

Date: 19 June 2020

SUPPLEMENTAL BID BULLETIN NO. 4

This Supplemental Bid Bulletin (SBB) No. 4 is issued to amend the items in the Bidding Documents and to provide the procedure for the electronic/online submission and receipt of bids for the **Procurement of Security Services for Agus 5 Hydroelectric Power Plant (Project Reference No. 2020-PB-SS-AGUS5-025-01)**.

A. The Invitation to Bid shall be further amended to read as follows:

From

4. A complete set of Bidding Documents may be acquired by interested bidders beginning on 14 April 2020 from the address below and upon payment of an applicable fee for the Bidding Documents, pursuant to the latest guidelines issued by the GPPB.

It may also be downloaded free of charge from the websites of the Philippine Government Electronic Procurement System (PhilGEPS) (<https://www.philgeps.gov.ph>) and the PSALM (<https://www.psalm.gov.ph>), provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

8. Bids must be duly received by the BAC Secretariat at the address below on or before the bid submission deadline indicated above. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be at the 24th Floor Vertis North Corporate Center 1, Astra cor. Lux Drives, North Avenue, 1105 Quezon City. Bids will be opened in the presence of the bidders' or their representatives who choose to attend. Late bids shall not be accepted.

To

User Registration and Payment of Bidding Document Fee

1. The Bidder must pay for the amount indicated in the Invitation to Bid before the Bidder can send their bids through the PSALM online bidding system.
2. After paying the bidding document fee, the Bidder must send an email to the BAC Secretariat at bacsec2020@psalm.gov.ph and bid.submission@psalm.gov.ph and must attach the following:
 - The picture or screenshot of the transaction or deposit slip
 - The valid email address that will be used in sending the bid

3. After receiving the above email, the BAC Secretariat will inform the PSALM ISTD to whitelist the provided email address and create and share the folder for the particular bidder.
4. The BAC Secretariat will email the Bidder to confirm the receipt of the above information together with the link of the shared folder created by the PSALM ISTD.
5. Only bidders who pay the Bid Document Fee shall be allowed to participate in the e-bidding activities and submit a bid.

Payments can be deposited thru PSALM LBP account with details below:

Name of Bank: Land Bank of the Philippines
 Branch: Paseo de Roxas Branch
 Account Name: Power Sector Assets and Liabilities Management Corporation (PSALM)
 Account Number: 1802-1019-68
 LBP Swift Code: TLBPPHMM

B. The Bid Data Sheet shall be further amended to read as follows:

From

ITB Clause													
20.3	<p>Each Bidder shall submit one (1) original and two (2) copies of the technical and financial components of its bid as illustrated below:</p> <div style="text-align: center; border: 1px solid black; padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> "ORIGINAL BID" ORIGINAL - TECHNICAL COMPONENT (1st envelope) </td> <td style="width: 33%; padding: 5px;"> "COPY 1" COPY 1 - TECHNICAL COMPONENT (1st envelope) </td> <td style="width: 33%; padding: 5px;"> "COPY 2" COPY 2 - TECHNICAL COMPONENT (1st envelope) </td> </tr> <tr> <td style="padding: 5px;"> ORIGINAL - FINANCIAL COMPONENT (2nd envelope) </td> <td style="padding: 5px;"> COPY 1 - FINANCIAL COMPONENT (2nd envelope) </td> <td style="padding: 5px;"> COPY 2 - FINANCIAL COMPONENT (2nd envelope) </td> </tr> <tr> <td style="padding: 5px;"> ELECTRONIC COPY (CD-ROM or USB Flash Drive) (outer envelope) </td> <td style="padding: 5px;"> (outer envelope) </td> <td style="padding: 5px;"> (outer envelope) </td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">1 package</td> </tr> </table> </div>	"ORIGINAL BID" ORIGINAL - TECHNICAL COMPONENT (1st envelope)	"COPY 1" COPY 1 - TECHNICAL COMPONENT (1st envelope)	"COPY 2" COPY 2 - TECHNICAL COMPONENT (1st envelope)	ORIGINAL - FINANCIAL COMPONENT (2nd envelope)	COPY 1 - FINANCIAL COMPONENT (2nd envelope)	COPY 2 - FINANCIAL COMPONENT (2nd envelope)	ELECTRONIC COPY (CD-ROM or USB Flash Drive) (outer envelope)	(outer envelope)	(outer envelope)	1 package		
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1 package													

In addition, all documents comprising the Technical and Financial Components shall be electronically scanned and recorded in a compact disc-read only memory [CD-ROM] or USB Flash Drive. This CD-ROM or USB Flash Drive shall be marked as “ELECTRONIC COPY” and shall be put inside the sealed envelope labeled “ORIGINAL BID”.

