



REPUBLIC OF THE PHILIPPINES

Department of Health

NATIONAL CENTER FOR MENTAL HEALTH



## SUPPLEMENTAL BID BULLETIN

### ADDENDUM NO. 1

#### PUBLIC BIDDING FOR INFRASTRUCTURE PROJECT NO. 01-2025 - CONSTRUCTION OF TWO STOREY NCMH PSYCHOSOCIAL REHABILITATION AND RECOVERY TRAINING CENTER FOR SERVICE USERS CY 2025

This Supplemental Bid Bulletin No. 1 dated **July 2, 2025** is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES / PARTICULARS / CONCERNS	AMENDMENT / CLARIFICATION
<p><b>ON SECTION III: BID DATA SHEET</b></p> <p><i>Under ITB Clause 15.1</i></p> <p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"><li>The amount is not less than two percent (2%) of ABC per project, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li><li>The amount is not less than five percent (5%) of ABC per project, if bid security is in Surety Bond.</li></ol>	<p><b>ON SECTION III: BID DATA SHEET</b></p> <p><i>Under ITB Clause 15.1</i></p> <p>The bid security shall be in the form of a <b>Bid Securing Declaration</b>, or any of the following forms and amounts:</p> <ol style="list-style-type: none"><li>The amount is not less than two percent (2%) of ABC per project, if bid security is in cash, or cashier's or manager's check <u><b>issued by a bank. For biddings conducted by LGUs, the cashier's or manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</b></u></li><li>The amount is not less than five percent (5%) of ABC per project, if bid security is in <u><b>bank draft or guarantee, or irrevocable Letter of Credit issued by a bank; Provided, however, That it shall be confirmed or authenticated by a bank, if issued by a foreign bank.</b></u>  <u><b>For biddings conducted by LGUs, bank draft or guarantee, or irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</b></u></li><li><u><b>The amount is not less than five percent (5%) of ABC per project, if bid security is in Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</b></u></li></ol>

<p><b>ON SECTION III: BID DATA SHEET</b></p> <p><i>Under ITB Clause 21</i></p> <p>Additional Contract Documents relevant to the project that may be required by the Procuring Entity <b><u>upon signing of the Contract</u></b> in accordance to RA No. 12009, such as:</p>	<p><b>ON SECTION III: BID DATA SHEET</b></p> <p><i>Under ITB Clause 21</i></p> <p>Additional Contract Documents relevant to the project that <b><u>shall be</u></b> required by the Procuring Entity <b><u>upon signing of the Contract</u></b> in accordance to RA No. 12009, such as:</p>
<p><b>ON SECTION IX: CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b></p> <p><i>Under B. Technical Documents (6) Project Requirements</i></p> <p>(6.1) Organizational Chart for the contract to be bid</p>	<p><b>ON SECTION IX: CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b></p> <p><i>Under B. Technical Documents (6) Project Requirements</i></p> <p>(6.1) Organizational Chart for the contract to be bid; <b><u>and</u></b></p>

**Other Matters:**

- A. Eligibility requirements and technical proposal should be in one folder and financial proposal in a separate folder, with **shoelace** on top or **ring binded** instead of fastener, **table of contents and index tabs in words, not numbers**.
- B. Folder of Eligibility requirements and technical proposal should be placed in one envelope. And folder of financial proposal should be in another envelope. Both envelopes shall then be placed in one mother envelope marked as "**Original Bid**".
- C. Documents should be arranged chronologically according to the checklist issued.
- D. Color code for folders and envelopes: **ORANGE** (preferably)
- E. **Unsealed envelopes** will result in **AUTOMATIC DISQUALIFICATION** of the bid.
- F. **Improperly sealed or unsigned envelopes** will result in **AUTOMATIC DISQUALIFICATION** of the bid.
- G. During the submission and opening of bids, the Bids and Awards Committee (BAC) shall check for the **presence and validity** of all required documents as specified in the checklist. The evaluation shall follow a **pass/fail criterion**.
  - If a required document is absent, it shall result in a "**fail**" for the bidder.
  - If a required document is present but not current or valid, the bidder shall be **automatically disqualified**
- H. The bidders shall submit a **valid and current PhilGEPS Platinum Certificate of Registration and Membership**. If not, they are required to submit the following legal documents during the bid opening:
  - Business Registration Certificate
  - Mayor's Permit

- Tax Clearance Certificate
- Valid Philippine Contractors Accreditation Board (PCAB) License and Registration
- Audited Financial Statements

However, **if a bidder does not have a PhilGEPS Platinum Certificate**, but submits the individual legal documents listed above, these shall be evaluated in the **submission and opening of bids**. During **Post-Qualification**, the BAC shall then verify whether the bidder has subsequently secured or updated their **PhilGEPS Platinum registration**, as required under the rules.

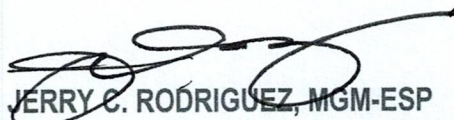
- I. **Notarized Omnibus Sworn Statement (OSS)** along with the appropriate supporting document—either a Special Power of Attorney (SPA) or a Secretary's Certificate—depending on the nature of their business and who signs the OSS.
  - If the **owner** signs the OSS, the OSS alone is sufficient.
  - If someone **other than the owner** signs, then an **SPA or Secretary's Certificate is required**.

**Note:**

- For **DTI-registered sole proprietorships**, an **SPA** is required if someone other than the owner is signing and representing the business.
- For **corporations**, a **Secretary's Certificate with a Board Resolution** is required to authorize the representative.
- For **partnerships or cooperatives**, similar authorization through a Secretary's Certificate or equivalent board-issued document must be provided.
- For **joint ventures**, an **SPA signed by all member entities** is required to authorize the person acting on behalf of the group.

- J. Color code for folders and envelopes: **ORANGE** (preferably)
- K. All other provisions on the bidding documents which are not affected shall remain in effect.
- L. The deadline for **Submission and Opening of Bids** is scheduled on **July 10, 2025, 9:00 AM, Thursday** at the **BAC Conference Room**, National Center for Mental Health Compound, Mandaluyong City.

For the information and guidance of all concerned.



**JERRY C. RODRIGUEZ, MGM-ESP**

Chairperson, Bids & Awards Committee for Infrastructure CY 2025

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