



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue  
Manila



**BIDS AND AWARDS COMMITTEE  
SUPPLEMENTAL BID BULLETIN NO. 2**

**Procurement of Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises)  
(Project reference No. 2023-07- 232)**

---

This Supplemental Bid Bulletin No. 2 dated 15 September 2023 is being issued to clarify, modify, or amend items in the Bidding Documents.

The following Items in the Bidding Documents for the ***Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises) with Project Reference No. 2023-07-232***, dated 23 August 2023 are hereby amended as follows:

1. Inclusion of IC Forms 7, 8 and 9

(See next pages for the template of forms)

**IC Form No. 7**

**List of all Ongoing Government & Private Contracts including Contracts Awarded but not yet Started**

**Business Name** : \_\_\_\_\_  
 Business : \_\_\_\_\_  
 Address : \_\_\_\_\_

Name of Contract/ Project Cost	1. Owner's Name 2. Address 3. Telephone Nos.	Nature of Work	Bidder's Role		1. Date Awarded 2. Date Started 3. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								

**Note:** The following documents shall be submitted upon post-qualification:

1. *Notice of Award and/or Contract*
2. *Notice to Proceed issued by the owner*

Submitted by : \_\_\_\_\_  
**(Printed Name & Signature)**

Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

**IC Form No. 8**

**STATEMENT OF SINGLE (1) LARGEST COMPLETED CONTRACT OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM DATE OF SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)**

**OR**

**STATEMENT OF AT LEAST TWO (2) CONTRACTS OF SIMILAR NATURE WITHIN THE LAST FIVE (5) YEARS FROM THE DATE OF SUBMISSION AND RECEIPT OF BIDS, THE AGGREGATE OF WHICH SHOULD BE EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC, AND THE LARGEST OF THESE SIMILAR CONTRACTS MUST BE EQUIVALENT TO AT LEAST TWENTY FIVE PERCENT (25%) OF THE ABC (25%) OF THE ABC**

**Business Name** : \_\_\_\_\_  
**Business Address** : \_\_\_\_\_

Name of Contract	1. Owner's Name 2. Address 3. Telephone Nos.	Nature of Work	Bidder's Role		1. Amount at Award 2. Amount at Completion 3. Duration	1. Date Awarded 2. Contract Effectivity 3. Date Completed
			Description	%		
<u>Government</u>						

**Note:** Any of the following documents shall be submitted upon post-qualification:

- a) Copy of End User's Acceptance; or
- b) Official Receipt/s; or
- c) Sales Invoice

**Submitted by:** \_\_\_\_\_  
 (Printed Name & Signature)

**Designation :** \_\_\_\_\_  
**Date :** \_\_\_\_\_

**CREDIT LINE CERTIFICATE**

---

Date: \_\_\_\_\_

**REYNALDO A. REGALADO**

Commissioner  
Insurance Commission  
2nd Floor IC Building, 1071 United Nations Avenue,  
Ermita, Manila

CONTRACT/PROJECT : \_\_\_\_\_  
COMPANY/FIRM : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

BANK/FINANCING INSTITUTION : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_

AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the <Contractor/Distributor/Manufacturer/Supplier>, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the <Contractor/Distributor/Manufacturer/Supplier> of the Notice of Award and such line of credit shall be maintained until the project is completed by the Supplier.

This Certification is being issued in favor of said <Contractor/Distributor/Manufacturer/Supplier> in connection with the bidding requirement of \_\_\_ (Name of the Procuring Entity) \_\_\_ for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Concurred By:  
Name & Signature of <Contractor/Distributor/Manufacturer>  
Authorized Representative: \_\_\_\_\_  
Official Designation: \_\_\_\_\_

Note: The amount committed should be machine validated.

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public for and in \_\_\_\_\_, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, personally appeared:

NAME	CTC NO. ISSUED	AT/ON
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgment is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 2023  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2023

2. Amendment to Item Nos. 1.2 and 1.3 of Supplemental Bid Bulletin No. 1 or Items No. 8 and 10 of the Invitation to Bid posted on 23 August 2023.

**FROM:**

1. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **18 September 2023, 12:00NN**. Late bids shall not be accepted.
2. Bid opening shall be on **18 September 2023, 1:00NN** at the IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.

**TO:**

1. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **25 September 2023, 12:00NN**. Late bids shall not be accepted.
2. Bid opening shall be on **25 September 2023, 1:00PM** at the IC Function Room, Insurance Commission, 1071 United Nations Avenue, Ermita, Manila in accordance with Section 29 of the revised IRR of RA No. 9184. Bids will be opened in the presence of the bidders' representatives who choose to attend. Participating bidders shall only be allowed two (2) representatives to the Bid Opening. Late bids shall not be accepted.

This Supplemental Bid Bulletin No. 2 shall form part of the Bid Documents. Any provisions in the Bid Documents inconsistent herewith are hereby amended, modified, and superseded accordingly.

For the information and guidance of all concerned.

Issued this 15 September 2023 in the City of Manila.

A handwritten signature in black ink, appearing to read 'Arturo S. Trinidad II', with a large, stylized initial 'A'.

**MR. ARTURO S. TRINIDAD II**  
BAC Chairperson  
Bids and Awards Committee

Supplemental Bid Bulletin No. 1 for the **Procurement of Security Services for the Insurance Commission (Manila Head Office, Cebu, and Davao District Offices and its premises)** (Project reference No. 2023-07- 232) dated 15 September 2023 consisting of eight (8) pages, including this page.

Received by:

Name of the Bidder/Company: \_\_\_\_\_

Name of Authorized Representative/s: \_\_\_\_\_

Signature/s: \_\_\_\_\_