS	AMENDMENTS/CLARIFICATIONS
Section I. Invitation to Bid	Section I. Invitation to Bid
XXX	XXX
2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within the period of January 30, 2019 to January 29, 2024 a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).	2. The DBM now invites bids for the above-entitled Procurement Project. Delivery of the Goods is required as specified in Section VI (Schedule of Requirements) of the Bidding Documents. Bidders should have completed within the period of January 30 FEBRUARY 13, 2019 to January 29 FEBRUARY 12, 2024 a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
XXX	XXX
5. XXX	5. XXX
Payment may be made in either mode, as follows:	Payment may be made in either mode, as follows:
a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until January 26, 2024 (four [4] calendar days before the Submission of Bids), 11:00 p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via https://dbm.gov.ph/images/Advisory_for_Bidders_Suppliers-LinkBiz.pdf . Bidders shall present its confirmation receipt to the BAC Secretariat in	a) Online payment through the Landbank Link.Biz Portal. However, this mode of payment may only be done until January 26 FEBRUARY 9 , 2024 (four [4] calendar days before the Submission of Bids), 11:00 p.m., for crediting and recording purposes. Procedural guidelines for online payment may be accessed via https://dbm.gov.ph/images/Advisory_for_Bidders_Suppliers-LinkBiz.pdf . Bidders shall present its confirmation receipt to the BAC Secretariat in person, by facsimile, or

<p>person, by facsimile, or through electronic means, which shall be used as proof of payment for the bidding documents fee.</p> <p>XXX</p> <p>7. Bids must be duly received by the BAC Secretariat or the DBM-AS-Central Records Division through manual submission at the office address indicated below on or before January 30, 2024, 9:30 a.m. Late bids shall not be accepted.</p> <p>XXX</p> <p>9. Bid opening shall be on January 30, 2024, 9:30 a.m., at the given address below and 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 videoconferencing.</p> <p>XXX</p>	<p>through electronic means, which shall be used as proof of payment for the bidding documents fee.</p> <p>XXX</p> <p>7. Bids 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 January 30 FEBRUARY 13, 2024, 9:30 9:00 a.m. Late bids shall not be accepted.</p> <p>XXX</p> <p>9. Bid opening shall be on January 30 FEBRUARY 13, 2024, 9:30 9:00 a.m., at the given address below and 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 videoconferencing.</p> <p>XXX</p>
<p>Section II. Instructions to Bidders</p> <p>XXX</p> <p>10. Documents comprising the Bid: Eligibility and Technical Components</p> <p>XXX</p> <p>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of January 30, 2019 to January 29, 2024.</p> <p>XXX</p> <p>14. Bid Security</p> <p>XXX</p>	<p>Section II. Instructions to Bidders</p> <p>XXX</p> <p>10. Documents comprising the Bid: Eligibility and Technical Components</p> <p>XXX</p> <p>10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the period of January 30 FEBRUARY 13, 2019 to January 29 FEBRUARY 12, 2024.</p> <p>XXX</p> <p>14. Bid Security</p> <p>XXX</p>

<p>14.2 The Bid and bid security shall be valid until May 29, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p>xxx</p>	<p>14.2 The Bid and bid security shall be valid until May 29 JUNE 12, 2024. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.</p> <p>xxx</p>																				
<p>Section III. Bid Data Sheet</p> <table border="1"> <tr> <th data-bbox="132 562 269 663">ITB Clause</th><th data-bbox="269 562 783 663"></th></tr> <tr> <td colspan="2" data-bbox="132 663 783 741">xxx</td></tr> <tr> <td data-bbox="132 741 269 1099">5.3</td><td data-bbox="269 741 783 1099"> <p>For this purpose, contracts similar to the Project shall:</p> <p>xxx</p> <p>b. have been completed within the period of January 30, 2019 to January 29, 2024.</p> </td></tr> <tr> <td colspan="2" data-bbox="132 1099 783 1178">xxx</td></tr> <tr> <td data-bbox="132 1178 269 2027">20</td><td data-bbox="269 1178 783 2027"> <p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p>xxx</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:</p> <p>xxx</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from June 2023 to November 2023.</p> </td></tr> </table>	ITB Clause		xxx		5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p>xxx</p> <p>b. have been completed within the period of January 30, 2019 to January 29, 2024.</p>	xxx		20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p>xxx</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:</p> <p>xxx</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from June 2023 to November 2023.</p>	<p>Section III. Bid Data Sheet</p> <table border="1"> <tr> <th data-bbox="815 562 952 663">ITB Clause</th><th data-bbox="952 562 1505 663"></th></tr> <tr> <td colspan="2" data-bbox="815 663 1505 741">xxx</td></tr> <tr> <td data-bbox="815 741 952 1099">5.3</td><td data-bbox="952 741 1505 1099"> <p>For this purpose, contracts similar to the Project shall:</p> <p>xxx</p> <p>b. have been completed within the period of January 30 FEBRUARY 13, 2019 to January 29 FEBRUARY 12, 2024.</p> </td></tr> <tr> <td colspan="2" data-bbox="815 1099 1505 1178">xxx</td></tr> <tr> <td data-bbox="815 1178 952 2027">20</td><td data-bbox="952 1178 1505 2027"> <p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p>xxx</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:</p> <p>xxx</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from June JULY 2023 to November DECEMBER 2023.</p> </td></tr> </table>	ITB Clause		xxx		5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p>xxx</p> <p>b. have been completed within the period of January 30 FEBRUARY 13, 2019 to January 29 FEBRUARY 12, 2024.</p>	xxx		20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p>xxx</p> <p>3. Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payment System (EFPS), consisting of the following:</p> <p>xxx</p> <p>ii. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from June JULY 2023 to November DECEMBER 2023.</p>
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			<p>4. IN CASE OF RECENTLY EXPIRED MAYOR'S/ BUSINESS PERMIT MENTIONED IN THE PHILGEPS CERTIFICATE, THE RENEWED PERMIT SHALL BE SUBMITTED IN ACCORDANCE WITH SECTION 34.2 OF THE 2016 REVISED IRR OF RA NO. 9184.</p>
<p>Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</p> <p>xxx</p> <p>Instructions:</p> <p>i. State ALL ongoing contracts including those awarded but not yet started (government [including the DBM] and private contracts which may be similar or not similar to the project being bidded) up to January 29, 2024.</p> <p>xxx</p>		<p>Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</p> <p>(REVISED)</p> <p>xxx</p> <p>Instructions:</p> <p>i. State ALL ongoing contracts including those awarded but not yet started (government [including the DBM] and private contracts which may be similar or not similar to the project being bidded) up to January 29 FEBRUARY 12, 2024.</p> <p>Xxx</p>	
<p>Statement of Single Largest Completed Contract which is Similar in Nature</p> <p>xxx</p> <p>Instructions:</p> <p>b. The SLCC should have been completed (i.e., accepted) within the period of January 30, 2019 to January 29, 2024.</p> <p>xxx</p>		<p>Statement of Single Largest Completed Contract which is Similar in Nature</p> <p>(REVISED)</p> <p>xxx</p> <p>Instructions:</p> <p>b. The SLCC should have been completed (i.e., accepted) within the period of January 30 FEBRUARY 13, 2019 to January 29 FEBRUARY 12, 2024.</p> <p>xxx</p>	

