



**UNIVERSITY OF THE PHILIPPINES  
OPEN UNIVERSITY**

**BIDS AND AWARDS COMMITTEE**

24 November 2021



**SUPPLEMENTAL BID BULLETIN NO. 21-023**

This Supplemental Bid Bulletin No. 21-023 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted on 19 November 2021 for “Supply and delivery of Audio and Visual Equipment” to wit:

1. Delivery period will be a maximum of 45-60 days.
2. Updated Section VIII. Checklist of Technical and Financial Documents is attached.

This supplemental bid bulletin signed by the bidder shall be submitted along with the other technical component documents.

For the guidance and information of all concerned bidders.

  
**Dr. PRIMO G. GARCIA**  
Chair, BAC 

Received by the Bidder:

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name

## ***Section VIII. 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

- ☐ (e) 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 (UPOU BAC FORM No. 1);
- ☐ (f) 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 (UPOU BAC FORM No. 2). The SLCC should be at least 50% of the ABC of the project;
  - At least 2 similar contracts aggregate amount at least equivalent to required percentage;
  - Largest of the similar contracts amount to at least 50% of the required percentage;
- ☐ (g) 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 (UPOU BAC FORM No. 3);
- ☐ (h) Conformity with the Technical Specifications, (UPOU BAC FORM No. 4) which should include the ff:
  - a) **Authorized distributor and/or reseller certificate** from the

- manufacturer for the equipment to be supplied.
  - b) Brand-owner issued statement of its **authorized local service center(s)** with accompanying business address(es).
  - c) Signed statement for **“on call” after sales support**, during office hours within the warranty period.
  - d) Signed statement for **demonstration and/or local training** of the delivered items for its proper use.
  - e) Brochures showing specifications and photo of the product being offered.
  - f) Production/delivery schedule
  - g) Manpower requirements, and/or
  - h) After-sales/parts, if applicable.
- ☐ (i) Original duly signed Omnibus Sworn Statement (OSS) (UPOU BAC FORM No. 5);  
**and** if applicable, Original Notarized Secretary’s Certificate (UPOU BAC FORM No. 6) in case of a corporation, partnership, or cooperative; **or** Original Special Power of Attorney (UPOU BAC FORM No. 7) 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*

- ☐ (j) 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. For Audited Financial Statement submitted online, an online receipt would suffice;
- ☐ (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) (UPOU BAC FORM No. 8);  
**or**  
 A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- ☐ (l) A duly signed joint venture agreement (JVA) in case the joint venture is already in existence. (UPOU BAC FORM No. 9) **or**  
 If no joint venture agreement is in existence, submit a signed statement in a separate sheet of paper stating that JVA is **NOT APPLICABLE**.  
**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.
- (m) Supplemental Bid Bulletin, if any.

*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.

## **II. FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form (UPOU BAC FORM No. 10);
- ☐ (b) Original of duly signed and accomplished Price Schedule(s) (UPOU BAC FORM No. 11a and/or 11b);.

### **Notes:**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
  - b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.
- This checklist is only a guide to the prospective bidder/s. Each prospective bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.
  - All photocopied documents should be marked “certified true copy of the original” with corresponding signature of authorized representative or official of the prospective bidder/s.
  - Bidders should follow the sequence of items in the checklist of documents for submission and to use tabs to facilitate the inspection process.
  - eSignature of authorized representative can be used for signing bid documents submitted online.
  - For online submission of bids, use different passwords for the technical and financial documents.