All submissions must be contained and sealed in one (1) package.

Each sealed Bid shall be labeled as follows:

<HEADER/LABEL>	
ATTENTION:	THE CHAIRPERSON Bids and Awards Committee PSALM CORPORATION 24th Floor Vertis North Corporate Center 1 Astra cor. Lux Drives, North Avenue 1105 Quezon City Tel. No.: (02) 8248-4861 Email address: BAC2020@psalm.gov.ph BACSEC2020@psalm.gov.ph
NAME OF PROJECT:	_____
PROJECT REFERENCE NO.	_____
DATE AND TIME OF OPENING OF OPENING OF BIDS:	_____
SUBMITTED BY:	<u>BIDDER’S NAME AND SIGNATURE</u>
ADDRESS:	<u>BIDDER’S ADDRESS</u>
“DO NOT OPEN BEFORE DATE AND TIME OF OPENING OF BIDS”	

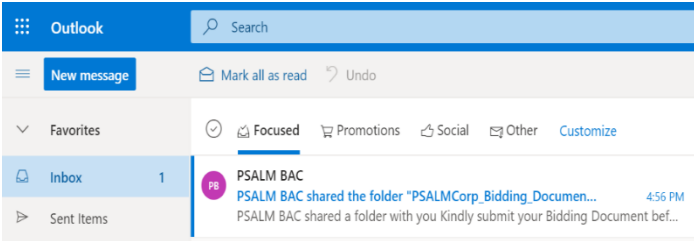
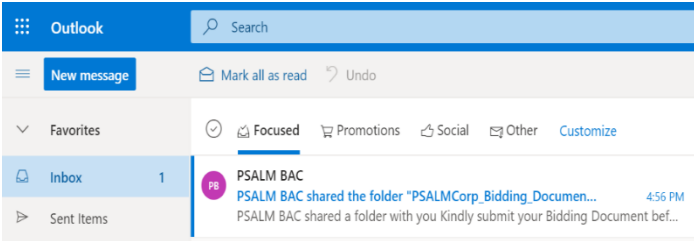
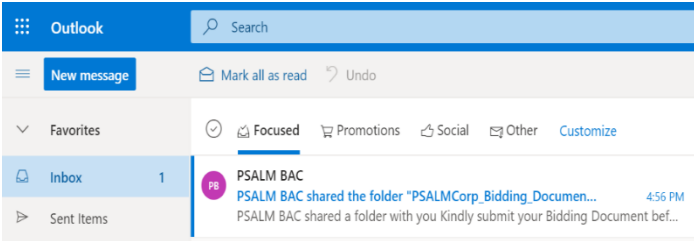
<HEADER/LABEL> shall be:

