



**REGIONAL PROCUREMENT HUB PROGRAM – REGION 3  
SUPPLEMENTAL BID BULLETIN NO. 1  
FOR PB-ITB-R3-2-2025  
PROCUREMENT OF SUPPLY AND DELIVERY OF STEEL POLES**

In accordance with Section 4.3.2 of Annex "B" of the NEA Memorandum No. 2025-03, this Supplemental Bid Bulletin is hereby issued to clarify, modify or amend the following items for PB-ITB-R3-2-2025:

Section/Item No.	Issue in the Bidding Documents / Technical Specifications	Clarification / Amendment
<b>Section VI. Checklist of Eligibility Requirements and Bid Proposals</b>		
Item (B) (1) Technical Documents - Statement in matrix form of all on-going and completed government and private contracts	Inclusion of " <b>Certification of Non-Applicability</b> " as one of the Documents to be submitted by the prospective Bidder in support of its Statement of On-Going and Completed Contracts (Bid Form No. 4) in the event that a Bidder indicates that the Notice of Award (or equivalent document) and/or the Notice to Proceed (or equivalent document) are not applicable for any of the relevant contract(s) declared under Bid Form No. 4.	Section VI, Item (B) (1), Second Paragraph, is hereby <b>amended</b> to read as follows:  "The Statement shall be accompanied by the following supporting documents, <u>as applicable</u> , for each contract declared: <b>(a)</b> Notice of Award (for private contracts, submit equivalent document; if no equivalent document print one page stating "NOT Applicable"); <b>(b)</b> Notice to Proceed (for private contracts, submit equivalent document; if no equivalent document print one page stating "NOT Applicable"); <b>(c)</b> Contract (or Purchase Order <i>provided</i> that the terms and conditions are included therein); <b>(d)</b> For Completed contracts, Certificate of Acceptance/Completion (or equivalent document/s showing acceptance and/or completion); <u>and</u> <b>(e)</b> <u>Certification of Non-Applicability, in the event that the Bidder states that the Notice of Award (or equivalent document) and/or the Notice to Proceed (or equivalent document) are not applicable for the relevant contract(s) declared under Bid Form No. 4."</u>






<p>Item (B) (2) Technical Documents – Statement identifying the Bidder's SLCC</p>	<p>Inclusion of <b>"Certification of Non-Applicability"</b> as one of the Documents to be submitted by the prospective Bidder in support of its Statement of the Bidder's Single Largest Completed Contract (Bid Form No. 5) in the event that a Bidder indicates that the Notice of Award (or equivalent document) and/or the Notice to Proceed (or equivalent document) are not applicable for the contract declared under Bid Form No. 5.</p>	<p>Section VI, Item (B) (2), Second Paragraph, is hereby <b>amended</b> to read as follows:</p> <p>"The Statement shall be accompanied by the following supporting documents, <u>as applicable</u>: (a) Notice of Award (for private contract, submit equivalent document; if no equivalent document print one page stating "NOT Applicable"); (b) Notice to Proceed (for private contract, submit equivalent document; if no equivalent document print one page stating "NOT Applicable"); (c) Contract (or Purchase Order <i>provided</i> that the terms and conditions are included therein); (d) Certificate of Acceptance/Completion or official receipt(s) / sales invoice issued for the contract; and (e) <u>Certification of Non-Applicability, in the event that the Bidder states that the Notice of Award (or equivalent document) and/or the Notice to Proceed (or equivalent document) are not applicable for the contract declared under Bid Form No. 5.</u>"</p>
<p><b>Section VII. Bid Forms</b></p>		
<p>Form No. 4 Statement of Ongoing and Completed Contracts</p>	<p>Bid Form No. 4 (Statement of Ongoing and Completed Contracts) requires revision to conform with the amendments to Section VI, Item (B) (1) as provided above.</p> <p>The template for the relevant Certification of Non-Applicability is also provided together with Bid Form No. 4.</p>	<p>Bid Form No. 4 (Statement of Ongoing and Completed Contracts) is <b>amended</b> to: (i) conform with the revisions of Section VI, Item (B) (1) as provided above; and (ii) include the Certification of Non-Applicability Template.</p> <p>Please see revised Bid Form No. 4 and the Certification of Non-Applicability Template attached herein as <b>Annex "A"</b>.</p>




