

SUPPLEMENTAL BID BULLETIN

**Republic of the Philippines
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, 1307 Pasay City
BIDS AND AWARDS COMMITTEE (BAC)**

April 16, 2024

**THREE (3)-YEAR SUBSCRIPTION OF FIFTEEN (15) LICENSE E-SIGNATURE
(ACROBAT PRO FOR TEAMS)**

ADDENDUM NO. 01

This Addendum is issued to amend/revise certain provisions of the Bid Documents for the above-captioned procurement. Said amendments are as follows:

- I. Section III- Bid Data Sheet has been revised to read as follows:
 - ITB Clause 5
 - Item "e"- Must be in the business of License Subscription for not less than **two (2) years**.
 - ITB Clause 20.2- Post qualification Requirements
 - Item "a"- Certified Photocopy of the CY **2022** Income and Business Tax Returns **with proof of payment**;
- II. Section V- Schedule has been revised to read as follows:
 - GCC Clause 5
 - **Warranty and Support Services**
- III. Section VI- Schedule of Requirements have been revised to read as follows:
 - Contract shall be binding and effective for a period of three (3) years. The actual date shall be from **June 1, 2024** up to **May 31, 2027** after the receipt of Notice to Proceed

IV. Section VII- Technical Specifications have been revised to read as follows:

• **II. SCOPE OF WORKS:**

- **Provide technical support services for the duration of the contract including 24/7 support (Onsite, Call and Email)**
- **Facilitate** the Installation and configuration of individual PDF & E-signatures for PICC end-users account.
- Protect PDFs with passwords.
- **Conduct Training/Seminar for Technology/Knowledge Transfer as follows:**
 - **Initial Training- within 15 days after the receipt of Notice to Proceed (schedule to be determined by end-user)**
 - **Regular Training – Once a year for the duration of the contract**
 - **Additional Training- to be conducted by the supplier when there are updates in the program or software**

V. Section VIII-Checklist of Technical and Financial Documents has been changed to read as:

• **I. TECHNICAL COMPONENT ENVELOPE**

• Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR; If any of the documents in Annex "A' has expired, the updated document shall be submitted during post-qualification;

The corrected copies are attached. Bidders are advised to replace their original copies with the corrected copies.

For guidance and information of all concerned.


MELPIN A. GONZAGA
Chairman

Received by:

(Signature over printed name)

Telephone/Fax No. _____

Date: _____

Name of Company: _____

Bid Data Sheet

ITB Clause	
5	<p>The following persons shall be eligible to participate in this bidding:</p> <ul style="list-style-type: none"> a. Duly licensed Filipino citizens/sole proprietorships; b. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the of the outstanding capital stock belongs to citizens of the Philippines; d. Cooperatives duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; e. Must be in the business of License Subscription for not less than <i>two (2) years</i>.
5.3	<p>For this purpose, similar contract shall refer to subscription of E-Signature (Acrobat Pro for Teams).</p> <p>The Bidder must have completed within the last five (5) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.</p>
7.1	Sub-contracting is not allowed
8	The PICC will hold a pre-bid conference on April 11, 2024 at 11:00 a.m.
12	Not applicable
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> a. The amount of not less than ₱16,431.84, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱41,079.60 if bid security is in Surety Bond.
15	<p>Sealing and Marking of Bids</p> <p>Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid.</p>
16.1	<p>The address for submission of bids is:</p> <p style="text-align: center;">PICC-Bids and Awards Committee (BAC) Secretariat Ground floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The deadline for submission of bids is April 24, 2024 at 10:30 a.m.</p>

17.1	<p>The place of bid</p> <p style="text-align: center;">BAC CONFERENCE ROOM Function Room B, 2nd Floor, Secretariat Building PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is April 24, 2024 at 11:00 a.m.</p> <p>In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 2:00 p.m. of the next working day.</p>
19.2	<p>Total ABC is EIGHT HUNDRED TWENTY-ONE THOUSAND FIVE HUNDRED NINETY-TWO PESOS (PhP821,592.00), VAT Inclusive.</p>
20.2	<p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> a. Certified Photocopy of the CY 2022 Income and Business Tax Returns <i>with proof of payment</i>; b. Sections III, and V of the bid documents, signed on each and every page by the bidder's authorized representative; c. Company profile with sketch of office location; and d. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.
21.2	<p>No additional requirement</p>