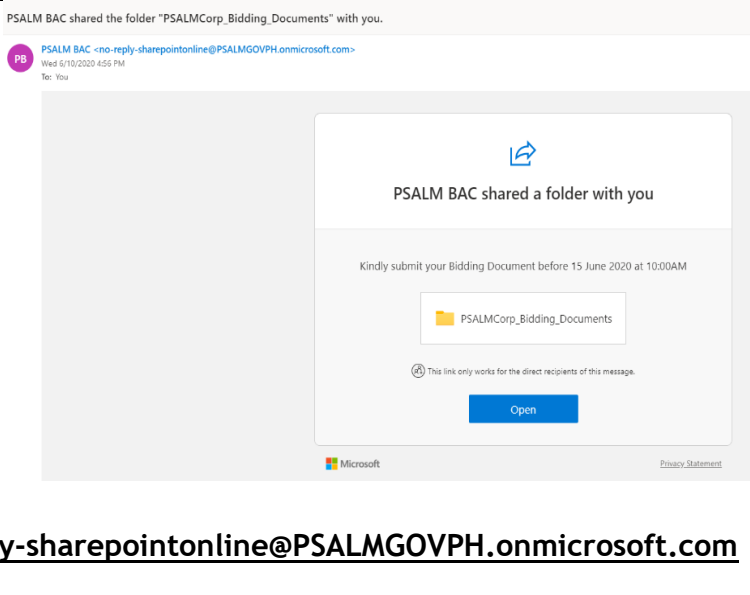
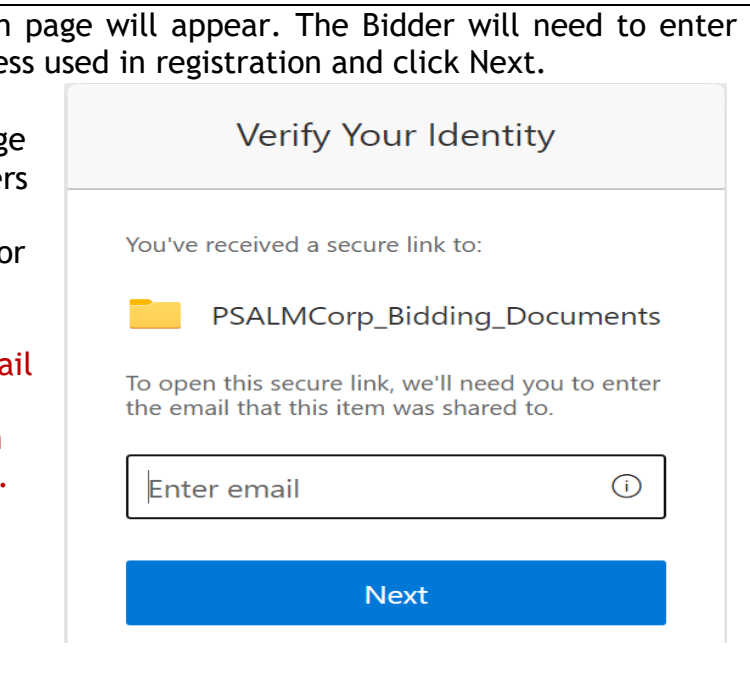
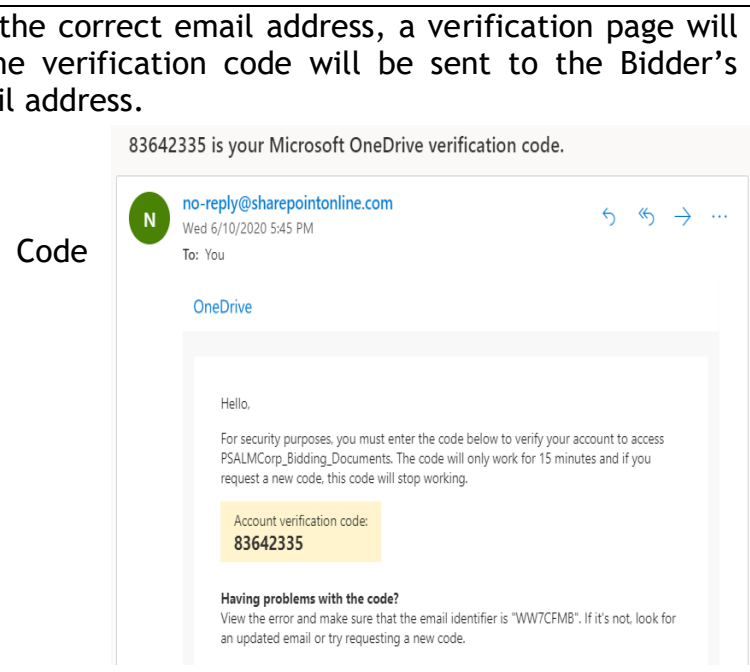
1. “ORIGINAL BID PLUS TWO COPIES INSIDE” - for the bid package
2. “ORIGINAL BID” - for the 1st outer envelope
 - 1.1 “ORIGINAL - TECHNICAL COMPONENT” - for the 1st envelope inside the 1st outer envelope
 - 1.2 “ORIGINAL - FINANCIAL COMPONENT” - for the 2nd envelope inside the 1st outer envelope
 - 1.3 “ELECTRONIC COPY” - CD-ROM or USB Flash Drive
3. “COPY 1” - for the 2nd outer envelope
 - a. “COPY 1 - TECHNICAL COMPONENT” - for the 1st envelope inside the 2nd outer envelope
 - b. “COPY 1- FINANCIAL COMPONENT” - for the 2nd envelope inside the 2nd outer envelope
4. “COPY 2” - for the 3rd outer envelope
 - a. “COPY 2 - TECHNICAL COMPONENT” - for the 1st envelope inside the 3rd outer envelope
 - b. “COPY 2- FINANCIAL COMPONENT” - for the 2nd envelope inside the 3rd outer envelope

24.2 Unless otherwise specified in the **BDS**, the BAC shall open the first bid envelopes and determine each Bidder’s compliance with the documents prescribed in ITB Clause 12, using a non-discretionary “pass/fail” criterion. If a Bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete

	or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate the said first bid envelope as “passed”.
24.3	Unless otherwise specified in the BDS , immediately after determining compliance with the requirements in the first envelope, the BAC shall forthwith open the second bid envelope of each remaining eligible bidder whose first bid envelope was rated “passed”. The second envelope of each complying bidder shall be opened within the same day. In case one or more of the requirements in the second envelope of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC unless otherwise provided in ITB Clause 13.2 , the BAC shall rate the bid concerned as “failed”. Only bids that are determined to contain all the bid requirements for both components shall be rated “passed” and shall immediately be considered for evaluation and comparison.

