



SUPPLEMENTAL BID BULLETIN

ADDENDUM NO. 1

**PUBLIC BIDDING FOR THE SUPPLY AND DELIVERY OF IHOMIS IT SUPPLIES CY 2025 (LOT)
(Early Procurement Activity)**

This Supplemental Bid Bulletin No. 1 dated **November 27, 2024**, is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES	CLARIFICATION
<p>SECTION VI SCHEDULE OF REQUIREMENTS</p> <p>ITEM CODE: CS25-01</p> <p>ITEM Nos. 1 – 27</p> <p>Delivery Period and Terms of Payment One-time Delivery (1st quarter 2025) within 30 calendar days upon receipt of Notice to Deliver.</p>	<p>SECTION VI SCHEDULE OF REQUIREMENTS</p> <p>ITEM CODE: CS25-01</p> <p>ITEM Nos. 1 – 27</p> <p>Delivery Period and Terms of Payment One-time Delivery (1st quarter 2025) within 30 calendar days upon receipt of Notice to Deliver.</p>
<p>SECTION VIII CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</p>	<p>SECTION VIII CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</p> <p>SEE ANNEX "A"</p>
<p>SECTION VIII CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</p> <p>I. TECHNICAL COMPONENT ENVELOPE Class "A" Documents</p> <p>Legal Documents (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); And</p>	<p>SECTION VIII CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</p> <p>I. TECHNICAL COMPONENT ENVELOPE Class "A" Documents</p> <p>Legal Documents (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); OR</p>

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"There is no Health without Mental Health"



<p>(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</p> <p>(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</p> <p>(d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>	<p>(a) 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</p> <p>(b) 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</p> <p>(c) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).</p>
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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 bound instead of a 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 the *folder of the 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 envelope:
RED – Public Bidding for the Supply and Delivery of IHOMIS IT Supplies CY 2025 (LOT) (Early Procurement Activity).
- E. All other provisions on the bidding documents which are not affected shall remain in effect.
- F. The deadline for **Submission and Opening of Bids** is scheduled on **December 6, 2024 (Friday), 9:00 AM**, at the **BAC Conference Room**, National Center for Mental Health Compound, Mandaluyong City.
- G. Any bid submitted after the deadline for submission shall be declared "**LATE**" and shall NOT be accepted.
- H. The BAC shall open the bids immediately after the deadline for submission and receipt of bids.

For the information and guidance of all concerned.


JERRY C. RODRIGUEZ, MGM-ESP
 Chairperson, NCMH Bids and Awards Committee

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Section VIII. Checklist of Technical and Financial Documents

Public Bidding for the Supply and Delivery of iHOMIS IT Supplies CY 2025 (LOT) (Early Procurement Activity) IB No. G-013-2025-PB

Instructions:

1. A bidder must submit one (1) original during submission and opening of bids and two (2) additional copies of the original are requested to be submitted on the submission of the additional requirements for post qualification. All documents shall be current and updated. (Note: Supplier's may submit (2) additional copies during Submission and Opening of Bids)
2. The "ORIGINAL" copy of the bid form shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative.
3. To facilitate the evaluation of the bids, bidders are advised to compile the documents in two (2) separate folders (i.e., one for Eligibility/Technical Documents and another for Financial Documents), properly labelled and tabbed, and following the sequence provided herein.
4. All Legal Documents and Supplier's Audited Financial Statements must be Certified True Copy (CTC).

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
And
- (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; **and**
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC), within the past two (2) years prior to the date of submission and receipt of bids, similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 (a) and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

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- or**
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications (Section VII), which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) 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.

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; (CY 2023 with comparative statement CY 2023 and CY 2022) **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
or
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) 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.

NOTES:

- (a) The JVA or the Protocol must specify the company/partner and the name of the office designated as the authorized representative of the joint venture.
- (b) Each partner of the joint venture shall submit their respective Legal (I.A) —Eligibility Documents.
- (c) The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that*, the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and latest Audited Financial Statements.

******IF NOT APPLICABLE INDICATE IN A SEPARATE SHEET WITH
TABBING THAT JOINT VENTURE AGREEMENT IS NOT
APPLICABLE******

[Handwritten signatures and initials in blue ink]



II. FINANCIAL COMPONENT ENVELOPE

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- (o) *[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.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.