



**BID BULLETIN NO. 1**  
**For ITB No. 2016-4-003(2)**

**PROJECT** : Consulting Services for the Payment Card Industry  
Data Security Standard Certification

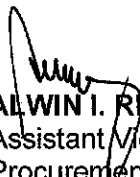
**IMPLEMENTOR** : Procurement Department

**DATE** : August 10, 2016

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This Bid Bulletin is issued to modify, amend or clarify items in the Bid Documents. This shall form an integral part of the Bid Documents.

Item Nos. 6 and 7 of the Terms of Reference and the Checklist of the Bidding Documents have been revised. Please see attached revised pages 102, 143, 144 & 145 of the Bidding Documents.

  
**ALWIN I. REYES**  
Assistant Vice President  
Procurement Department and  
HOBAC Secretariat

Phase	Deliverables	Completion Criteria
VI. Audit Support Service	1. Assistance in gathering evidences and in preparation of reports to the auditor.  2. Conduct of audit briefing on major stakeholders of the Bank.	1. Prepared reports are comprehensive and evidences are sufficient  2. Certificate of completion from PCI-DSS TWG

5. PROJECT TIMELINE

- Twelve (12) months from the Signing of Contract. However, Service Provider maybe allowed extension of project timeline provided delays incurred is attributable to the Bank.

6. APPROVED BUDGET FOR THE CONTRACT

- The Approved Budget for the Contract (ABC) is **P11,750,000.00**, inclusive of the 12% Value-Added Tax and out-of-pocket expenses.

7. PAYMENT MILESTONES

Payment Milestone	Amount
10% mobilization fee	XXXXXXXXXX
10% after the submission/approval of final Phase I Report/ Deliverables	XXXXXXXXXX
10% after the submission/approval of final Phase II Report/ Deliverables	XXXXXXXXXX
30% after the submission/approval of final Phase III Report/Deliverables	XXXXXXXXXX
30% after the submission/approval of final Phase IV Report/Deliverables	XXXXXXXXXX
10% after the submission/approval of final Phase V Report/Deliverables	XXXXXXXXXX

8. PERFORMANCE BOND

The Performance Bond shall be available to the vendor after the Bank has completed the certification stage.

9. DOCUMENTARY REQUIREMENTS

## **Checklist of Bidding Documents for Procurement of Consulting Services**

**Documents should be arranged as per this Checklist. Kindly provide folders or guides, dividers and ear tags with appropriate labels.**

**The First Envelope (Eligibility Documents) shall contain the following documents:**

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture (sample form - Form No.7).
2. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
3. Valid and current mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
4. Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.
5. 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, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form - Form No. 3). This form may no longer submitted if bidder has no on-going contract.
6. Statement of the prospective bidder of all its completed government and private contracts, which are similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB. (sample form – Form No.4)
7. The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

8. The prospective bidder's computation for its Net Financial Contracting Capacity. (sample form – Form No. 5)
9. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions in accordance with Clause 1.2. (sample form – Form No. 9)
10. 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 stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance.

**The Second Envelope (Technical Proposal) shall contain the following documents:**

1. Bid Security in the prescribed form, amount and validity period (ITB Clause 18.1 of the Bid Data Sheet)
2. Duly notarized Omnibus Sworn Statement
3. TPF 1 – Technical Proposal Submission Form
4. TPF 2 – Experience of the Firm/Consultant References
5. TPF 3 – Team Composition/Project Engagement Team and Tasks
6. TPF 4 – Curriculum Vitae for Proposed Professional Staff
7. TPF 5 – Time Schedule for Professional Personnel
8. TPF 6 – Activity (Work) Schedule
9. Certification issued by the bidder's previous clients (at least two [2] local or international banks) in the past five (5) years (2012 to present) confirming that the firm was their Service Provider in obtaining PCI DSS certification and have rendered satisfactory performance during and on after sales;
10. Certification issued by the bidder's previous clients (at least three [3] local or international institutions) in the past five (5) years (2012 to present) confirming that the firm was their Service Provider in obtaining PCI DSS certification and have rendered satisfactory performance during and on after sales; and
11. Audited Financial Statements duly received by BIR for the last three (3) years.
12. Executive Summary
13. Proposed Service Overview
- 14. Detailed, Point-by-Point Response to the Revised Terms of Reference**
15. Draft Contract
16. Statement of Work
17. Deliverable Items Summary

18. LBP Responsibilities
19. Assumptions
20. Schedules
21. License, Maintenance, Exchange of Confidential Information, Software/Intellectual Property Escrow, and Other Agreements, if applicable
22. Organizational Chart
23. List of Projects and Project Team Information using the Project Team Information
24. Brief Company Profile
25. Analyst reports, articles, brochures, white papers and other relevant materials
26. Service Level Agreement for the maintenance and support

**The Third Envelope (Financial Proposal) shall contain the following documents:**

1. Duly filled out FPF1 and FPF2 duly signed by the bidder's authorized representative.