



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
Tel. No.: 446-1488 Fax: (074) 442-7819



Additional Instructions

The following are the additional instructions to bidders:

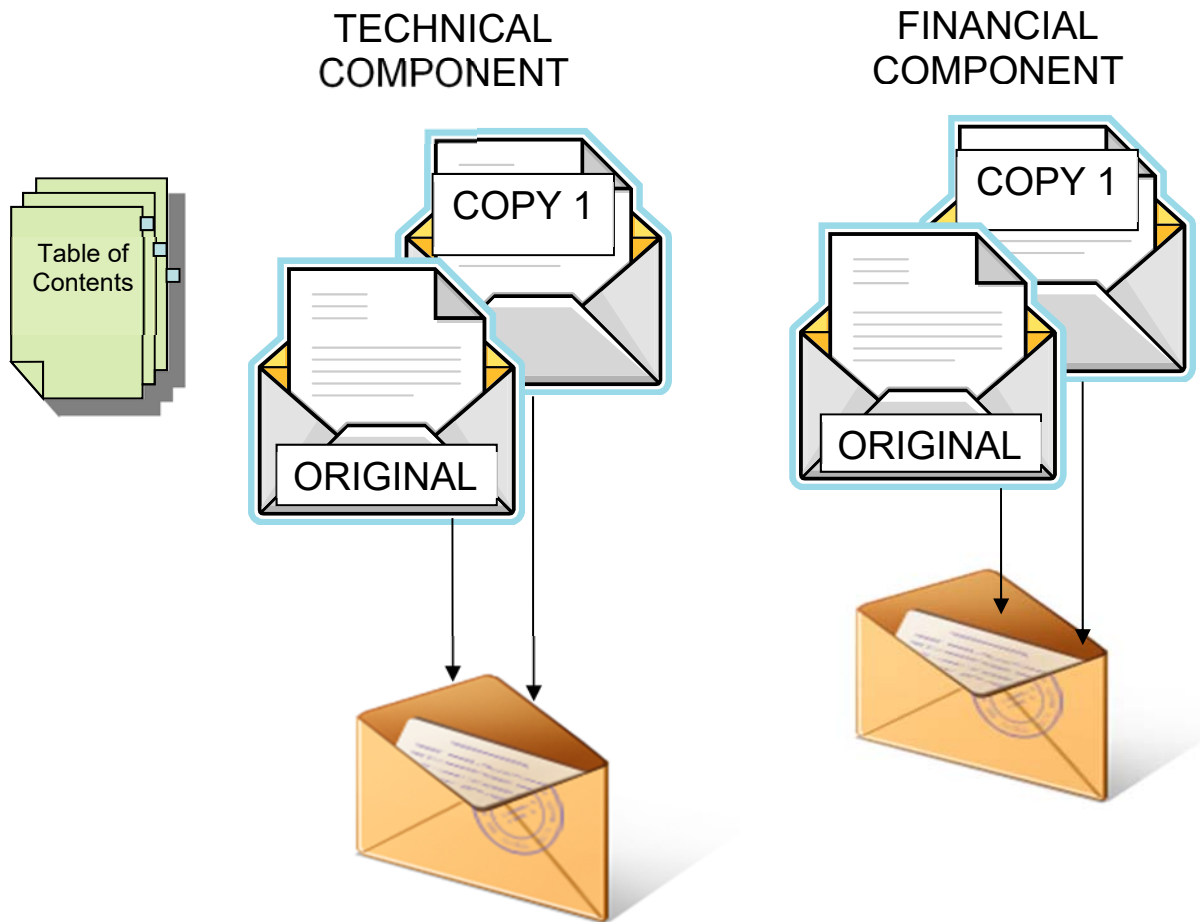
1. Follow the Sealing and Marking of Bids (Two-Envelope System) (ANNEX A).
2. All bidders are required to request to join bidding from PhilGEPS for the project.
3. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
4. Bidders are advised to get the updated checklist of documents to be submitted during the opening of bids. Copy of which is hereto attached. (ANNEX B)
5. For the bid security, cash is discouraged. Bidders may also opt to submit Bid Security Declaration (BSD) aside from those enumerated in item 18.1 of the BDS.
6. As to the synchronization of time of deadline for the submission of bids, bidders are instructed to follow the time at the Division Office Biometric Machine.
7. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
8. Bidders who do not meet the requirements specified in the Bid Documents and this Supplemental Bid Bulletin will automatically be disqualified.
9. Failure on the part of the bidders to comply with the foregoing instructions or additional requirements shall be a ground for the bidder to be disqualified to join the bidding process.

For Guidance and information of all concerned.

SORAYA T. FACULO, Ph.D.
BAC – Chairman

Envelope Sealing Illustration

(Two-Envelope System)



ANNEX B



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Contractor/Prospective Bidder: _____

Checklist of the Eligibility-Technical and the Financial Component Documents for Bidders

I. Technical Component Envelope

Eligibility Requirements

Class "A" Documents

Legal Documents

- PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
- Duly signed Statement of all 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;
- Duly signed Statement Identifying Bidder's Single Largest Completed Contract similar to the contract to be bid, in accordance with ITB Clause 5.4

The two statements required shall indicate for each contract the following:

- Name of the contract;
- Date of the contract;
- Contract duration;
- Owner's name and address;
- Kind of Goods/Service;
- For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- Date of completion or delivery;
- end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

- NFCC computation in accordance with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank.

Class "B" Documents

- Valid and duly signed joint venture agreement pursuant to ITB 5.1, 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.

a. Technical Documents

- Original copy of Bid Security, in accordance with ITB Clause 18;
- Conformity with technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents; and
- Original and duly signed copy of Omnibus Sworn Statement in accordance with Section VIII. Bidding Forms.

NUMBER OF COPIES OF TECHNICAL COMPONENT IN SEPARATE ENVELOPES

- One (1) original copy and
- One (1) additional copy

I. FINANCIAL COMPONENT ENVELOPE

- Original copy of duly signed Financial Bid Form

NUMBER OF COPIES OF FINANCIAL COMPONENT ENVELOPES

- One (1) original copy and
- One (1) additional copy

The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.

SORAYA T. FACULO
BAC Chairman

JULIET SANNAD
BAC Vice Chairman

FERNANDO ELEPONGA
BAC Member

ROBERTO R.GONZALES
BAC Member

FRANCISCO C. COPSIYAN
BAC Member

Head BAC TWG

PMO/End User

Representative

Representative