To

ITB Clause							
20.3	<p>Each Bidder shall submit the first and second components of its bid electronically/online by uploading it to a folder to be sent by the BAC Secretariat. The bidder shall use a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted. Personal or manual submission of bids shall not be allowed.</p> <p>Below is the detailed procedure for electronic/online bid submission:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">Procedures / Steps on how to submit a Bidding Documents and other required documentsx</th> </tr> <tr> <td style="width: 50%; vertical-align: top;"> <p>1. The Bidder must follow the “User Registration and Payment of Bidding Document Fee” procedure before submitting the bidding documents.</p> <p>2. The Bidder needs to check the email (including the SPAM/Junk folder) from the PSALM BAC Secretariat that contains the link of the shared folder that the Bidder may use in submitting the required Bidding Documents and other requirements.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>• Sample Email:</p>  </td> </tr> <tr> <td colspan="2" style="vertical-align: top;"> <p>3. After receiving the email, the Bidder will need to click the Open button so the Bidder will be redirected to the verification page.</p> </td> </tr> </table>	Procedures / Steps on how to submit a Bidding Documents and other required documentsx		<p>1. The Bidder must follow the “User Registration and Payment of Bidding Document Fee” procedure before submitting the bidding documents.</p> <p>2. The Bidder needs to check the email (including the SPAM/Junk folder) from the PSALM BAC Secretariat that contains the link of the shared folder that the Bidder may use in submitting the required Bidding Documents and other requirements.</p>	<p>• Sample Email:</p> 	<p>3. After receiving the email, the Bidder will need to click the Open button so the Bidder will be redirected to the verification page.</p>	
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<p>3. After receiving the email, the Bidder will need to click the Open button so the Bidder will be redirected to the verification page.</p>							

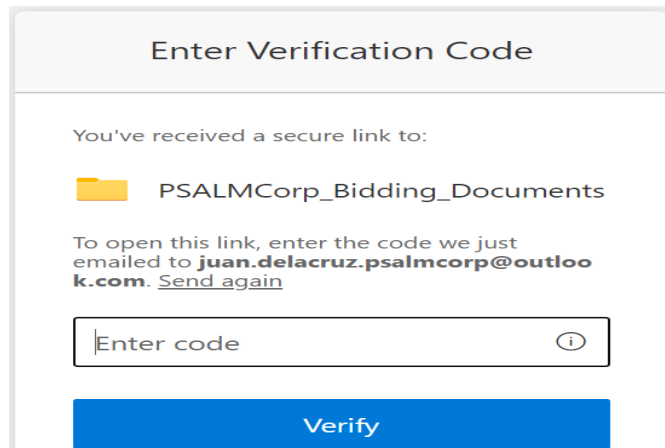
<ul style="list-style-type: none"> • Sample Email Message: • Subject: PSALM BAC shared the folder "Bidder's Company Bidding Documents" with you • From: PSALMBAC <u>no-reply-sharepointonline@PSALMGOVPH.onmicrosoft.com</u> 	
<p>4. The verification page will appear. The Bidder will need to enter the email address used in registration and click Next.</p> <ul style="list-style-type: none"> • Verification Page • If the user enters a wrong email address, an error message will occur. "Sorry, this email address isn't associated with this secure link. Please contact the person who shared it with you." 	
<ul style="list-style-type: none"> • Verification Code email message 	

