

**SUPPLEMENTAL/BID BULLETIN NO. 1**

**PROJECT** : **Service Provider for Manual Distribution of Department and Social Welfare and Development – Ayuda Para sa Kapos and Kita Program (AKAP) in National Capital Region under Project Identification No. LBP-GIBAC-ITB-GS-20250120-02**

**IMPLEMENTOR** : **Bids and Awards Committee for Goods and Infrastructure (GI-BAC)**


**DATE** : **February 11, 2025**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify specific items in the Bidding Documents. It shall form an integral part of the Bidding Documents.

Modification, amendment and/or clarification:

- Responses to bidder's queries/clarifications per attached Annexes F-1 to F-2.



**EMMANUEL G. HIO, JR.**  
Chairperson, GI-BAC



## RESPONSES TO BIDDER'S QUERIES AND/OR SUGGESTIONS

<b>DATE</b>	February 10, 2025
<b>PROJECT IDENTIFICATION NO.</b>	LBP-GIBAC-ITB-GS-20250120-02
<b>PROJECT NAME</b>	Service Provider for Manual Distribution of Department of Social Welfare and Development - Ayuda Para sa Kapos ang Kita Program (AKAP) in National Capital Region
<b>PROPONENT UNIT/ TECHNICAL WORKING GROUP</b>	

ITEM NO.	PORTION OF BIDDING DOCUMENTS	QUERIES AND/OR SUGGESTIONS	LANDBANK'S RESPONSES
Section 15, Paragraph 3 of Instructions to Bidders, in relation to Paragraph 7 of the same document.	<i>"If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed."</i>	<p>a. In relation to this, under the Invitation to Bid issued for the AKAP NCR Bid, bidders are required to submit their bids <i>"electronically on or before 10:00 A.M. deadline on February 18, 2025"</i>.</p> <p>Thus, it appears from both documents that the bids will be electronically submitted, and thus, must be digitally signed.</p> <p>Is the electronic signature used in Adobe considered as digital signature?</p>	<p>Yes, the bids must be electronically submitted.</p> <p>The bid documents must be digitally or electronically -signed. However, the GI-BAC allows submission of scanned documents bearing the wet-ink signature of authorized signatory/ies, subject to submission of original copies when required in the course of post-qualification.</p> <p>Yes, electronic signature using Adobe application is considered as digital signature.</p>
		<p>b. Do you require that the electronic copy of a document be encrypted using software, such as DocuSign, which provides encryption for verification and authentication?</p>	<p>No.</p>
		<p>c. Some documents in the bid are required to be notarized. Notarization of documents require wet-ink signatures.</p> <p>Can we submit scanned documents bearing the physical/wet-ink signatures? If yes, do we still need</p>	<p>Yes, the bidder can submit scanned documents bearing the wet-ink signature of its authorized signatory/ies.</p> <p>In so doing, there is no need to affix an</p>

ANNEX F-1



		<p>to affix an electronic signature on notarized documents already physically/manually signed (i.e. Omnibus Sworn Statement)?</p>	<p>electronic signature on notarized documents. However, when required in the course of post-qualification, the original copies of the notarized documents must be submitted.</p>
		<p>d. Is it required for each page of the submitted bidding documents to be signed?</p> <p>Should this be a digital or manual signature? Or both?</p>	<p>The documents must be signed by the bidder's authorized signatory/ies when required in the form or template. Please refer to ITB Clause 15 of Bid Data Sheet of the Bidding Documents.</p> <p>Electronically/ digitally-signed or scanned copy of the document bearing the signature of the authorized signatory/ies is acceptable.</p>

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ANNEX F-2