

## SUPPLEMENTAL / BID BULLETIN No. 2024-0030-01

*1<sup>st</sup> Supplemental / Bid Bulletin on the*

### PROCUREMENT OF ALLIED SERVICES FOR CITEM OFFICE AND ITS TRADE FAIR EVENTS

**To all Prospective Bidders:**

This shall form an integral part of the Bid documents.

<b>Clarifications:</b>	
<b>QUERIES</b>	<b>ANSWERS</b>
Do bidders only need to submit the summary/matrix of the statement of ongoing government and private contracts or does it need attachments such as Notice of Award or Notice to Proceed?	Bidders shall submit a Statement of all its Ongoing Government and Private Contracts, including contracts awarded but not yet started containing the following: i. Names of outstanding contracts with other contracting party, i.e., Procuring Entity or private company allowed by the rules, contract date, period and amount or value; and ii. Kinds of Goods and dates of delivery. <i>Please refer to Section III – Bid Data Sheet of the Philippine Bidding Document.</i>
Do bidders only need to state their compliance on the Section VII – Technical Specifications or does it need attachments?	Bidders must state either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the services offered. 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 is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.  <i>Please refer to Section VII – Technical Specifications of the Philippine Bidding Document.</i>
What factor or number of days will be used for the computation of the daily salary?	The factor or number of days to be followed for the computation of the daily salary is 261 days.
Are the holidays and special events included in the computation of bid offer or it will have a separate billing?	The billing of the occasional manpower is separate from the regular billing.

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS**  
(THE EXPORT PROMOTION ARM OF THE DEPARTMENT OF TRADE AND INDUSTRY)

Golden Shell Pavilion, Roxas Boulevard cor. Sen. Gil Puyat Avenue, 1300 Pasay City, Philippines  
Telephone: (632) 88312201 to 09 | E-mail: info@citem.com.ph

<p>Is an expired Mayor's Permit accepted?</p>	<p>A recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit, shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of this IRR.</p> <p>In lieu of the Class "A" eligibility documents mentioned under Section 8.5.2 of the 2016 Updated IRR, the Bidder shall only submit a valid and updated PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Updated IRR for purposes of determining eligibility.</p>
<p>Should the bidders follow the 10% overhead cost? Will it be a ground for disqualification if the bid offer is lower than the 10%?</p>	<p>CITEM will follow GPPB Reso 120-2016, that there shall be no minimum percentage on the overhead/administrative cost.</p>

Items not mentioned above remain the same.

This Supplemental/Bid Bulletin is being issued to clarify/modify/amend the specifications of the requirement needed, and not for purposes of delaying the proceedings of RA 9184.

Issued this **12<sup>th</sup> day of February 2024.**

  
**ATTY. ANNA GRACE I. MARPURI**  
 Chairman, Bids and Awards Committee