Special Conditions of Contract

GCC Clause									
1	The Procuring Entity is <i>The Philippine International Convention Center (PICC)</i>								
2.2	<p>Payment</p> <ul style="list-style-type: none"> • Payment shall be paid monthly upon the submission of Sales Invoice subject to other applicable taxes. <p>The Supplier agrees that there shall be no price increase in the contract amount for the duration of this Contract.</p>								
3	<p>Performance Security</p> <p>Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Form of Performance Security</th> <th style="text-align: center;">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td>Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td> <td style="text-align: center;">Five percent (5%)</td> </tr> <tr> <td>Bank draft/guarantee issued by a Universal or Commercial Bank</td> <td style="text-align: center;">Five percent (5%)</td> </tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td style="text-align: center;">Thirty percent (30%)</td> </tr> </tbody> </table>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)	Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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4	<p>Inspection and Tests</p> <p>PICC may reject any works and materials that do not conform to the scope of works. The Contractor shall rectify such rejected work/s to meet the standard set in the scope of works Section VII – Technical Specifications at no cost to PICC.</p>								
5	<p>Warranty Period</p> <ul style="list-style-type: none"> • Three (3) year warranty <i>and Support Services</i> 								
6	The period for correction of defects is seven (7) calendar days upon receipt of notice from PICC project-in-charge.								

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	
I	Three (3) – Year Subscription of Fifteen (15) E-Signature (Acrobat Pro for Teams)	Contract shall be binding and effective for a period of three (3) years. The actual date shall be from <i>June 1, 2024</i> up to <i>May 31, 2027</i> after the receipt of Notice to Proceed

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

Technical Specifications

Item	Specification	Statement of Compliance
	<p>PROJECT TITLE: Three Year Subscription of Fifteen (15) License E-Signature (Acrobat Pro for teams)</p> <p>I. DESCRIPTION OF THE PROJECT: Comprehensive PDF solution with full convert and edit capabilities, advanced protection, and powerful e-signature features.</p> <ul style="list-style-type: none"> • Sign and collect unlimited signatures • Track and send reminders for agreements • Allow desktop and mobile e-signing • Admin Console access • Export, convert, and edit PDFs • Add custom branding • Collect e-signatures from websites • Create searchable, editable PDFs • Compare PDFs and permanently redact information <p>II. SCOPE OF WORKS:</p> <ul style="list-style-type: none"> • <i>Provide technical support services for the duration of the contract including 24/7 support (Onsite, Call and Email)</i> • Facilitate the Installation and configuration of individual PDF & E-signatures for PICC end-users account. • Protect PDFs with passwords. • <i>Conduct Training/Seminar for Technology/Knowledge Transfer as follows:</i> <ul style="list-style-type: none"> • <i>Initial Training – within 15 days after the receipt of Notice to Proceed (schedule to be determined by end-user)</i> • <i>Regular Training – Once a year for the duration of the contract</i> • <i>Additional Training- to be conducted by the supplier when there are updates in the program or software</i> 	
<p>STATEMENT OF COMPLIANCE</p> <p><i>Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</i></p>		

Note:

Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR; If any of the documents in Annex "A" *has* expired, the updated document shall be submitted during post-qualification;

Technical Documents

- (b) 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 (**Annex "A"**); **and**
- (c) 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 (**Section "B"**); **and**
- (d) 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 (**Annex C"**); **and**
- (e) Conformity with the Technical Specifications (**Section VII-** signed on each and every page), which includes production/delivery schedule, manpower requirements, and/or after-sales/parts (**Section VI**), if applicable; **and**
- (f) 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 (**Annex "D"**).

Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (**Annex "E"**) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (h) 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.

II. FINANCIAL COMPONENT ENVELOPE

- (i) Original of duly signed and accomplished Financial Bid Form;

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

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