



Republic of the Philippines
Department of Agriculture
Bureau of Fisheries and Aquatic Resources
BIDS AND AWARDS COMMITTEE OFFICE
2/F Fisheries Bldg. Complex, BPI Compound, Brgy. Vasra, Visayas Ave., Quezon City, Philippines
Tel. No.: +02. 332. 4661 website: www.bfar.da.gov.ph e-mail: bac.eps@bfar.da.gov.ph

SUPPLEMENTAL BID BULLETIN NO. 1

SUBJECT : Bid Reference No. 2022-34 entitled "Consultancy Service for the review and updating of the Comprehensive Post Harvest, Marketing and Ancillary Industries Plan (CPHMAIP) for FY 2023 to 2027".

This Supplemental Bid Bulletin No. 1 is issued to all participating bidders to clarify, amend and/or modify certain provisions and requirements set forth under the above-subject procurement project, to wit:

A. AMENDMENTS

FROM			TO		
<u>Philippine Bidding Documents</u>			<u>Philippine Bidding Documents</u>		
<u>Page 1</u>			<u>Page 1</u>		
Purchase Number	Approved Budget for the Contract (PHP)	End-user	Purchase Number	Approved Budget for the Contract (PHP)	End-user
22-02-676	₱ 5,000,000.00	Maria Abegail A. Albaladejo Chief, FPED	22-07-676	₱ 5,000,000.00	Maria Abegail A. Albaladejo Chief, FPED
<u>Request for Expression of Interest for:</u>			<u>Request for Expression of Interest for:</u>		
<u>Page 7</u>			<u>Page 7</u>		
4. A complete set of Bidding Documents may be acquired by interested Bidders on 19 July 2022 to 26 July 2022 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱ 5,000.00) only .			4. A complete set of Bidding Documents may be acquired by interested Bidders on 19 July 2022 to 16 August 2022 from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱ 5,000.00) only .		

Purchase Number	Approved Budget for the Contract (PHP)	End-user
22-02-676	₱ 5,000,000.00	Maria Abegail A. Albaladejo Chief, FPED

Purchase Number	Approved Budget for the Contract (PHP)	End-user
22-07-676	₱ 5,000,000.00	Maria Abegail A. Albaladejo Chief, FPED

Guidelines on the Sealing and Marking

A. Participating bidders/suppliers may submit their bidding documents through either of the following forms:

1. Hardcopy/ Physical document

- Submitted directly thru the Bids and Awards Committee (BAC) Office, at the following address:

Bids and Awards Committee (BAC) Office

Bureau of Fisheries and Aquatic Resources

Fisheries Building Complex, BPI Compound, Brgy. Vasra,

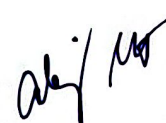
Quezon City

Note: If the participating bidders/suppliers only submit a hard copy of the document, and the same is discovered to be damaged or the entries thereof are not readable during the opening thereof, said participating bidders/suppliers lose their privilege to participate in the bidding.

2. Electronic and hardcopy

- The hardcopy/ physical document shall be scanned and encrypted with a password (refer to Annexes - BFAR Online bidding for the procedure).
- The scanned document will be sent via email at the following email address:
bac.eps@bfar.da.gov.ph
- Bidders/suppliers may opt to submit both electronic and hardcopy in compliance with the abovementioned details.

Note: In case the electronic copy is discovered to be corrupted during the opening, the back-up hardcopy will be opened as an alternative option. However, in the event that both electronic copy and hardcopy are corrupted and/or not readable participating bidders/suppliers lose their privilege to participate in the bidding.



Bid for: **BID REFERENCE NO.: 2022-34**

"Consultancy Service for the review and updating of the Comprehensive Post Harvest, Marketing and Ancillary Industries Plan (CPHMAIP) for FY 2023 to 2027"

Submitted by:

- **BIDDER'S COMPANY NAME**
- **BIDDER'S CONTACT DETAILS**

DO NOT OPEN BEFORE:

➤ **16 August 2022 (Tuesday), 10:00 A.M.**

Important: DA-BFAR will assume that the submitted electronic copies must be the same with the printed copies.

