



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
SRDC Bldg., Elliptical Road corner Visayas Avenue,  
Diliman, Quezon City

**SUPPLEMENTAL BID BULLETIN**  
**ADDENDUM NO. 2021-02-015-01**

This Addendum is issued to modify items in the Bid Documents. This shall form an integral part of the Bid Documents. The following agreements and reminders were discussed during the Pre-Bid Conference held last **March 2, 2021** for the **Supply and Delivery of various Office Supplies for CY 2021** with an ABC of **Two Million Two Hundred Seventy-Four Thousand Six Hundred Ninety-Five Pesos (Php 2,274,695.00)**.

The Bureau is now adopting the GPPB Resolution No. 16-2020 dated September 16, 2020 (Simplified PBDs shall be used for Competitive Bidding of Procurement Projects that will be posted upon its effectivity on 06 October 2020).

**AGREEMENTS AND REMINDERS DURING THE PRE-BID CONFERENCE:**

- ✓ The documents required for eligibility, technical proposal and financial proposal are found at **Section VIII – Checklist of Technical and Financial Documents** of the bidding document.
- ✓ **Similar contract** shall be contract for **supply and delivery of various office supplies and/or its equivalent**.

The Bidder must have completed a single contract that is similar to this Project, equivalent to **at least twenty-five percent (25%) of the ABC**.

- ✓ Please see attached **sample form for Single Largest Completed Contract (SLCC)** and form for **Statement of all ongoing Government & Private Contracts** including Contracts Awarded but not yet started for your reference. (ANNEXES A and B)

**Note:** if no ongoing projects/ contracts, please state “none” or “no ongoing projects/contracts” in the form for the Statement of all on going Government and Private Contracts.

- ✓ Delivery of the Goods/Services is required within thirty (30) calendar days upon receipt of Notice to Proceed (NTP).
- ✓ Awarding is per item basis. One Project having several items, which shall be awarded as separate contracts per item.

Bidders who wish to attend the Opening of sealed Bids will be allowed thru videoconferencing (via Zoom) as per GPPB Resolution No. 24-2018. Please coordinate with the BAC Secretariat a day before the Opening of bids thru [bswm.bacsec@gmail.com](mailto:bswm.bacsec@gmail.com). Said activities will also be available “live” through BSWM Procurement Service FB Page (<https://www.facebook.com/bswmpms>).

For bank-to-bank payment (Land bank of the Philippines), please coordinate with the BAC Secretariat thru [bswm.bacsec@gmail.com](mailto:bswm.bacsec@gmail.com).

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#### REITERATION OF THE BIDDING DOCUMENTS:

- Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”

**“Any lacking documents can cause the automatic disqualification of bids.”**

- Below are the acceptable forms of bid security that bidders may opt to use, which shall include the Bid Securing Declaration. The amount of which shall not be less than the required percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)
Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Two percent (2%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

- Please be guided that the surety bond issued by GSIS as well as a cash deposit certificate is no longer accepted.
- The bidders are reminded that their Bids and Bid Securities should be valid and firm for a period that shall not exceed one hundred twenty (120) calendar days after the date of the opening of bids
- The computation of a prospective bidder’s NFCC must be at least equal to the ABC to be bid, calculated as follows:

NFCC= [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under going contracts, including awarded contract yet to be started, coinciding with the contract to be bid.

**Note: K= 15 is a constant factor per RA 9184 Revised IRR**

- The bidders shall submit two (2) separate envelopes, placed in one sealed envelope. An illustration is provided on the bidding documents showing the required envelopes and markings of the documents for the eligibility screening, technical and financial proposal. **For Lot projects, separate Bid Proposal Envelopes per Lot.**



The bidders shall submit one (1) copy of original documents (certified true copies) and one (1) duplicate copy.

- The bidders are reminded of the requirements to be submitted within five (5) calendar days after the receipt of the Notice from the BAC that your bid has been identified as the Lowest Calculated Bid (LCB) and subject for Post-Qualification of BAC TWG as stated in ITB Clause no. 20.2 of the Bid Documents.
- Also, submission of the required Performance Security and Signed Contract Agreement within ten (10) calendar days after the receipt of Notice of Award (NOA) as Single/Lowest Calculated and Responsive Bid (SCR/LCRB) as stated in RA 9184 Section 37.2.1 and Section 37.2.
- The **Omnibus Sworn Statement shall be part of the Technical Proposal** in accordance with Section 25.2(a)(viii) of the IRR of RA 9184, using the **revised OSS as of October 6, 2020**.
- For **GPPB updated bidding forms**, please refer to GPPB website at [www.gppb.gov.ph](http://www.gppb.gov.ph) (<https://www.gppb.gov.ph/downloadables.php>)
- Only bidders with a Platinum PhilGEPS membership are allowed to join competitive biddings as per GPPB Circular No. 07-2017 dated July 31, 2017.
- An authorization letter and photocopy of company ID for the representative of the bidders who shall submit the bids in behalf of their company is required to be submitted on BAC Secretariat.
- In case of withdrawal, a letter stating their intention to withdraw from the project should be submitted by the bidder before the scheduled Opening of Bids.
- For easy reference, **all bidders shall provide dog-ear codes in the presentation of their documents**.
- **All pages/documents must be duly signed by the authorized representative (original and duplicate proposal)**

**Deadline of submission of bidding documents is on March 16, 2021, 9:00AM.**

**Opening of Bids is on March 16, 2021, 9:30AM at BSWM Function Hall.**

**Schedule of Submission and Opening of Bids is subject to change** due to Community Quarantine enforced by the government in line with the COVID-19 pandemic. Please refer to the BSWM PhilGEPS posting for updates (<https://www.philgeps.gov.ph/>) and BSWM FB page <https://www.facebook.com/bswmpms>.

For guidance and information of all concerned.

  
GINA P. NILO  
Chairperson, Bids and Awards Committee

March 4, 2021

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ANNEX A

### Statement of all Ongoing Government & Private Contracts Including Contracts Awarded but not yet Started

**Business Name:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidders Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
<b>Total Cost</b>								

Submitted by: \_\_\_\_\_  
 (Printed Name and Signature)  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

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### Statement of Completed Similar Contracts

**Business Name:**  
**Business Address:**

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidders Role		a. Date Awarded b. Date Started c. Date of Completion	Value of Works
			Description	%		
Note: The following documents shall be presented for verification of the above statement during Post-Qualification:					<b>Total</b>	

- 1 Notice of Award OR Notice to Proceed issued by the End user OR its equivalent;
- 2 Copy of actual contract OR its equivalent; and
- 3 Certificate of Completion OR End-user's Acceptance OR Proof of payment

Submitted by: \_\_\_\_\_  
(Printed Name and Signature)

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

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