	<p>Note:</p> <p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"> 1. Statement of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised); 2. Statement of Single Largest Completed Contract which is Similar in Nature (Revised); and 3. Checklist of Technical and Financial Documents (Revised).
<p>Queries:</p> <ol style="list-style-type: none"> 1. Do prospective bidders need to pay the Bidding Documents if they previously bought the previous Bidding Documents for the Project? 2. What is the requirement for those with expired Mayor's/Business Permit? 	<p>Clarifications:</p> <ol style="list-style-type: none"> 1. Prospective bidders who who have paid for the Bidding Documents fee for the first bidding do not need to pay for the second bidding; provided, however, that they are participating as the same entity. Moreover, if the prospective bidders participated as a Joint Venture (JV) during the previous bidding, the same JV is not anymore required to pay for the Bidding Documents fee. However, if they are participating as a separate entity than the JV who participated in the previous bidding, they are required to pay for the Bidding Documents fee. 2. In case of a recently expired Mayor's/Business Permit, Section 23.1.a.ii of the 2016 Revised IRR of RA No. 9184 states that a 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 this IRR. Thus, bidders are only required to submit the aforementioned permit to the PhilGEPS.

	<p>However, as an additional post-qualification requirement for the Lowest Calculated Bidder with an expired Mayor's/Business Permit at the time of bid submission, its valid Mayor's/Business Permit shall be submitted within five (5) calendar days from its receipt of the notice from the BAC of its declaration as such, in accordance with Section 34.2 of the 2016 Revised IRR of RA No. 9184.</p>
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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 February 13, 2024 right after the opening of bids.
- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

Director IV

Vice Chairperson, DBM-BAC

Statement of all Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started
[shall be submitted with the Bid]
(Revised)

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Total Amount of Contract	Value of Outstanding Contract	Date of Delivery
<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 **[including the DBM]** and private contracts which may be **similar or not similar** to the project being bidden) up to February 12, 2024.
- ii. If there is no ongoing contract including those awarded but not yet started as of the aforementioned period, state none or equivalent term.
- iii. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).
- iv. 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.”

***Statement of Single Largest Completed Contract
which is Similar in Nature***
[shall be submitted with the Bid]
(Revised)

Business Name: _____

Business Address: _____

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance*	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to the following requirements:
 - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
 - ii. at least two (2) similar contracts:
 - (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
 - (b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **February 13, 2019 to February 12, 2024**.
- c. The similar contract for this Project shall refer to the subscription to media monitoring analysis provider. If the subscription to media monitoring analysis provider forms part of a bigger contract, only the cost component of the subscription to media monitoring analysis provider shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.
- d. 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.**"

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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.”

- * Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder’s client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

Checklist of Technical and Financial Documents (Revised)

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid and updated 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 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

- ☐ (b) 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**
- ☐ (c) 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**
- ☐ (d) 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**
- ☐ (e) Conformity with the Schedule of Requirements, which may include production/delivery schedule, and/or warranty period requirements, if applicable; **and**
- ☐ (f) Conformity with the Technical Specifications, which may include manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (g) 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

- ☐ (h) 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

- ☐ (i) 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)

- ☐ (j) *[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.
- ☐ (k) 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.