B. FOR BIDS TO BE SUBMITTED ELECTRONICALLY/ONLINE, THE FOLLOWING PROCURES SHOULD BE OBSERVED:



The bidder shall prepare a final scanned copy of its Bid divided into two different files :



Eligibility Documents & Technical Documents; and



Financial Documents

To ensure confidentiality, authentication, integrity of the documents, the bidder shall use a two-factor security procedure consisting of an archive format compression of its bid.

A handwritten signature in black ink, located at the bottom right of the page.

Step 1. Scan the original copy of the Eligibility Documents & Technical Documents and Financial Documents, save as a PDF file and comply with the label format below:



1. "BFAR Bid Reference No. _____ (Name of Bidder); Legal & Technical Documents"

Example

-  BFAR BID REFERENCE NO.2020-1(NIKE,INC); Legal & Technical Documents
-  BFAR BID REFERENCE NO.2020-1(NIKE,INC); Legal & Technical Documents

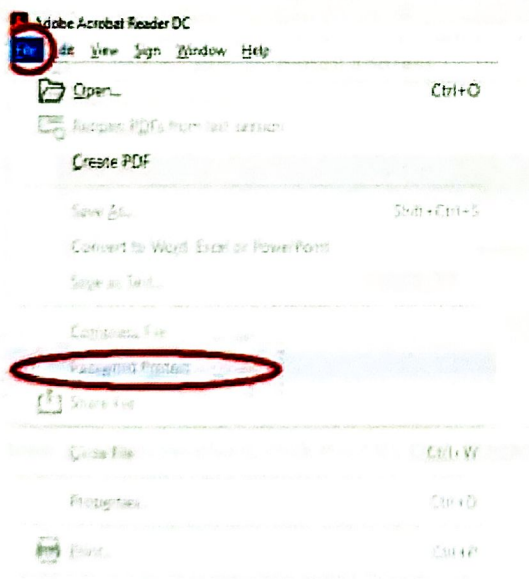
2. "BFAR Bid Reference No. _____ (Name of Bidder); Financial Documents"

Example

-  BFAR BID REFERENCE NO.2020-1(NIKE,INC); Financial Documents
-  BFAR BID REFERENCE NO.2020-1(NIKE,INC); Financial Documents

Adding a password to a .PDF file using Adobe Acrobat Reader DC.

1. Open the PDF file
2. Choose **File > Protect Using Password.**



Protect Using Password

Requires user to enter a password for:

