



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Cebu City

**SUPPLEMENTAL BID BULLETIN**  
**ADDENDUM NO./CORRIGENDUM NO. 02**  
December 1, 2025

This Addendum/Corrigendum No. 2 is issued to modify or amend item/s in the Bidding Documents for  
**Supply and Delivery of Supply and Delivery of Janitorial Supplies and Electrical Supplies**  
**for Schools Division of Cebu City 2026**  
*Project no.: DepEdCCD – 2025 -36*

This shall form an integral part of the part of the Bidding Documents

**Section III. Bid Data Sheet**  
**(Note: Insertion of the new ITB Clause in the BDS)**

PARTICULARS	DOCUMENTS COMPRISING THE BID: TECHNICAL AND FINANCIAL COMPONENTS
ITB Clause No. 12.1 and 12.2	<p><b>Documents Comprising the Bid: Technical and Financial Components</b></p> <p><b>12.1 The first bid envelope shall contain the following technical documents, including the eligibility documents (TECHNICAL COMPONENT ENVELOPE):</b></p> <p><b>i) PhilGEPS Certificate of Registration (Platinum Membership); (all pages in accordance with Section 20.2.9.1 of the IRR of RA 12009)</b></p> <p>Section 20.2.9.1 provides that all manufacturers, suppliers, distributors, contractors, consultants, and service providers shall upload and maintain in the PhilGEPS a valid and updated file of the following eligibility documents:</p> <p>a. Registration certificate from the Securities and Exchange Commission (SEC) for corporations and partnership, the DTI for sole proprietorships, or the Cooperative Development Authority (CDA) for cooperatives;</p> <p>b. For corporations, an updated General Information Sheet reflecting the beneficial ownership information duly submitted to the SEC in accordance with its annual reportorial requirements;</p> <p>c. Mayor’s Permit or Business Permit or its Equivalent;</p> <p>d. Tax clearance, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);</p> <p>e. Philippine Contractors Accreditation Board (PCAB) License and Registration of contractors; and</p> <p>f. Audited Financial Statements (AFS), stamped “Received” by the BIR or its duly accredited and authorized institutions for Manual submission. For</p>

