



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 2**

Project : Procurement of Diplomatic Pouch Services for January to June 2022  
Reference : PB-GS-13-2021  
ABC : PhP 29,500,000.00  
Date : 12 November 2021

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This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

- I. **Checklist of Technical and Financial Documents** - The Checklist of Technical and Financial Documents of the Bidding Documents are superseded by ANNEX 1 of this Supplemental/Bid Bulletin No. 2 after considering inputs from the Committee and the prospective bidders.
- II. **GPPB Prescribed Forms/Templates** - The link for the GPPB prescribed forms/template is attached as Annex 2 of this Supplemental/Bid Bulletin No.2, as requested by prospective bidders.
- III. **Annex B of the Technical Specification** – The Annex B of the Technical Specification of the Bidding Documents is superseded by ANNEX 3 of this Supplemental/Bid Bulletin No. 2 after considering inputs from the Committee and prospective bidder.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

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**NARCISO T. CASTAÑEDA**  
Assistant Secretary and BAC Chairperson

## ANNEX 1

# Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### *Class "A" Documents*

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
- and**
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### Technical Documents

- (f) 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**
- (g) Statement of **at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project. The largest of contracts submitted should be equivalent to at least 25% of the ABC;** 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;

**Note: Due to the complexity of the required services, only diplomatic pouch contracts will be considered as a similar contract for this procurement.**

#### **and**

- (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
- or**
- (i) Original copy of Notarized Bid Securing Declaration; **and** Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**

- (j) 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

- (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

- (l) 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**

- (m) 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)

- (n) *[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.
- (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

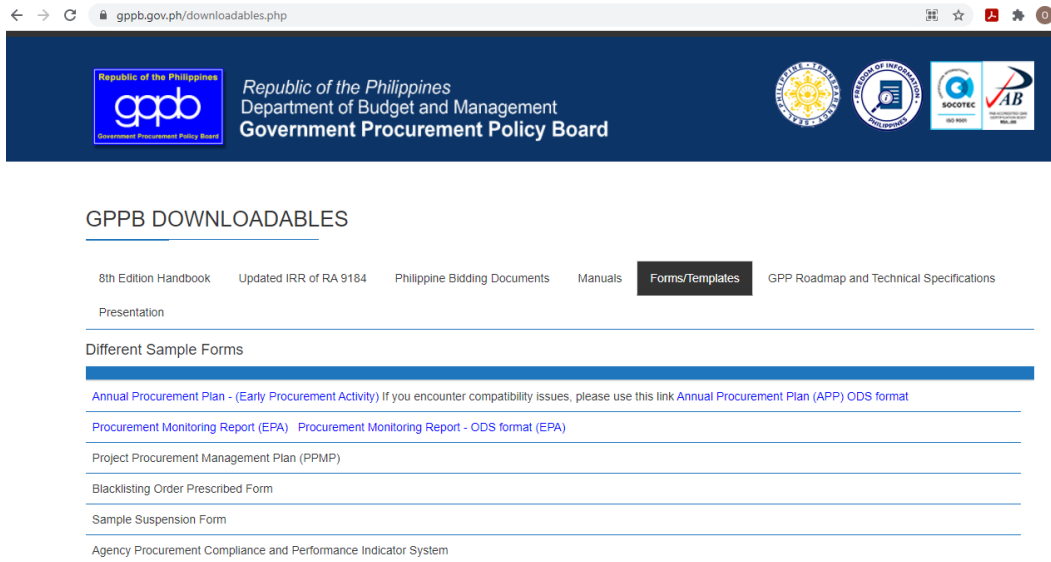
## 25 FINANCIAL COMPONENT ENVELOPE

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule. **Kindly use the revised Annex B (Bid Rate Sheet) of the Technical Specifications as the Price Schedule template.**