- ☒ Viewing
- ☐ Editing

Type Password

XXXXXXXXXX

✓ Strong Password

Re-type Password

XXXXXXXXXX

More Options v

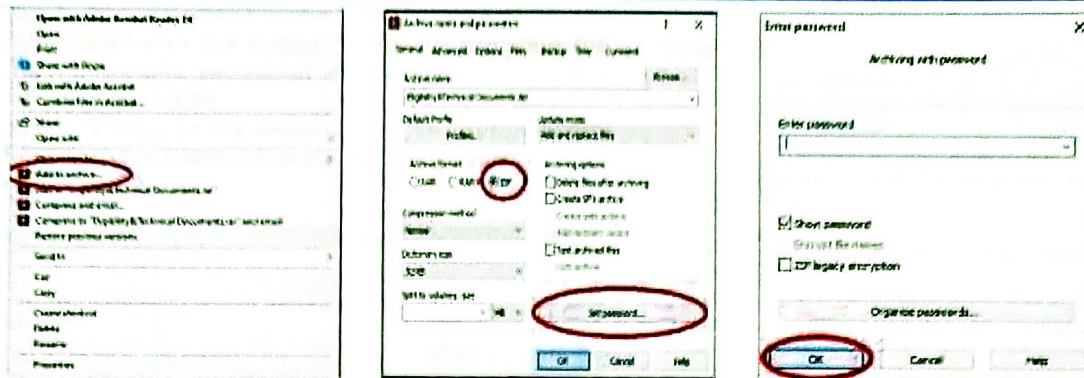
Cancel

Apply

3. Select to set the password for Viewing the PDF
4. Type and retype your password.
5. Click **Apply**

Handwritten signature

Step 2. To archive and compress the file using WinRAR Application



1. Right Click the password protected .PDF file.
2. Select "Add to archive."

3. In the Archive name and parameters dialog box, select "Radio button ZIP" and click "Set password."

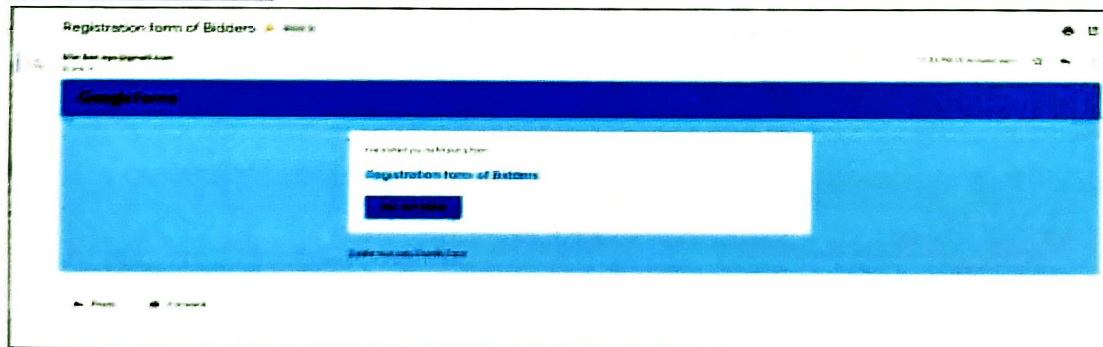
4. Type your password and Click "OK button."

Note: Passwords must be 8-16 characters and contain both numbers and letters/special characters. The bidder is required setting a unique combination for each file and folder. Same passwords for all files are not allowed

Submitting of the Bidding Documents

Bidders shall submit their Bids through Google Form at any time before the closing date and time specified in the Bidding Documents

Step 1. BAC Secretariat will send the Invitation link of Registration Form, thru bac-eps@bfar.da.gov.ph e-mail address.



Step 2. Upon received, click the **FILL OUT FORM**.

Handwritten signature

Step 3. Bidder must fill in the following required Information.

Step 4. Click the Add file to upload Scanned Copy of Official Receipt (OR).

Step 5. After uploading of the Scanned Copy of OR, the bidder shall click the Submit button to complete the process and BAC Secretariat shall verify the submitted Official Receipt (OR).

Step 6. A copy of the response will be automatically emailed to the address provided by the bidders.

Step 7. Upon verification of the Official Receipt (OR), the BAC Secretariat shall send the Public Bidding Documents through the given email or shall provide a hard copy upon request. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Step 8. The BAC Secretariat will send another Google Form link to the bidder, who already purchased the bidding documents, through email directing to the "Online Submission of the Bid Documents".

Step 9. Upon received, click the **FILL OUT FORM.**

Step 10. Click the **Add file** button to upload the compressed and password-protected files of Eligibility & Technical and Financial Documents (ZIP File)

Step 11. Click the **Submit** button to complete the process. A copy of the response will be automatically emailed to the address provided by the bidders which can be saved or printed by the bidder, as proof of the official time of submitted/receipt of bids.

Handwritten signature

IMPORTANT REMINDERS DURING BID OPENING PROCESS

1. Bidders are encouraged to attend the bid opening online via Zoom Application. The passwords for the folders (ZIP) and the files (.PDF) shall be disclosed by the bidders only during actual bid opening.
2. The official representative of the bidder shall respond promptly in the same chat box with the passwords when prompted. Bidders are given within five (5) minutes to respond with the passwords. If the bidder does not provide or respond with the password within five (5) minutes, the BAC Secretariat shall open the submitted hard copy of the bidding documents.
3. The bidder shall first disclose the password for the compressed folder (ZIP file) containing the Eligibility & Technical documents, second disclose the password for the Eligibility & Technical document (.PDF file). The Secretariat will share the screen via Zoom during accessing the submitted Bid.
4. If the bidder fails to provide the correct password after the third attempt, the BAC Secretariat shall open the submitted hard copy of the bidding documents.

****nothing follows****

All other portions of the Bidding Documents affected by these amendments shall be made to conform the same.

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

The changes made in the Philippine Bidding Documents (6th Edition, July 2020) are deemed integrated with the terms and conditions for this project.

For further inquiries, please coordinate/call the Bids and Awards Committee Secretariat at Tel. No. 8332-4661.

Please be guided accordingly.


ATTY. DEMOSTHENES R. ESCOTO
Chairperson, Bids and Awards Committee