



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

**SUPPLEMENTAL/BID BULLETIN (SBB) NO. 2**

This SBB No. 2 dated July 16, 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>TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff (REVISED)</b></p> <p style="text-align: center;"><b>xxx</b></p> <p>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 eligibility, the same may be requested to be submitted within the shortlisting period. If the documents were not submitted during technical submission, the same may be requested to be submitted within the technical rating period:</p> <p style="text-align: center;"><b>xxx</b></p> <p>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.</p>	<p style="text-align: center;"><b>TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff (SECOND REVISION)</b></p> <p style="text-align: center;"><b>xxx</b></p> <p>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 eligibility, the same may be requested to be submitted within the shortlisting period. If the documents were not submitted during technical submission, the same may be requested to be submitted within the technical rating period:</p> <p style="text-align: center;"><b>xxx</b></p> <p>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 <b>AUTHORIZED SIGNATORY OF THE</b> training institution.</p> <p style="text-align: center;"><b>IN CASE OF ONLINE TRAINING SESSIONS, CERTIFICATE/S OF TRAINING OR ANY SIMILAR DOCUMENT/S THAT INDICATES THE NAME OF THE PERSONNEL, THE TRAINING OR EVENT ATTENDED,</b></p>

PARTICULAR(S)/QUERY(IES)	AMENDMENT(S)/CLARIFICATION(S)
	<p style="text-align: center;"><b>THE NAME OF THE TRAINING PROVIDER, AND THE NUMBER OF HOURS SHALL BE SUBMITTED.</b></p> <p style="text-align: center;"><b>xxx</b></p> <p style="text-align: center;"><b>THE EVALUATION SCORE FOR THE KEY PERSONNEL SHALL BE BASED ON THE SUBMITTED SUPPORTING DOCUMENTS. FAILURE TO SUBMIT THE SUPPORTING DOCUMENTS WILL IMPACT THE EVALUATION SCORE.</b></p>
	<p><b>Note:</b></p> <p><b><u>Attached is the TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff (Revised) which should be used as part of the Bidding Documents to be submitted by the bidders.</u></b></p> <p><b><u>Likewise, attached for guidance of the bidders is the Checklist of Best Offer Based on Eligibility, Technical and Financial Requirements (Revised) 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*  
*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 eligibility, the same may be requested to be submitted within the shortlisting period.

Likewise, if the documents were not submitted during technical submission, 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 authorized signatory of the training institution.

In case of online training sessions, certificate/s of training or any similar document/s that indicates the name of the personnel, the training or event attended, the name of the training provider, and the number of hours shall be submitted.

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

The evaluation score for the key personnel shall be based on the submitted supporting documents. Failure to submit the supporting documents will impact the evaluation score.

**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 \_\_\_\_

# PART II

## CHECKLIST OF REQUIREMENTS FOR THE TECHNICAL AND FINANCIAL PROPOSAL (Revised)

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**
  - \* 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 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 authorized signatory of the training institution (In case of online training sessions, certificate 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 of Verification from educational institution confirming completion of course; and
    4. Professional Certifications and/or Licenses
- 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.**