Securities and Exchange Commission
PHILIPPINES

Bids and Awards Committee
BID BULLETIN NO. 1

SUPPLY OF SERVICES FOR DOCUMENT CONVERSION TO DIGITAL FORMAT AUDITED FINANCIAL STATEMENT AND GENERAL INFORMATION SHEET

All Prospective Bidders are hereby informed of the following amendments to the SEC Bidding Document:

CLARIFICATIONS: SEC REQUIREMENT	AMENDMENTS
Section II, Instructions to Bidder, item 15. Page17-Signing and Marking of Bids • Required number of copies to be submitted	Each bidder shall submit one copy of the first and second component of its Bid.
Section VII. Technical Specifications Details on the conduct and schedule of the Proof of Concept:	The bidder, declared by the BAC as the Lowest Calculated Bid (LCB) is required to conduct a product demo on the actual procedure of the system. If based on the assessment of the End-User, the LCB passed the demo, a Proof of Concept Certificate will be issued and shall form part of the submission of the Post-Qualification Documents. In case the LCB failed the demo, the next LCB will qualify to conduct the demo. The BAC Secretariat will coordinate with the LCB for the schedule of the demo to be attended by the TWG and End-User representatives and a member of the BAC Secretariat.
Section VIII. Checklist of Technical and Financial Documents In view of the inclusion of the Audited Financial Statement (AFS) in the Checklist of requirements of the eligibility documents in the latest edition of the Philippines Bidding Documents, the attached Checklist of Requirements shall form part as an Annex "A" to the Bid Bulletin.	Please note that using the non-discretionary "pass/fail" criterion, absence of any of the documents listed above will declare you bid ineligible.
Others: Certification is required of the manpower to be deployed at the project	Per end-user, **Certification of fit to work** is required for personnel to be deployed.

This Bid Bulletin No.1 shall form an integral part of the Bidding Document.

November 9, 2020

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Annex A"

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS
(per 6th Edition of the Philippine Bidding Documents)

Technical Component Envelope	
A	Valid PhilGEPS Platinum Registration Certificate (all pages); **or** Registration Certificate from SEC (if a corporation) Registration Certificate from DTI (if a sole proprietorship) Registration Certificate from CDA (if a cooperative or its equivalent document) **and** Valid Mayor's Permit, issued by the city/municipality where the principal place of office is located; **and** Tax Clearance per EO no. 398 s. 2005, as finally reviewed and approved by BIR.
B	Statement of All On-going 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
C	Statement of the Single Largest Completed Contract similar in nature and complexity to the contract to be bid within the five (5) years period, complete with the following attachments: 1. Photocopy of Contract or Purchase Order or Work Order; **and** 2. End-User's Certificate of Completion or Acceptance or Official Receipt, covering the full amount of the contract.
D	Bid Security stated in the Bid Data Sheet or in any of the following forms: Original copy of the Surety Bond with a certification issued by the Insurance Commission; or Original copy of duly notarized Bid Securing Declaration
E	Conformity with the Technical Specifications
F	Original duly signed and notarized Revised Omnibus Sworn Statement with Original duly signed and notarized Secretary's Certificate, if a corporation
G	Audited Financial Statements, 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
H	Computation of the Net Financial Contracting Capacity (NFCC) **or** A committed line of credit from a Universal or Commercial Bank in lieu of its NFCC computation
I	If Applicable, 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.
Financial Component Envelope	
A	Original of duly signed and accomplished Financial Bid Form
B	Original of duly signed and accomplished Bid Price Schedule