



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 June 11, 2024, for **Project ID No. DBM-2024-58, “Managed Services for the Development of the Authority to Purchase Motor Vehicle (APMV) 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.

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
<p style="text-align: center;"><b>SECTION I. REQUEST FOR EXPRESSION OF INTEREST</b></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 June 14, 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 June 14, 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;"><b>SECTION I. REQUEST FOR EXPRESSION OF INTEREST</b></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 June <del>14</del> <b>18</b>, 2024, <del>9:00</del> <b>11:00</b> 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 June <del>14</del> <b>18</b>, 2024, <del>9:00</del> <b>11:00</b> a.m., at the given address below and via video conferencing. xxx</p> <p style="text-align: center;">xxx</p>

PARTICULAR(S)/QUERY(IES)		AMENDMENT(S)/CLARIFICATION(S)	
<b>Section III. Eligibility Data Sheet</b>		<b>Section III. Eligibility Data Sheet</b>	
<b>Eligibility Document</b>		<b>Eligibility Document</b>	
xxx		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 contracts prior to June 14, 2024 (see TPF 11 for format). 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 contracts prior to June <del>14</del> <b>18</b> , 2024 (see TPF 11 for format). xxx
xxx		xxx	
8.1	The date and time of opening of eligibility documents is June 14, 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 June <del>14</del> <b>18</b> , 2024, 9: <del>00</del> <b>11:00</b> a.m., at the given address below and via video conferencing. xxx
xxx		xxx	
9.1	Similar contracts shall refer to the Design and Implementation of web-based integrated information technology (IT) portal/ hub, integrating at least two (2) financial management systems in the public or private sector.  xxx	9.1	Similar contracts shall refer to the <del>Design and Implementation of web-based integrated information technology (IT) portal/ hub, integrating at least two (2) financial management systems in the public or private sector.</del> <b>DESIGN, DEVELOPMENT, CONFIGURATION, DEPLOYMENT, AND IMPLEMENTATION OF A PORTAL, SOLUTION, PLATFORM, OR SYSTEM THAT SUPPORTS IDENTITY ACCESS MANAGEMENT AND GOVERNANCE, USER AUTHENTICATION AND AUTHORIZATION,</b>

PARTICULAR(S)/QUERY(IES)		AMENDMENT(S)/CLARIFICATION(S)	
			<p><b>AND ACCESS CONTROL FOR APPLICATIONS/ SYSTEMS OR CONTRACTS DEPLOYING LOWCODE FRONTEND PLATFORMS AND ROBOTIC PROCESS AUTOMATION TOOLS.</b></p>
9.2	<p>xxx</p> <p>To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 58/100 points.</p> <p>xxx</p>	9.2	<p>xxx</p> <p><b>THE EVALUATION SCORE FOR KEY PERSONNEL SHALL BE BASED ON THE SUBMITTED SUPPORTING DOCUMENTS (I.E., CERTIFICATE OF EMPLOYMENT AND SIMILAR DOCUMENTS (I.E., EMPLOYMENT CERTIFICATE, CERTIFICATES OF TRAINING PROGRAMS ATTENDED OR A SIMILAR DOCUMENT INDICATING THE NAME OF THE PERSONNEL, TRAINING/EVENT ATTENDED, PERIOD/INCLUSIVE DATES, PLACE, NUMBER OF HOURS, AND SIGNATURE OF THE TRAINING INSTITUTION, DIPLOMA OR TRANSCRIPT OF RECORDS INDICATING THE DEGREE OR CERTIFICATE EARNED, OR LETTER OF VERIFICATION FROM EDUCATIONAL INSTITUTION CONFIRMING</b></p>