## ANNEX 2

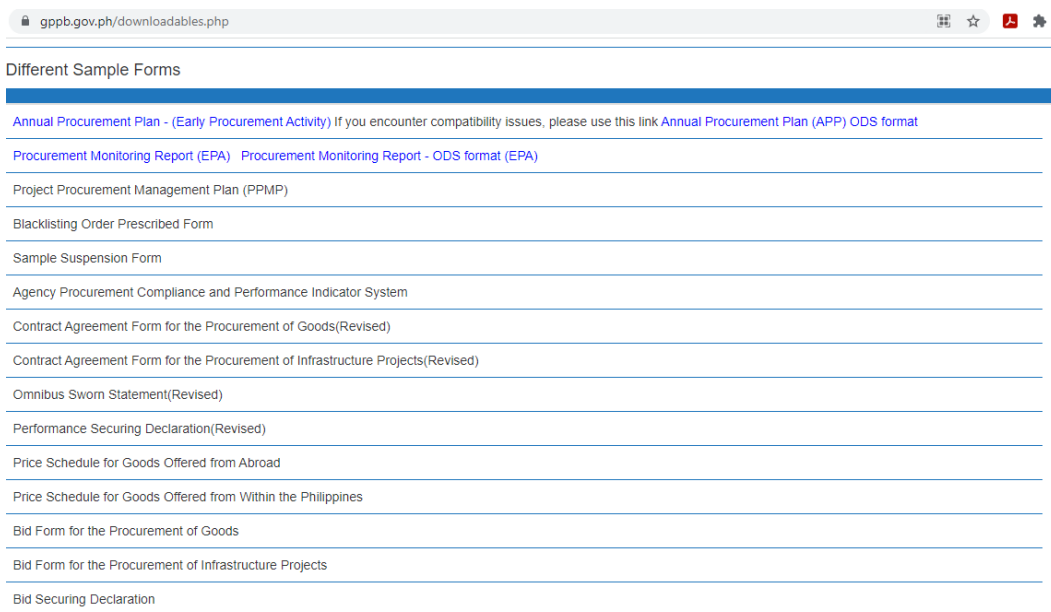
Link for the GPPB prescribed forms/templates:

<https://www.gppb.gov.ph/downloadables.php>



The screenshot shows the GPPB website's 'DOWNLOADABLES' section. The header includes the GPPB logo and the text 'Republic of the Philippines Department of Budget and Management Government Procurement Policy Board'. A navigation menu contains '8th Edition Handbook', 'Updated IRR of RA 9184', 'Philippine Bidding Documents', 'Manuals', 'Forms/Templates' (highlighted), and 'GPP Roadmap and Technical Specifications'. Below the menu, a 'Presentation' link is visible. The 'Different Sample Forms' section lists the following items:

- Annual Procurement Plan - (Early Procurement Activity) If you encounter compatibility issues, please use this link Annual Procurement Plan (APP) ODS format
- Procurement Monitoring Report (EPA) Procurement Monitoring Report - ODS format (EPA)
- Project Procurement Management Plan (PPMP)
- Blacklisting Order Prescribed Form
- Sample Suspension Form
- Agency Procurement Compliance and Performance Indicator System



This screenshot provides a more detailed view of the 'Different Sample Forms' section on the GPPB website. The list of downloadable forms includes:

- Annual Procurement Plan - (Early Procurement Activity) If you encounter compatibility issues, please use this link Annual Procurement Plan (APP) ODS format
- Procurement Monitoring Report (EPA) Procurement Monitoring Report - ODS format (EPA)
- Project Procurement Management Plan (PPMP)
- Blacklisting Order Prescribed Form
- Sample Suspension Form
- Agency Procurement Compliance and Performance Indicator System
- Contract Agreement Form for the Procurement of Goods(Revised)
- Contract Agreement Form for the Procurement of Infrastructure Projects(Revised)
- Omnibus Sworn Statement(Revised)
- Performance Securing Declaration(Revised)
- Price Schedule for Goods Offered from Abroad
- Price Schedule for Goods Offered from Within the Philippines
- Bid Form for the Procurement of Goods
- Bid Form for the Procurement of Infrastructure Projects
- Bid Securing Declaration

**The Bid Form template can be downloaded from the GPPB website. Please fill out and SIGN the revised Annex B (Bid Rate Sheet) of the Technical Specifications (shall serve as the Price Schedule) and place it in the Financial Component Envelope, together with the accomplished Bid Form. DO NOT place any document that contains prices in the Technical Component envelope.**

## ANNEX 3

ANNEX B  
BID RATE SHEET

					<b>BID PRICE</b>
One (1) Desktop Computer (minimum specifications: Intel i5 processor; 500 Gb HDD, DVD R/RW, 18.5" LED Monitor, QWERTY Keyboard, Optical Mouse, and UPS)					
Licensed versions of Microsoft Windows 10, Microsoft Office 2016 and Adobe Acrobat XI Pro (1year subscription) should be installed in the desktop computer					
Printer and supply of ink for the duration of the contract					
One (1) manual weighing scale certified by Department of Science and Technology – Industrial Technology Development Institute (DOST-ITDI) with a minimum capacity of one hundred twenty kilos (120kgs.)					
Pouch bags and paraphernalia					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>B x C x D</b>
<b>Destination</b>	<b>Weight Range</b>	<b>Max Weight</b>	<b>Price per Kilo</b>	<b>No. of Shipments per Year</b>	<b>Total</b>
<b>Athens, Greece</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Berlin, Germany</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Berne, Switzerland</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Brasilia, Brazil</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		6	
	20.5 to above	50			
<b>Brussels, Belgium</b>	0.5 - 10.00	10		10	
	10.50 - 20.00	20		10	
	20.5 to above	50		6	
<b>Budapest, Hungary</b>	0.5 - 10.00	10		10	
	10.50 - 20.00	20		10	
	20.5 to above	50		6	
<b>Copenhagen, Denmark</b>	0.5 – 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	