6. Input the verification code to the Verification Page and click verify.

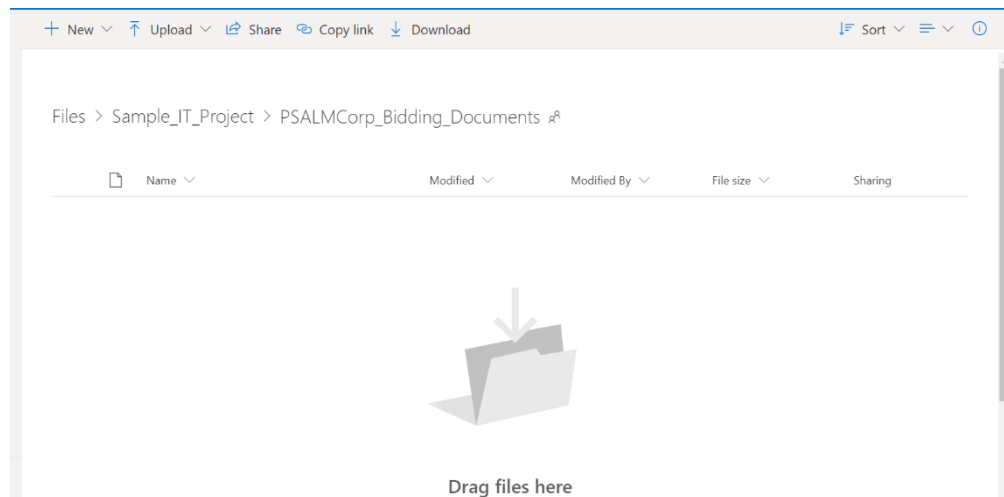
- Verification Page
- The Bidder should enter the code immediately since it has an expiration time. An error will occur once the code has expired.

“The existing code expired, we’ve sent an email with a new code to

juan.delacruz.psalmcorp@outlook.com. Please use the latest email that has the email identifier **ZYWS02C.**”



7. After verifying the code, the Bidder will be redirected to the shared folder page.



8. The Bidder can now start uploading the Bidding Documents and other requirements until the deadline of submission.

- Bidder is advised to upload the bidding documents before or at least 30 minutes ahead of the deadline. This approach will prevent the Bidder from rushing the Bidding Documents uploads and will have time in reporting if any problem is encountered.

9. A Bidder may modify its bid at any time before the closing date and time for the submission and receipt of bids. The Bidder can delete and upload another Bid equally secured and properly identified. The time indicated in the latest uploaded Bid shall be the official time of submission. Bids submitted after the deadline shall not be accepted.

10. The Bidder must use a two-factor security procedure consisting of an archive format compression and password protection to

ensure the security, integrity and confidentiality of the bids submitted. The bids shall be composed of the following:

- a. A password protected zipped file containing the two PDF files.
 - b. The two PDF files must be named with the following format:
 - i. First Envelope
 - ii. Second Envelope
 - c. The first PDF file should be password protected and corresponds to each section of the documentary and legal requirements, i.e. SEC Registration, DTI or Business Permit, Tax Certificates, Section VII - Technical Specification, Brochures, Omnibus Sworn Statement, Forms and Annexes, etc.
 - d. The second PDF file must be also password protected and should contain the financial bid.
- Note: The two PDF files should have different passwords. This is to avoid opening the two files at the same time, and when the documentary bid fails during its opening, the financial bid would remain intact and unopened.

11. The Bidder must also upload a text file or notepad file with the following details:

File Name: *Bidder's Company Name_ProjectName.txt*

Contents of the File:

Procurement Project Title:

Project Reference No.:

Company Name:

Address:

Name of the bidder's authorized representative:

Contact Nos.:

Email address:

12. After uploading all the requirements, the Bidder must send an email to the BAC Secretariat at bacsec2020@psalm.gov.ph and bid.submission@psalm.gov.ph to confirm the uploaded documents and requirements. The Bidder must attach the picture or screenshot of the uploaded documents and requirements.

Files > Sample_IT_Project > PSALMCorp_Bidding_Documents

Name	Modified	Modified By	File size	Sharing
RFP_Palo_Alto_Firewall.zip	A few seconds ago	juan.delacruz.psalmpcorp@	151 KB	Shared
Company Name_Project Name.txt	32 minutes ago	juan.delacruz.psalmpcorp@	159 bytes	Shared

13. The BAC shall bar all incoming bids 30 minutes after the closing date and time. Upon reaching the deadline of the certain project, the BAC Secretariat will inform the PSALM ISTD to remove the sharing of the folder.

14. After removal of the sharing of the particular folder, the Bidder will not be able to submit any revised documents and requirements.

