

SUPPLEMENTAL BID BULLETIN

**Republic of the Philippines
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
BIDS AND AWARDS COMMITTEE (BAC)**

April 10, 2025

**ONE (1) YEAR RENTAL OF EIGHT (8) DIGITAL MULTIFUNCTIONAL
PHOTOCOPIER MACHINES FOR PICC OFFICES**

ADDENDUM NO. 01

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

- I. Section I- Bid Data Sheet has been revised to read as:
- ITB Clause 5.3- Eligibility
 - **e. delete** "Bidder must have been in the business of providing manpower services for a continuous period of not less than five (5) years".
 - ITB Clause 15- Sealing and Marking of Bids
 - **Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid. Technical and Financial documents must be placed in separate envelopes properly marked and sealed (please see attached Illustrations)**
 - ITB Clause 17.1- Place of Bid
 - **BAC CONFERENCE ROOM
North Wing Hall, Ground Floor, Secretariat Building
PICC Complex, 1307 Pasay City**

The date and time of bid opening is April 21, 2025 at 10:00 a.m.

In the event that the Bids cannot be opened as scheduled due to justifiable reasons, and in the absence of prior BAC activities, the BAC will take custody of the submitted Bids, with the opening deferred to the next working day at the same time and venue. The BAC will issue a formal Notice to Bidders by posting it on the BAC Secretariat/Procurement Unit electronic bulletin board and the PICC website, providing the revised schedule.

- ITB Clause 20.2- Post-Qualification Documents
 - **a.** Certified Photocopy of the **CY 2023** Income and Business Tax Returns with proof of payment;
- II. Section V- Special Conditions of Contract have been revised to read as:
 - GCC Clause 2.2- Payment
 - All accounts shall be payable monthly to the CONTRACTOR, within twenty (20) working days from the receipt of **the invoice and valid tax clearance**, subject to the usual accounting and auditing rules and regulations of the PICC.
- III. Section VIII- Checklist of Requirements have been revised to read as:
 - II. FINANCIAL COMPONENT ENVELOPE
 - **(i) Original of duly signed and accomplished Financial Bid Form**

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.


ATTY. MELAN M. ESPELA
Chairperson

Received by:

(Signature over printed name)
Telephone/Fax No. _____
Date: _____
Name of Company: _____

Bid Data Sheet

ITB Clause	
5	<p>The following persons shall be eligible to participate in this bidding:</p> <ul style="list-style-type: none"> a. Duly licensed Filipino citizens/sole proprietorships; 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; c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the of the outstanding capital stock belongs to citizens of the Philippines; d. Cooperatives 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;
5.3	<p>For this purpose, a similar contract shall refer to dealership or lease of copier machines.</p> <p>The Bidder must have completed within the last five (5) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.</p>
7.1	Sub-contracting is not allowed
8	The PICC will hold a pre-bid conference on April 07, 2025 at 10:00 a.m.
12	Not applicable
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. In the amount of not less than ₱11,792.00, or Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. Surety Bond in the amount of not less than ₱29,480.00
15	<p>Sealing and Marking of Bids</p> <p>Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid. Technical and Financial documents must be placed in separate envelopes properly mark and sealed (please see attached Illustrations)</p>
16.1	<p>The address for submission of bids is:</p> <p style="text-align: center;">PICC-Bids and Awards Committee (BAC) Secretariat Ground floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The deadline for submission of bids is April 21, 2025 at 09:30 a.m.</p>

17.1	<p>The place of bid</p> <p style="text-align: center;">BAC CONFERENCE ROOM North Wing Hall, Ground Floor, Secretariat Building PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is April 21, 2025 at 10:00 a.m.</p> <p>In the event that the Bids cannot be opened as scheduled due to justifiable reasons, and in the absence of prior BAC activities, the BAC will take custody of the submitted Bids, with the opening deferred to the next working day at the same time and venue. The BAC will issue a formal Notice to Bidders by posting it on the BAC Secretariat/Procurement Unit electronic bulletin board and the PICC website, providing the revised schedule.</p>
19.2	<p>Total ABC is FIVE HUNDRED EIGHTY-NINE THOUSAND SIX HUNDRED PESOS (PhP589,600.00), VAT Inclusive.</p>
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> a. Certified Photocopy of the CY 2023 Income and Business Tax Returns with proof of payment; b. Valid Tax Clearance; c. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative; d. Company Profile with Organizational Chart and sketch of office location; e. Brochure of the photocopying machines being offered; f. Certification that the copying machine was remanufactured by its original manufacturer or authorized service provider in the Philippines; and g. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.
21.2	<p>No additional requirement</p>