<b>Frankfurt, Germany</b>	0.5 - 10.00	10		10	
	10.00 - 20.00	20		10	
	20.5 to above	50		6	
<b>Geneva, Switzerland</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>London, United Kingdom</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Lisbon, Portugal</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Madrid, Spain</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Milan, Italy</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		11	
	20.5 to above	50		15	
<b>Oslo, Norway</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Paris, France</b>	0.5 - 10.00	10		20	
	10.5 - 20.00	20		20	
	20.5 to above	50		6	
<b>The Hague, Netherlands</b>	.5 - 5.00	5		6	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50			
<b>Rome, Italy</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		6	
	20.5 to above	50		20	
<b>Vatican City, Vatican</b>	0.5 - 5.00	5		20	
	5.50 - 10.00	10		3	
	10.5 - 20.00	20		3	
<b>Vienna, Austria</b>	0.5 - 5.00	5			
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		10	

	20.5 to above	50		6	
<b>Warsaw, Poland</b>	.5 - 5.00	5		10	
	5.50 - 10.00	10		8	
	10.5 - 20.00	20		6	
	20.5 to above	50		2	
<b>Bangkok, Thailand</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Brunei</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Canberra, Australia</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		18	
	20.5 to above	50		4	
<b>Dili, East Timor</b>	.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		6	
	20.5 to above	50			
<b>Hanoi, Vietnam</b>	.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		6	
	20.5 to above	50			
<b>Jakarta PE, Indonesia</b>	.5 - 5.00	5		6	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50			
<b>Jakarta PM, Indonesia</b>	.5 - 5.00	5		10	
	5.50 - 10.00	10		11	
	10.5 - 20.00	20		5	
	20.5 to above	50			
<b>Kuala Lumpur, Malaysia</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		8	
	20.5 to above	50		12	
<b>Manado, Indonesia</b>	0.5 - 5.00	5		12	
	5.50 - 10.00	10		10	

	10.5 - 20.00	20		4	
	20.5 to above	50			
<b>New Delhi, India</b>	0.5 - 10.00	10		12	
	10.5 - 20.00	20		8	
	20.5 to above	50		6	
<b>Osaka, Japan</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		6	
	20.5 to above	50		20	
<b>Phnom Penh, Cambodia</b>	0.5 - 5.00	5		12	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		4	
	20.5 to above	50			
<b>Port Moresby, Papua New Guinea</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		6	
	20.5 to above	100			
<b>Seoul, South Korea</b>	0.5 - 10.00	10		5	
	10.5 - 20.00	20		11	
	20.5 to above	50		10	
<b>Singapore</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		26	
<b>Sydney, Australia</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		15	
	20.5 to above	50		5	
<b>Taipei, Taiwan</b>	0.5 - 10.00	10		20	
	10.5 - 20.00	20		6	
	20.5 to above	50			
<b>Tokyo, Japan</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		10	
	20.5 to above	50		16	
<b>Wellington, New Zealand</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Yangon, Myanmar</b>	0.5 - 5.00	5		6	
	5.5 - 10.00	10		10	



	10.5 - 20.00	20		10	
	20.5 to above	50			
<b>Agana, Guam</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		23	
	20.5 to above	100		5	
<b>Calgary, Canada</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Chicago, USA</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Honolulu, USA</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		13	
	20.5 to above	50		3	
<b>Houston, USA</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Los Angeles, USA</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		6	
	20.5 to above	50		20	
<b>Mexico</b>	0.5 - 5.00	5		13	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		3	
	20.5 to above	50			
<b>New York, USA</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		6	
	20.5 to above	50		20	
<b>Ottawa, Canada</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		20	
	20.5 to above	50			
<b>San Francisco, USA</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		6	
	20.5 to above	50		20	
<b>Toronto, Canada</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		6	
	20.5 to above	50		20	
<b>Vancouver, Canada</b>	0.5 - 10.00	10			

	10.5 - 20.00	20		20	
	20.5 to above	50		6	
<b>Washington DC, USA</b>	0.5 - 10.00	10			
	10.5 - 20.00	20		10	
	20.5 to above	50		16	
<b>Abu Dhabi, UAE</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		26	
<b>Amman, Jordan</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Baghdad, Iraq</b>	.5 - 5.00	5		20	
	5.50 - 10.00	10		6	
	10.5 - 20.00	20			
	20.5 to above	100			
<b>Beirut, Lebanon</b>	0.5 - 10.00	10		15	
	10.5 - 20.00	20		10	
	20.5 to above	50		1	
<b>Cairo, Egypt</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		6	
<b>Damascus, Syria</b>	0.5 - 10.00	10		20	
	10.5 - 20.00	20		6	
	20.5 to above	50			
<b>Doha, Qatar</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		26	
<b>Dubai, UAE</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	100		26	
<b>Islamabad, Pakistan</b>	0.5 - 5.00	5		13	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		3	
	20.5 to above	50			
<b>Jeddah, Saudi Arabia</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		38	