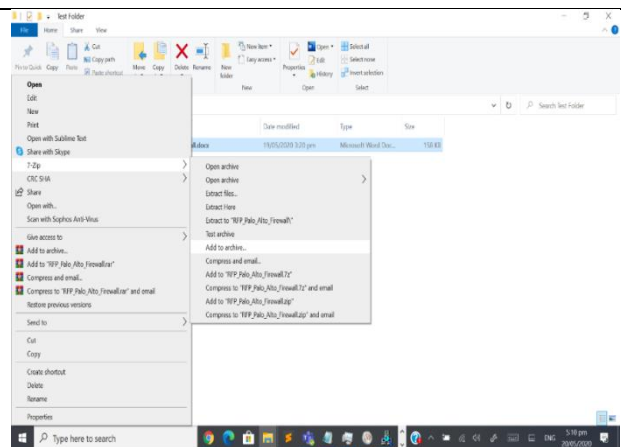
15. An On-line Bidder may withdraw its bid before the deadline for the submission and receipt of bids.

Procedures / Steps on how to ZIP a File with Password

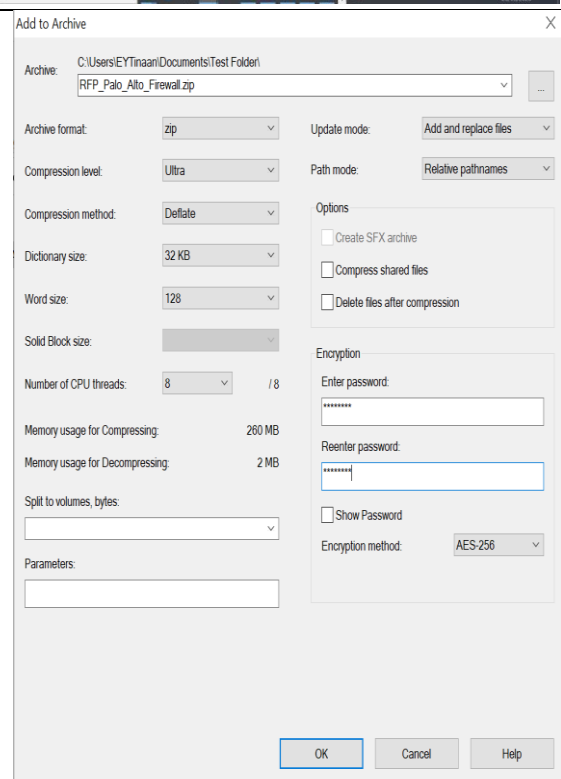
1. User can download a free file archiver software through this link <https://www.7-zip.org/>

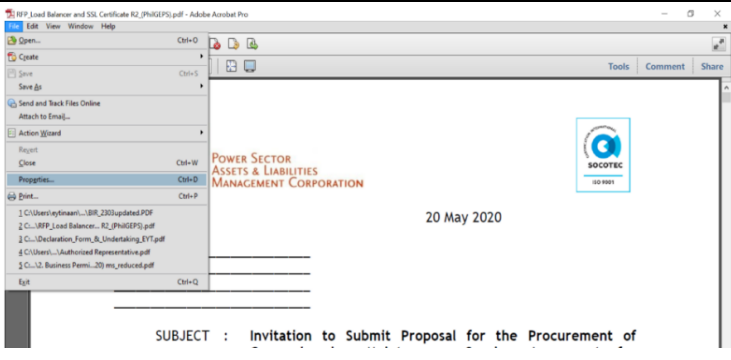
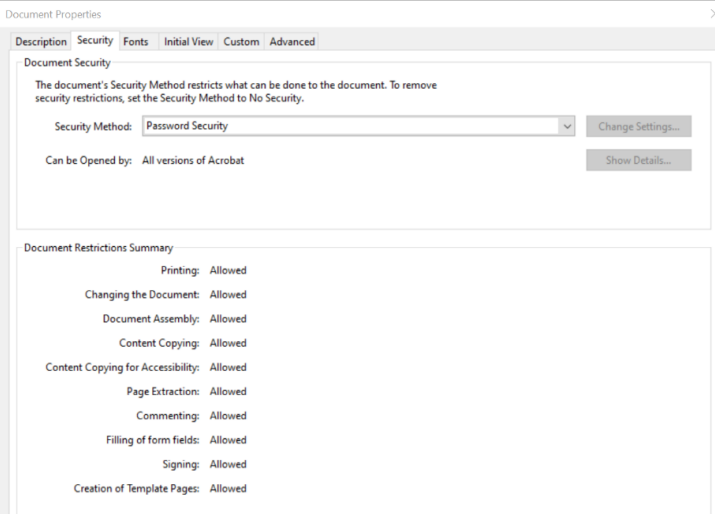
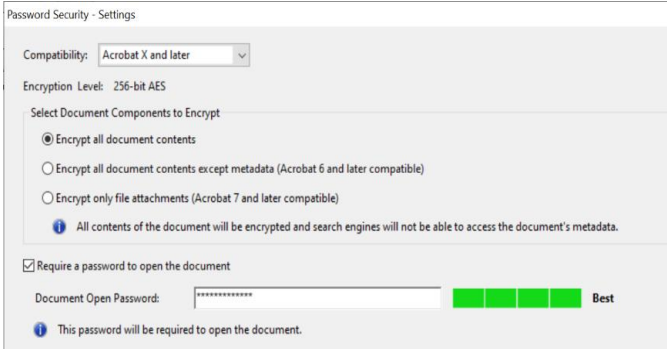
2. Install the downloaded software

