



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1

PROJECT : Outsourcing of Passport Encoders
(For the Regional Consular Offices and the Satellite Offices in the National Capital Region)

DATE : 4 December 2012

This supplemental/bid bulletin, contained in three (3) pages, is issued to provide additional information to all prospective bidders for the above-named Project and which shall form integral part of the original Bidding Documents, to wit:

1. In accordance with **GPPB Resolution No. 03-2012** entitled "Resolution Approving and Adopting Bid Securing Declaration as an Additional form of Bid Security", **Item No. 12.1 (b)(i) of Technical Documents** (Page 15) shall be amended to include the third form of Bid Security, which shall be read as follows:
 - (i) Bid security in accordance with ITB Clause 18. If the Bidder opts to submit the bid security in the form of:
 - (i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (i.2) a surety bond, it shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments; or
 - (i.3) **In lieu of a bid security mentioned in Section 27.2 of the Revised IRR of R.A. 9184**, the bidder may submit a **BID SECURING DECLARATION** that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, as indicated in the Bidding Documents, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB.

Please note however that if the bidder opts to submit a BID SECURING DECLARATION, the **prescribed form** provided under GPPB Resolution No. 03-2012, herein attached as "**Annex 1**" shall be used.

2. The **Number of Encoders** provided under **Section VI. Schedule of Requirements** (Page 50 to 51), shall be amended as follows:

Office Name	Location	No. of Encoders	No. of Appointments
DFA-NCR EAST	Building C, 7 th Floor SM Mega Mall, EDSA cor J. Vargas Ave, Mandaluyong City	10	1,500
DFA-NCR WEST	SM Mega Mall, Arroceros & Marcelino Sts., Ermita, Manila (near Manila City Hall)	10	1,500
DFA-NCR CENTRAL	Robinson's Galleria Edsa cor Ortigas Ave Quezon City	5	500
DFA-NCR SOUTH (proposed)	To be open 1 st quarter of 2013	8	1,500
Angeles City, Pampanga	3 rd Level, Marquee Mall Pulung Maragul, Angeles City	6	(all RCOs are walk-in basis)
Bacolod	2 nd Floor East Block Square Circumferential Road Barangay Villa Monte, Bacolod City	4	
Baguio	SM City Baguio Upper Basement Luneta Hill, Baguio City	4	
Batangas	2 nd Floor, Robinsons Place J.P. Laurel Highway, Mataas na Lupa, Lipa City	4	
Lipa	Robinsons Place Lipa	3	
Butuan	CESIA Building, Montilla Boulevard Butuan City	2	
Cagayan de Oro	Limketkai Drive Cagayan de Oro City	4	
Cebu	4 th Level Pacific Mall-Metro Mandaue U.N. Avenue Corner M.C. Briones St., Brgy. Estancia, Mandaue City, Cebu	5	
Cotabato	People's Palace City Hall, Cotabato City	4	
Davao	3 rd Floor, SM City Davao Quimpo Boulevard Ecoland, Brgy Medina	5	
General Santos	Robinsons Place Gensan J. Catolico Sr. Avenue, Lagao General Santos City	4	
Iloilo	Yulo Street, Iloilo City	5	
La Union	Pasado Bldg., Pagdalagan Norte San Fernando, La union	6	
Legazpi	Lacandula Drive., Barangay Cruzada, Legazpi City	4	
Lucena	3 rd Flr, Pacific Mall Lucena M.L. Tagarao St., Barangay III Lucena City	4	
San Fernando, Pampanga	2F Robinsons StarMill City of San Fernando, Pampanga	6	
Puerto Princesa	2 nd Flr. Puerto Princesa City Coliseum National Highway, Barangay San Pedro Puerto Princesa City	3	
Tacloban	Leyte SMED Center, Capitol Site Sn. Enage, Tacloban City	3	
Tuguegarao	Regional Government Center Carig Sur, Tuguegarao City Cagayan Valley	4	
Zamboanga	Go-Velayo Bldg. Veterans Ave. Zamboanga City, Zamboanga del Sur	4	

TOTAL = 117

3. **Item No. 4 of the Technical Specification/Scope of Work (Page 53) shall be amended, to be read as follows:**

In addition to the contracted encoders, the contractor shall also assign an onsite supervisor available during operation hours to manage and supervise the encoders. The contractor shall provide one supervisor in every 10 encoders and assign one supervisor among the encoders if the number of encoders is less than 10.

Accordingly, aside from the 117 encoders, the contractor shall provide two (2) onsite supervisors for the following consular offices that have 10 assigned encoders:

Office Name	Location	No. of Encoders	Onsite Supervisor
DFA-NCR EAST	Building C, 7 th Floor SM Mega Mall, EDSA cor J. Vargas Ave, Mandaluyong City	10	1
DFA-NCR WEST	SM Mega Mall, Arroceros & Marcelino Sts., Ermita, Manila (near Manila City Hall)	10	1

TOTAL = 2

The supervisor shall liaise with DFA officials to ensure that the Scope of Work (SOW) in this TOR is adhered to. The DFA shall conduct a performance review in the first months of its operation to address the problems encountered and come up with immediate solutions for adjustments and improvements

4. Under **Item No. 11 of the Technical Specification/Scope of Work (Page 55)**, the phrase **“duly attributed to the performance of the encoder”** shall be **removed**, amending the sentence which shall then be read as follows:

The DFA, at its discretion, may charge the Contractor penalty fees amounting to the cost paid by the passport applicant in case of errors in encoding.

All prospective bidders are reminded that the schedule of **Opening of Bids** will be on **17 December 2012, Monday, 1:30 p.m.** at the OUA Board Lounge, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City. DFA-BAC will only accept bids from those who have paid the non-refundable bidding document fee of Five Thousand Pesos (Php5,000.00). Deadline for submission of bids is at **12:00 noon of 17 December 2012**. Late bids shall not be accepted.

For the information and guidance of all concerned.


ALEJANDRINO A. VICENTE
Alternate Chairman
Bids and Awards Committee

REPUBLIC OF THE PHILIPPINES)
 CITY OF _____) S.S.
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BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.¹: [Insert reference number]

To: *[Insert name and address of the Procuring Entity]*

I/We², the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration³, if I/we have committed any of the following actions:
 - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
 - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid⁴, and I/we have furnished the performance security and signed the Contract.

¹ Select one and delete the other.

² Select one and delete the other. Adopt same instruction for similar terms throughout the document.

³ Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

⁴ Select one and delete the other.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

**[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant**

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. ___, [date issued], [place issued]
IBP No. ___, [date issued], [place issued]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.