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p data-bbox="1043 300 1426 658"><b>COMPLETION OF COURSE, AND OTHER RELATED CERTIFICATIONS AND SIMILAR DOCUMENTS). FAILURE TO SUBMIT THE SUPPORTING DOCUMENTS WILL IMPACT THE EVALUATION SCORE.</b></p> <p data-bbox="1043 703 1437 846">To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 58/100 points.</p> <p data-bbox="1203 891 1257 918">xxx</p>
<p data-bbox="213 958 772 1025"><b>6. Format of Curriculum Vitae (CV) for Proposed Professional Staff</b></p> <p data-bbox="469 1115 523 1142">xxx</p> <p data-bbox="181 1182 804 1326">Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:</p> <ol data-bbox="197 1361 804 1541" style="list-style-type: none"> <li>1. Certificate of Employment and similar documents (e.g., certificate of engagement)</li> <li>2. Training programs attended</li> <li>3. Diploma</li> <li>4. Professional Certifications and/or Licenses</li> </ol>	<p data-bbox="852 958 1426 1070"><b>TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff (REVISED)</b></p> <p data-bbox="1107 1115 1161 1142">xxx</p> <p data-bbox="836 1182 1458 1765">Photocopy of the following documents may be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications. <b>IF THE DOCUMENTS WERE NOT SUBMITTED DURING THE SUBMISSION OF ELIGIBILITY DOCUMENTS, THE SAME MAY BE REQUESTED TO BE SUBMITTED WITHIN THE SHORTLISTING PERIOD. IF THE DOCUMENTS WERE NOT SUBMITTED DURING THE SUBMISSION OF TECHNICAL PROPOSALS, THE SAME MAY BE REQUESTED TO BE SUBMITTED WITHIN THE TECHNICAL RATING PERIOD:</b></p> <ol data-bbox="852 1809 1458 2056" style="list-style-type: none"> <li>1. Certificate of Employment and similar documents (e.g., certificate of engagement)</li> <li>2. <b>CERTIFICATES OF Training programs attended OR A SIMILAR DOCUMENT INDICATING THE NAME OF THE PERSONNEL, TRAINING/EVENT ATTENDED, PERIOD/INCLUSIVE</b></li> </ol>

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p><b>DATES, PLACE, NUMBER OF HOURS, AND SIGNATURE OF THE TRAINING INSTITUTION.</b></p> <p>3. <b>Diploma or TRANSCRIPT OF RECORDS INDICATING THE DEGREE OR CERTIFICATE EARNED, OR LETTER OF VERIFICATION FROM EDUCATIONAL INSTITUTION CONFIRMING COMPLETION OF COURSE.</b></p> <p>4. Professional Certifications and/or Licenses</p>
<p><b>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature</b></p> <p style="text-align: center;"><b>xxx</b></p> <p>Instructions:</p> <p>a) Projects should be completed within five (5) years immediately preceding June 14, 2024.</p> <p>b) Completed contract:</p> <p style="padding-left: 20px;">(i) Similar contracts shall refer to Design and Implementation of web-based integrated information technology (IT) portal/hub, integrating at least two (2) financial management systems in the public or private sector.</p> <p style="text-align: center;"><b>xxx</b></p>	<p><b>TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (REVISED)</b></p> <p style="text-align: center;"><b>xxx</b></p> <p>Instructions:</p> <p>a) Projects should be completed within five (5) years immediately preceding June 14 <b>18</b>, 2024.</p> <p>b) Completed contract:</p> <p style="padding-left: 20px;">(i) Similar contracts shall refer to <del>Design and Implementation of web-based integrated information technology (IT) portal/hub, integrating at least two (2) financial management systems in the public or private sector.</del> <b>THE DESIGN, DEVELOPMENT, CONFIGURATION, DEPLOYMENT, AND IMPLEMENTATION OF A PORTAL, SOLUTION, PLATFORM, OR SYSTEM THAT SUPPORTS IDENTITY ACCESS MANAGEMENT AND GOVERNANCE, USER AUTHENTICATION AND AUTHORIZATION, AND ACCESS CONTROL FOR APPLICATIONS/ SYSTEMS OR CONTRACTS DEPLOYING LOWCODE FRONTEND</b></p>

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p style="text-align: center;"><b>PLATFORMS AND ROBOTIC PROCESS AUTOMATION TOOLS.</b></p> <p style="text-align: center;">xxx</p>
<p style="text-align: center;"><b>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started</b></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 June 14, 2024.</p> <p style="text-align: center;">xxx</p>	<p style="text-align: center;"><b>TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (REVISED)</b></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 June <del>14</del> <b>18</b>, 2024.</p> <p style="text-align: center;">xxx</p>
	<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. TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff (Revised)</b></li> <li><b>2. TPF 10. Statement of all Government and Private Contracts Completed which are Similar in Nature (Revised)</b></li> <li><b>3. TPF 11. List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Revised)</b></li> </ol> <p><b><u>Attached also for Guidance of the Bidders are the following:</u></b></p> <ol style="list-style-type: none"> <li><b>1. Checklist of Eligibility Documents (for shortlisting purposes)</b></li> <li><b>2. Checklist of the Requirements for the Technical and Financial Proposal</b></li> </ol>

**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 18, 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*

**TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff  
(Revised)**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

Experience in the Information Technology Industry (Start from the most recent)							
Company	Project	Date		Position	Location	Area of Expertise (e.g. Cybersecurity/ Business Intelligence/Web Based Development/ API Development)	Actual Duties and Responsibilities
		From	To				
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Signature of Authorized Signatory: \_\_\_\_\_



Relevant Trainings (Start from the most recent)- please attach training certificate					
Course Title	Date		Location	No of Hours.	Conducted/ Sponsored by
	From	To			
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Relevant Certifications (Start from the most recent)- please attach copy of certificates			
Certification	Valid Date		Certification Issued by
	From	To	
1.			
2.			
3.			
4.			