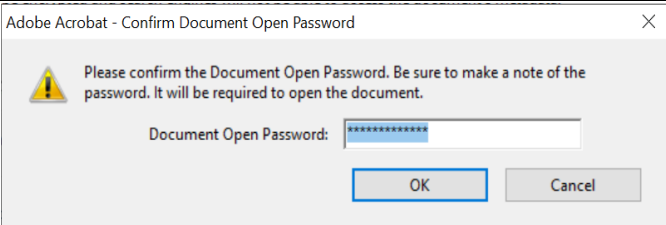
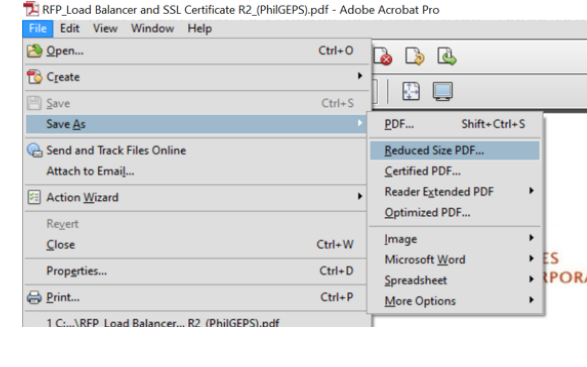
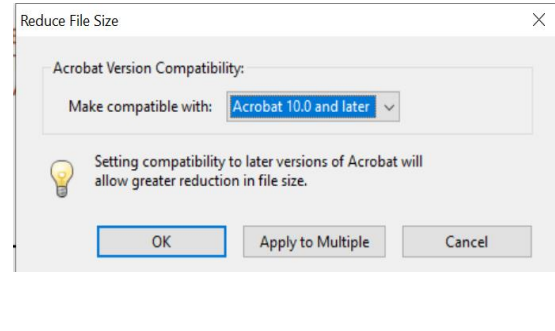
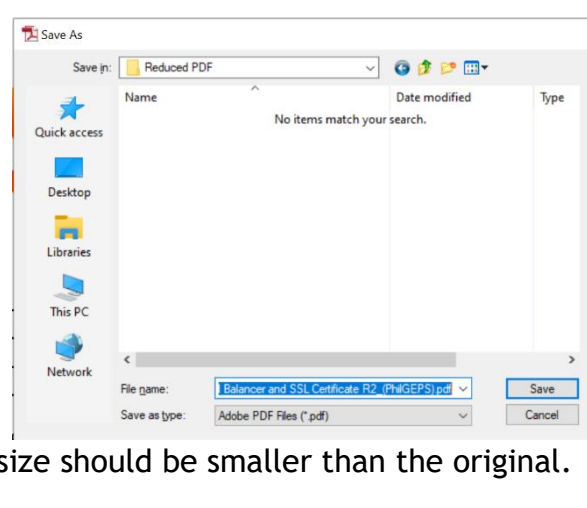
- 3. Right click the document that needs to be archived
- 4. Select 7-zip > Add archive...



- 5. Select the destination the file
- 6. Make sure to choose following:
 - a. Archive format - ZIP
 - b. Encryption method AES-256
 - c. Compression level - ULTRA
 - d. Leave other options their default value
- 7. Input the password to two password fields
- 8. Make sure that the Show Password is uncheck
- 9. Click OK to continue