	<p>online submission, an email confirmation from the BIR in lieu of the manual “Received” stamping under Revenue Memorandum Circular No. 49-2020 or subsequent relevant issuances.</p> <p><b>ii) Statement of SLCC;</b></p> <p>The bidder must have completed, within a period of ten (10) years from the submission of the bid, unless a shorter period is indicated in the Invitation to Bid, an SLCC that is similar to the procurement project to be bid, and whose value, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices, must be at least fifty percent (50%) of the ABC.</p> <p>If the Procuring Entity determines that it is necessary to adopt a different SLCC requirement to ensure broader bidder participation while establishing their technical capacity, it may allow bidders to present a combination of contracts completed within the same period, provided their total value is at least fifty percent (50%) of the ABC, thus:</p> <p>a) The bidder should have completed at least one (1) similar contract amounting to tat least 25% of the ABC; and</p> <p>b) The bidder should have completed other contracts, whether similar or not, with an aggregate amount of at least 25% of the ABC.</p> <p>For this purpose, the Procuring Entity may clarify in the Bidding Documents the definition or description of what it considers to be a similar project, which must be germane to the kind, class, or genus of goods or services to be procured guided by the principle of proportionality and fit-for-purpose approach. (Section 52.4.1.3 of the IRR of RA 12009)</p> <p>(BDS ITB Clause 27.1) During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present/submit the following:</p> <p>a. Documents to verify or support its Statement of On-going and/or Statement identifying its Single Largest Completed Contract which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.</p> <p><b>iii) NFCC Computation or committed Line of Credit (LoC);</b></p> <p>(Section 52.1 c of the IRR of RA 12009) For Goods and Infrastructure Projects, the bidder’s computation of NFCC. However, in the case of procurement of Goods, a bidder may submit a committed Line of Credit from a bank, in lieu of its NFCC computation;</p> <p>(Section 52.4.1.4 of the IRR of RA 12009) The computation of a bidder’s NFCC must be at least equal to the ABC to be bid, calculated as follows:</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under</p>
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	<p>ongoing contracts, including awarded contracts yet to be started, coinciding with the procurement project.</p> <p>The values of the domestic bidder’s current assets and current liabilities shall be based on the latest AFS submitted to the BIR.</p> <p>For the purpose of computing the foreign bidder’s NFCC, the value of the current assets and current liabilities shall be based on their AFS prepared in accordance with international financial reporting standards.</p> <p>(Section 52.4.1.5 of the IRR of RA 12009 If the bidder submits a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid; Provided, That if the same issued by a foreign bank, it shall be confirmed or authenticated by a local bank.</p> <p><b>iv) Statement 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;</b></p> <p>(BDS ITB Clause 27.1) During post-qualification, upon demand by the BAC or its representative(s), a bidder with the lowest calculated bid shall be able to present/submit the following:</p> <p>a. Documents to verify or support its Statement of On-going and/or Statement identifying its Single Largest Completed Contract which may consist of the following: appropriate and clear duly signed contracts, purchase orders, agreements, notices of award, job orders, or notices to proceed, with the corresponding duly signed certificate of completion, delivery receipts, inspection and acceptance reports, certificates of final acceptance or official receipts.</p> <p><b>v) [if applicable] JVA) or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;</b></p> <p>(Section 52.2 of the IRR of RA 12009) In case the prospective bidder is a joint venture, the following documents shall be required:</p> <p>a) For Goods and Consulting Services, a valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be a ground for the forfeiture of the bid security.</p> <p>x x x</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 20.2.9.1 of this IRR. 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.</p>
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	<p>(Section 52.4.1 of the IRR of RA 12009) For the procurement of Goods:</p> <p>x x x</p> <p>Section 52.4.1.1 e) Persons or entities forming themselves into a joint venture, i.e. a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract; Provided, however, That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA; Provided further, That the primary purpose of each member of the joint venture must be similar or related to the requirement of the project to be bid out.</p> <p><b>vi) Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;</b></p> <p>ITB Clause 16 Bid Security</p> <p>16.1 The Bidder shall at its option, submit a Bid Security in the form and amount as stated in the BDS, which may include the following:</p> <table> <tr> <td>16.1 The Bidder shall at its option, submit a Bid Security in the form and amount as stated in the <b>BDS</b>, which may include the following: Form of Bid Security</td><td>Amount of Bid Security (Not less than the required percentage of the ABC)</td></tr> <tr> <td>Cash or cashier's or manager's check issued by a bank. <i>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.</i></td><td>Two Percent (2%)</td></tr> <tr> <td>Bank draft/guarantee or irrevocable LoC issued by a bank: Provided, however, that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></td><td>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>Five Percent (5%)</td></tr> <tr> <td>d) Bid Securing Declaration</td><td>Not Applicable</td></tr> </table> <p>The Bid Security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity.</p> <p><b>vii) Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable;</b></p>	16.1 The Bidder shall at its option, submit a Bid Security in the form and amount as stated in the <b>BDS</b> , which may include the following: Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)	Cash or cashier's or manager's check issued by a bank. <i>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.</i>	Two Percent (2%)	Bank draft/guarantee or irrevocable LoC issued by a bank: Provided, however, that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	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.	Five Percent (5%)	d) Bid Securing Declaration	Not Applicable
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	<p><b>*Conformity with the Technical Specifications (Section VII of the Bidding Documents)</b></p> <p><b>*Conformity with the Schedule of Requirements (Section VI of the Schedule of Requirements)</b></p> <p>BDS ITB 27.1 [List licenses and permits relevant to the Project and the corresponding law requiring it.]</p> <p>Things to remember in the preparation/submission of the Technical Specifications Document:</p> <p>1. Bidders must state “Comply” or “Not Comply” under the column “Statement of Compliance” for each item listed in the document.</p> <p>2. Submission of the technical requirements for suppliers as an attachment to the technical specifications’ documents (if applicable).</p> <p><b>viii) Omnibus Sworn Statement; and</b></p> <p>Section 54.3 The Omnibus Sworn Statement executed by the bidder, or its duly authorized representative, shall contain the following:</p> <p>a) The signatory is the duly authorized representative of the prospective bidder, and is granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, to sign, and execute the ensuing contract accompanied by the duly notarized Special Power of Attorney, Board of Partnership Resolution, or Secretary’s Certificate whichever is applicable.</p> <p>b) It is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government, or foreign or international financing institutions whose blacklisting rules have been recognized by the GPPB; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;</p> <p>c) Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;</p> <p>d) It is authorizing the HoPE or its duly authorized representative/s to verify all the documents submitted:</p> <p>e) It complies with the disclosure provisions under Sections 81 and 82 of the Act and this IRR, in relation to other provisions of RA No. 3019;</p> <p>f) It complies with existing labor laws and standards;</p> <p>g) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs;</p> <p>h) It did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity; and</p>
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	<p>i) In case of advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.</p> <p>ix) <b>For foreign Bidders claiming eligibility by reason of their country’s extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.</b></p> <p><b>12.2 The second bid envelope shall contain the following financial documents (FINANCIAL COMPONENT ENVELOPE):</b></p> <p>a) <b>Bid Form which includes the Bid price; (with signature on each and every page thereof and attached written authority)</b></p> <p>*2nd to the last paragraph of the Bid Form provides: “The undersigned is authorized to submit the bid on behalf of [Name of Bidder] as evidenced by the attached [State the Written Authority].</p> <p>*Last paragraph of the Bid Form provides: “I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.</p> <p>b) <b>Price Schedules in accordance with ITB Clause 13.1; and (with signature on each and every page thereof.)</b></p> <p>*Last paragraph of the Bid Form provides: I/We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.</p> <p>c) <b>[if applicable] Certificate of Domestic Preference, in accordance with ITB Clause 25.</b></p>
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**LYRA L. ILLAGA, DevEd,EdD**  
BAC Chairman