

**SUPPLEMENTAL BID BULLETIN**

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

July 7, 2025

**SUPPLY OF LABOR, MATERIALS AND INSTALLATION OF ROLLER BLINDS  
AT THE DELEGATION BUILDING GROUND FLOOR AND SECOND FLOOR AND  
CHILD MINDING CENTER**

**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 III- Bid Data Sheet has been revised to read as:

- ITB Clause 5.3

For this purpose, a similar contract shall refer to manufacturing, supply and installation of roller blinds.

The Bidder must have completed within the last **three (3)** years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.

- ITB Clause 20.2

- Item “g” has been deleted

II. Section V- Special Conditions of the Contract have been revised to read as:

- GCC Clause 2.2

- Payment

**Full payment** after delivery and acceptance of the Facilities and Property Division’s authorized representative and upon submission of the following:

- **Billing Invoice**

- **Delivery Receipt**
- **Valid Tax Clearance**
- **Contract/Request for Services/Purchase order**

- GCC Clause 5

- Warranty period

**Three (3) years' warranty on materials and installation. The obligation for the warranty shall be covered by either retention money or special bank guarantee in the amount equivalent to at least five percent (5%) of the total contract price. The said amount shall only be released after the lapse of the warranty period.**

III. Section VIII- Checklist of Requirements has been revised to read as:

- II. FINANCIAL COMPONENT ENVELOPE

- **j. Bill of Quantities**

  
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"> <li>a. Duly licensed Filipino citizens/sole proprietorships;</li> <li>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;</li> <li>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; and</li> <li>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.</li> <li>e. Must have been in the roller blinds manufacturing and installation business with at least 5 years of experience in such;</li> <li>f. Suppliers or contractors with projects at PICC who have incurred delayed/late deliveries or negative slippage in their activities/projects or were rated "unsatisfactory" in their previous performance at PICC are not qualified to participate in this bidding.</li> </ul>
5.3	<p>For this purpose, a similar contract shall refer to manufacturing, supply and installation of roller blinds.</p> <p>The Bidder must have completed within the last <b>three (3)</b> 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 <b>July 3, 2025</b> at <b>11:00 a.m.</b>
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"> <li>a. In the amount of not less than ₱48,543.25, or Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. Surety Bond in the amount of not less than ₱121,358.11.</li> </ul>
15	<p>Sealing and Marking of Bids</p> <p>Each Bidder shall submit the original and one (1) photo 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)</p>

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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 <b>July 16, 2025 at 10:30 a.m.</b></p>
17.1	<p>The place of bid</p> <p style="text-align: center;">BAC CONFERENCE ROOM D-100, Ground Floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is <b>July 16, 2025 at 11:00 a.m.</b></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>
19.3	<p>Total ABC is <b>TWO MILLION FOUR HUNDRED TWENTY-SEVEN THOUSAND ONE HUNDRED SIXTY-TWO PESOS AND TWENTY-SEVEN CENTAVOS (P2,427,162.27) VAT Inclusive.</b></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> <ol style="list-style-type: none"> <li>a. Certified Photocopy of the CY 2024 Income and Business Tax Returns with proof of payment;</li> <li>b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;</li> <li>c. List of personnel to be assigned in the project with the following: <ul style="list-style-type: none"> <li>• Police/NBI Clearance</li> <li>• Certification that the installers have five (5) years of experience in installation of roller blinds;</li> </ul> </li> <li>d. Actual material sample of the roller blinds to be used at least half a meter as specified below: <ul style="list-style-type: none"> <li>• Manual and motorized tracks</li> <li>• Roller blind material</li> </ul> <p>With complete details and actual product brochure of the motor and blinds from the manufacturer, exactly the same as indicated in the Technical Specifications and as per the attached sample provided by the Facilities and Property Division;</p> </li> <li>e. Certificate of Ocular Inspection for actual site verification and measurement;</li> <li>f. Certificate of Satisfactory Completion &amp; Acceptance of previous PICC and BSP projects undertaken within the last five (5) years, if any;</li> </ol>
21.2	<p>No additional requirement</p>

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## Special Conditions of Contract

GCC Clause									
1	The Procuring Entity is <i>The</i> <b>Philippine International Convention Center (PICC)</b>								
2.2	<p>Payment</p> <p><b>Full payment</b> after delivery and acceptance of the Facilities and Property Division's authorized representative and upon submission of the following:</p> <ul style="list-style-type: none"> <li>• <b>Billing Invoice</b></li> <li>• <b>Delivery Receipt</b></li> <li>• <b>Valid Tax Clearance</b></li> <li>• <b>Contract/Request for Services/Purchase order</b></li> </ul>								
3	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:</p> <table border="1" data-bbox="331 987 1342 1473"> <thead> <tr> <th>Form of Performance Security</th><th>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th></tr> </thead> <tbody> <tr> <td>Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td><td>Five percent (5%)</td></tr> <tr> <td>Bank draft/guarantee issued by a Universal or Commercial Bank</td><td>Five percent (5%)</td></tr> <tr> <td>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>Thirty percent (30%)</td></tr> </tbody> </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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4	<p>Inspection and Tests</p> <p>PICC may reject any materials that do not conform to the specifications. The Contractor shall replace such materials to meet the specifications at no cost to PICC.</p>								
5	<p>Warranty period</p> <p>Three (3) years' warranty on materials and installation. <b>The obligation for the warranty shall be covered by either retention money or special bank guarantee in the amount equivalent to at least five percent (5%) of the total contract price. The said amount shall only be released after the lapse of the warranty period.</b></p>								
6	<p>The period for correction of defects in the warranty period is seven (7) calendar days upon receipt of notice from PICC project-in-charge.</p>								



# 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 listed in Annex "A" are expired, updated or current versions must be included in the technical component of the bid submission;*

#### 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;
- ☐ (j) **Bill of Quantities**

## BILL OF QUANTITIES / COST BREAKDOWN

Name of Project: **The Supply of Labor, Materials and Installation of Roller Blinds at the Delegation Building, Ground and Second Floor and Child Minding Center**

DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST
REMOVAL OF EXISTING BLINDS				
Delegation Building Gallery 1st Second Level Central Wing Delegation Building 2 <sup>nd</sup> Flr Left & Right Wing & Ground Flr. Delegation Entrance	Sf	2,429.77   1,819.34		
Child Minding Center		392.80		
TOTAL		4,641.91		
MOTORIZED EQUIPMENT		16 pcs		
CONNECTOR		16 pcs		
TOTAL				
MATERIALS				
Delegation Building Gallery 1st Second Level Central Wing Delegation Building 2 <sup>nd</sup> Flr Left & Right Wing & Ground Flr. Delegation Entrance		2,429.77   1,819.34		
Child Minding Center		392.80		
TOTAL		4,641.91		
INSTALLATION COST				
TOTAL		4,641.91		
OTHER CHARGES				
MOBILIZATION AND INSURANCE				
CARPENTRY FOR REINFORCING MECHANISM				
<b>GRAND TOTAL:</b>				

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Prepared by:

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date