Procedures / Steps on how to protect a PDF file																							
	<p>1. Before protecting or putting a password into a PDF file, the user must have an Adobe Acrobat paid version installed or any software that can protect a PDF file.</p>																						
	<p>2. Open the PDF file that needs to be protected. Make sure to open the file to a software that can protect a PDF document. In this example, we used the Adobe Acrobat Pro (Paid Version).</p>																						
	<p>3. Click File > Properties.</p> 																						
<p>4. Select the Security Tab.</p> <p>5. In Security Method field, select Password Security.</p>	 <table border="1"> <thead> <tr> <th colspan="2">Document Restrictions Summary</th> </tr> </thead> <tbody> <tr><td>Printing:</td><td>Allowed</td></tr> <tr><td>Changing the Document:</td><td>Allowed</td></tr> <tr><td>Document Assembly:</td><td>Allowed</td></tr> <tr><td>Content Copying:</td><td>Allowed</td></tr> <tr><td>Content Copying for Accessibility:</td><td>Allowed</td></tr> <tr><td>Page Extraction:</td><td>Allowed</td></tr> <tr><td>Commenting:</td><td>Allowed</td></tr> <tr><td>Filling of form fields:</td><td>Allowed</td></tr> <tr><td>Signing:</td><td>Allowed</td></tr> <tr><td>Creation of Template Pages:</td><td>Allowed</td></tr> </tbody> </table>	Document Restrictions Summary		Printing:	Allowed	Changing the Document:	Allowed	Document Assembly:	Allowed	Content Copying:	Allowed	Content Copying for Accessibility:	Allowed	Page Extraction:	Allowed	Commenting:	Allowed	Filling of form fields:	Allowed	Signing:	Allowed	Creation of Template Pages:	Allowed
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Printing:	Allowed																						
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Content Copying:	Allowed																						
Content Copying for Accessibility:	Allowed																						
Page Extraction:	Allowed																						
Commenting:	Allowed																						
Filling of form fields:	Allowed																						
Signing:	Allowed																						
Creation of Template Pages:	Allowed																						
<p>6. In Password Security settings, select the Acrobat X and Later for the Compatibility field.</p> <p>7. Tick the checkbox of Require a password to open the document and input the desired password in the password field.</p> <p>8. Leave all other options to their default values.</p>																							

<p>9. Confirm the password and click OK.</p> <p>10. Save the changes made to the file.</p>	
<p>Procedures / Steps on how to reduce the size of the PDF file</p>	
<p>1. Before reducing the capacity/size of the PDF file, the user must have an Adobe Acrobat paid version installed or any software that can reduce the size of the PDF file.</p>	
<p>2. Open the PDF file that needs to reduce the capacity/size. Make sure to open the file to a software that can reduce a PDF document. In this example, we used the Adobe Acrobat Pro (Paid Version).</p>	
<p>3. Click the File > Save As > Reduced Size PDF.</p>	
<p>4. In Make compatible with option, select Acrobat 10.0 and later.</p> <p>5. Click OK to continue.</p>	
<p>6. The Save As window will occur. Select the folder/directory where you want to save the reduced file and enter the name of the file.</p> <p>7. Compare the original file and the modified file by checking the property size.</p> <p>8. If successful, the modified file capacity size should be smaller than the original.</p>	

24.2	<p>Before the decryption of electronic bids, the Bidder shall confirm that what the BAC received and what the BAC is about to open is the same file that he/she uploaded.</p> <p>The passwords for accessing the files will be disclosed by the Bidder only during the actual bid opening through videoconferencing, webcasting or similar technology. If the password fails to open the file, the Bidder should be given only three tries until the BAC could declare it to be disqualified.</p>
24.3	<p>The BAC shall open the first PDF file of the Bidder who submitted bids electronically to determine each Bidder's compliance with the documents required to be submitted for eligibility, that is, legal, technical and financial eligibility documents; and for the technical requirements. For this purpose, the BAC shall check the submitted documents of each Bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a Bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the Bidder "passed" in relation to the eligibility and technical documents in the first PDF file.</p> <p>Immediately after determining compliance with the requirements in the first PDF file, the BAC shall open the electronically submitted second PDF file of each eligible Bidder whose first PDF file was rated "passed." The second PDF file of each complying Bidder shall be opened within the same day.</p> <p>The BAC shall thereafter proceed to decrypt the electronic Second PDF file of each On-line Bidders whose electronic first PDF file was rated "passed" to determine each Bidder's compliance with the required financial documents.</p> <p>In case one or more of the requirements in the second PDF file of a particular bid is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid concerned as "failed".</p> <p>Only bids that are determined to contain all the bid requirements for both components shall be rated "passed" and shall immediately be considered for evaluation and comparison.</p>

For the guidance and information of all concerned.


MARIA ILYN G. ALBITO
Chairperson
BIDS AND AWARDS COMMITTEE

Please acknowledge by signing on the space indicated below:

Received by:

Name of the Bidder/Company: _____

Name of Authorized Representative/s: _____

Signature/s: _____

Date: _____