Special Conditions of Contract

GCC Clause									
1	The Procuring Entity is <i>The Philippine International Convention Center (PICC)</i>								
2.2	<p>Payment</p> <p>All accounts shall be payable monthly to the CONTRACTOR, within twenty (20) working days from the receipt of the invoice and valid tax clearance, subject to the usual accounting and auditing rules and regulations of the PICC.</p>								
3	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall furnish the performance security in any of the following forms:</p> <table border="1" data-bbox="360 882 1366 1471"> <tr> <th data-bbox="360 882 895 992">Form of Performance Security</th><th data-bbox="895 882 1366 992">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th></tr> <tr> <td data-bbox="360 992 895 1133">Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td><td data-bbox="895 992 1366 1133">Five percent (5%)</td></tr> <tr> <td data-bbox="360 1133 895 1254">Bank draft/guarantee issued by a Universal or Commercial Bank</td><td data-bbox="895 1133 1366 1254">Five percent (5%)</td></tr> <tr> <td data-bbox="360 1254 895 1471">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td><td data-bbox="895 1254 1366 1471">Thirty percent (30%)</td></tr> </table>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)	Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)								
6	The period for correction of defects is seven (7) calendar days upon receipt of notice from PICC project-in-charge.								

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR. If any of the documents in Annex "A" are expired, the updated document shall be submitted during post-qualification;**

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 (**Annex "A"**); **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 (**Section "B"**); **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 (**Annex C"**); **and**
- ☐ (e) Conformity with the Technical Specifications (**Section VII**-signed on each and every page), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts (**Section VI**), if applicable; **and**
- ☐ (f) 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 (**Annex "D"**).

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (**Annex "E"**) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

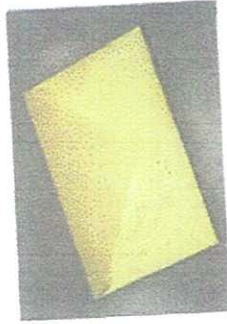
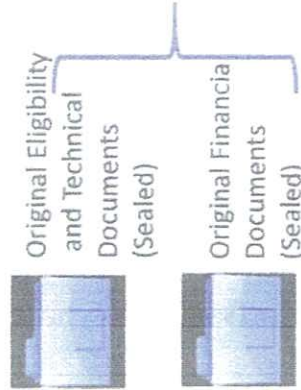
Class "B" Documents

- ☐ (h) 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.

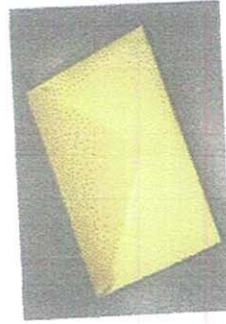
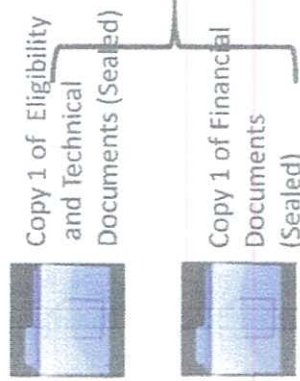
II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) **Original of duly signed and accomplished Financial Bid Form**

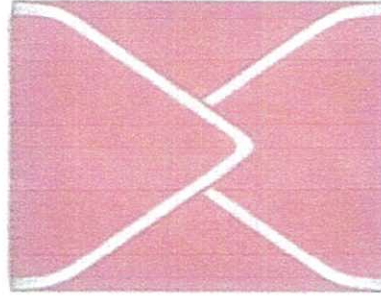
SEALING AND MARKING OF BIDS



ORIGINAL BID (Sealed)



COPY 1 (Sealed)



MAIN ENVELOPE (Sealed)

NAME OF CONTRACT TO BE BID

NAME AND ADDRESS OF BIDDER

BAC/PROCURING ENTITY

DO NOT OPEN BEFORE _____