<b>Kuwait, Kuwait</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		26	
<b>Manama, Bahrain</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		15	
	20.5 to above	50		5	
<b>Muscat, Oman</b>	0.5 - 10.00	10		3	
	10.5 - 20.00	20		15	
	20.5 to above	50		8	
<b>Riyadh, Saudi Arabia</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		26	
<b>Tehran, Iran</b>	.5 - 5.00	5		20	
	5.50 - 10.00	10		3	
	10.5 - 20.00	20		3	
	20.5 to above	50			
<b>Abuja, Nigeria</b>	.5 - 5.00	5		15	
	5.50 - 10.00	10		8	
	10.5 - 20.00	20		3	
	20.5 to above	100			
<b>Ankara, Turkey</b>	0.5 - 10.00	10		16	
	10.50 - 20.00	20		10	
	20.5 to above	50			
<b>Beijing, China</b>	0.5 - 10.00	10		10	
	10.50 - 20.00	20		10	
	20.5 to above	50		6	
<b>Buenos Aires, Argentina</b>	.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		5	
	20.5 to above	50			
<b>Chongqing, China</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		10	
	20.5 to above	50		5	
<b>Dhaka, Bangladesh</b>	.5 - 5.00	5		10	
	5.50 - 10.00	10		9	
	10.5 - 20.00	20		6	
	20.5 to above	50			

<b>Hongkong</b>	0.5 - 10.00	10			
	10.5 - 20.00	20			
	20.5 to above	50		25	
<b>Guangzhou, China</b>	0.5 - 10.00	10		5	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Macau</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		7	
	20.5 to above	50		10	
<b>Moscow, Russia</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		15	
	20.5 to above	50			
<b>Nairobi, Kenya</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		5	
	20.5 to above	50			
<b>Prague, Czech Republic</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		5	
	10.5 - 20.00	20		10	
	20.5 to above	50			
<b>Pretoria, South Africa</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		5	
	20.5 to above	50			
<b>Santiago, Chile</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		11	
	10.5 - 20.00	20		4	
	20.5 to above	50			
<b>Shanghai, China</b>	0.5 - 10.00	10		4	
	10.5 - 20.00	20		11	
	20.5 to above	50		10	
<b>Tel-Aviv, Israel</b>	0.5 - 10.00	10		10	
	10.5 - 20.00	20		15	
	20.5 to above	50			
<b>Tripoli, Libya</b>	0.5 - 5.00	5		20	
	5.50 - 10.00	10		3	
	10.5 - 20.00	20		2	

	20.5 to above	50			
<b>Vientiane, Laos</b>	0.5 - 5.00	5		10	
	5.50 - 10.00	10		10	
	10.5 - 20.00	20		5	
	20.5 to above	50			
<b>Xiamen, China</b>	0.5 - 10.00	10		5	
	10.5 - 20.00	20		10	
	20.5 to above	50		10	
<b>Barcelona, Spain</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		9	
	20.5 to above	50		10	
<b>Stockholm, Sweden</b>	.0.50 - 10.00	10		6	
	10.50 - 20.00	20		10	
	20.5 and above	50		10	
<b>Melbourne, Australia</b>	0.5 - 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 and above	50		10	
<b>Nagoya, Japan</b>	0.5 – 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 and above	50		10	
<b>Addis Ababa, Ethiopia</b>	0.5 – 10.00	10		6	
	10.5 - 20.00	20		10	
	20.5 and above	50		10	
<b>Nur Sultan, Kazakhstan</b>	0.5 – 10.00	10		5	
	10.5 - 20.00	20		10	
	20.5 and above	50		10	
<b>Istanbul, Turkey</b>	0.5 - 10.00	10		5	
	10.5-20.00	20		10	
	20.5 and above	50		10	
<b>Rabat, Morocco</b>	0.5 - 10.00	10		5	
	10.50-20.00	20		10	
	20.5 and above	50		10	
<b>Colombo, Sri Lanka</b>	0.5 - 10.00	10		6	
	10.5-20.00	20		10	
	20.5 and above	50		10	

*Note:*

Bidders must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter if the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder of supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Conformé:

[Signature/s]

[Name of Bidder’s Authorized Representative]

[Position]

[Date]