**Education:**

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Education (Start from the most recent)			
School	Inclusive Date		Degree Course
	From	To	
1.			
2.			
3.			

**Employment Record:**

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Work Experience (Start from the most recent)					
Company	Inclusive Date		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			
1.					
2.					
3.					

Signature of Authorized Signatory: \_\_\_\_\_

Note:

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 eligibility documents, the same may be requested to be submitted within the shortlisting period. If the documents were not submitted during the submission of technical proposals, 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. Certificates of training programs attended or a similar document indicating the name of the personnel, training/event attended, period/inclusive dates, place, number of hours, and signature of the training institution.
3. Diploma or Transcript of Records indicating the degree or certificate earned, or Letter of Verification from educational institution confirming completion of course.
4. Professional Certifications and/or Licenses

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Commitment:**

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm]* *Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines.

*[Select one of the two following paragraphs and delete the other]*

Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC).

Affiant/s exhibited to me his/her *[insert type of government identification card used]* with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_

Series of \_\_\_\_

**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 June 18, 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 access management and governance, user authentication and authorization, and access control for applications/systems or contracts 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 Contract	Kinds of Consulting Services	Value of Outstanding Contracts	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 and private contracts which may be similar or not similar to the project being bid) prior to June 18, 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."

# PART I

## CHECKLIST OF ELIGIBILITY REQUIREMENTS

### ELIGIBILITY AND SHORT LISTING

#### I. 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 R.A. 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

- (b) Eligibility Documents Submission Form accompanied by a duly notarized company’s Secretary’s Certificate or Special Power of Attorney, as applicable (See form); **and**
- (c) Curriculum Vitae for the Proposed Professional Staff (Use TPF 6); **and**
- (d) Statement of all Government and Private Contracts Completed which are Similar in Nature (TPF 10); **and**
- (e) 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**
- (f) List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use TPF 11); **and**
- (g) Statement of the Consultant’s Nationality (Use TPF 12); **and**
- (h) 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 eligibility documents, the same may be requested to be submitted within the shortlisting period. If the documents were not submitted during the

submission of technical proposals, 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. Certificates of training programs attended or a similar document indicating the name of the personnel, training/event attended, period/inclusive dates, place, number of hours, and signature of the training institution.
3. Diploma or Transcript of Records indicating the degree or certificate earned, or Letter of Verification from educational institution confirming completion of course.
4. Professional Certifications and/or Licenses

## **II. Class “B” Document –**

### **Legal Documents**

- (i) 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.

\*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.

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

**\*\*\* In case a discrepancy exists between the requirements stated in the Checklist and the requirements specified in the Bidding Documents, the latter shall prevail.**



## PART II

### CHECKLIST OF REQUIREMENTS FOR THE TECHNICAL AND FINANCIAL PROPOSAL

Class “A” Documents

Technical Proposal consisting of the following as described in ITB item 10 (C. Preparation of Bids):

- 1. **TPF 1. Technical Proposal Submission Form**
- 2. **TPF 2. Consultant’s References**
- 3. **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**
- 4. **TPF 4. Description of the Methodology and Work Plan for Performing the Project**
- 5. **TPF 5. Team Composition and Task Projects**
- 6. **TPF 6. Curriculum Vitae for Proposed Professional Staff**  
\*Including Employment Certificate, Certificates of training programs attended or a similar document indicating the name of the personnel, training/event attended, period/inclusive dates, place, number of hours, and signature of the training institution, Diploma or Transcript of Records indicating the degree or certificate earned, or Letter of Verification from educational institution confirming completion of course, and other related Certifications and similar documents.
- 7. **TPF 7. Time Schedule for Professional Staff**
- 8. **TPF 8. Activity (Work) Schedule**
- 9. **TPF 9. Omnibus Sworn Statement**  
\*Accompanied by the company’s Secretary’s Certificate or Special Power of Attorney
- 10. **Bid Security** as described in ITB clause 15 (see Bid Securing Declaration Form)

Financial Proposal as described in ITB clause 11(C. Preparation of Bids):

- 1. **FPF 1. Financial Proposal Submission Form**
- 2. **FPF 2. Summary of Costs**
- 3. **FPF 3. Breakdown of Price per Activity**
- 4. **FPF 4. Breakdown of Remuneration per Activity**

5. **FPF 5. Reimbursables per Activity**

6. **FPF 6. Miscellaneous Expenses**

\*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.**