Form No. 5 SLCC	<p>Bid Form No. 5 (SLCC) requires revision to conform with the amendments to Section VI, Item (B) (2) as provided above.</p> <p>The template for the relevant Certification of Non-Applicability is also provided together with Bid Form No. 5.</p>	<p>Bid Form No. 5 (SLCC) is <b>amended</b> to: (i) conform with the revisions of Section VI, Item (B) (2) as provided above; and (ii) include the Certification of Non-Applicability Template.</p> <p>Please see revised Bid Form No. 5 and the Certification of Non-Applicability Template attached herein as <b>Annex "B"</b>.</p>
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Issued this 4th day of June 2025 for the guidance and information of all concerned.

  
**MS. THERESITA A. RIVERA**  
 Member  
 NEA RPH SBAC


  
**ENGR. RAYMOND M. NAPILOT**  
 Member  
 NEA RPH SBAC

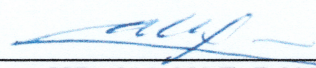
  
**ENGR. RODERICK N. PADUA**  
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**ENGR. FEDERICO P. VILLAR, JR.**  
 Vice-Chairperson  
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 CLECAFLAG INC. – Confirmed Regional  
 Association

  
**MR. ALLAN E. DAVID**  
 Authorized Procurement Representative  
 CLECAFLAG INC. – Confirmed Regional  
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Form#4: Statement of Ongoing and Completed Contracts

**Statement of all Completed and Ongoing Government & Private Contracts including Contracts Awarded But Not Yet Started**

The bidder shall declare in this form all on going government and private contracts including contracts where the bidder is a partner in a Joint Venture agreement other than his current Joint Venture where he is a partner. Non-declaration will be a ground for the disqualification of bid.

Business Name : \_\_\_\_\_ [Name of Bidder]  
Business Type : \_\_\_\_\_ [Manufacturer, Distributor or Supplier]  
Business Address : \_\_\_\_\_

Name of Contract / Project Cost	Date of Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Date of Delivery/Completion (for Completed Contracts)	Amount of Contract	Value of Outstanding Contract
GOVERNMENT							
PRIVATE							
TOTAL COST							

**Note:** 1. This statement shall be supported with the following documents, as applicable, for all contracts stated in this form **which shall be submitted with this form as part of Envelope 1:** **(a)** Notice of Award (for private contracts, submit equivalent document; if no equivalent document print one page stating “NOT Applicable”); **(b)** Notice to Proceed (for private contracts, submit equivalent document; if no equivalent document print one page stating “NOT Applicable”); **(c)** Contract (or Purchase Order *provided* that the terms and conditions are included therein); **(d)** For Completed contracts, Certificate of Acceptance/Completion (or equivalent document/s showing acceptance and/or completion); and **(e)** Certification of Non-Applicability, in the event that the Bidder states that the Notice of Award (or equivalent document) and/or the Notice to Proceed (or equivalent document) are not applicable for the relevant contract(s) declared under this Form.



2. In the event, that the contracts are denominated in foreign currency the following protocol shall be followed in accomplishing this form: **(a)** the Contract Amount must be converted to Philippine Peso using the applicable exchange rate as of Invoice Date; and **(b)** the exchange rate to be used must be based on the Daily Reference Exchange Rate Bulletin (RERB) issued by the Bangko Sentral ng Pilipinas (BSP); and **(c)** the Bidder must submit the relevant Daily RERB issued by the BSP during the post-qualification stage.
3. Declare all completed contracts within Five (5) years prior to the deadline for the submission and receipt of bids. Declare all on-going contracts (including contracts awarded but not yet started).
4. The NEA SBAC may request additional supporting documents during post-qualification to verify the Bidder's statements/representations herein.

Submitted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Printed Name & Signature



Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

**CERTIFICATION OF NON-APPLICABILITY**  
**(Statement of Ongoing and Completed Contracts)**

I, [Name of Authorized Representative], of [Bidder's Name], with office address at [address], after having been sworn to in accordance with law, hereby depose and state that:

- 1. This Certification is being issued in connection with the Procurement for the Supply and Delivery of the Region 3 RPH 2026 and 2027 Steel Pole Requirements (PB-ITB-R3-2-2025).
- 2. I am the authorized representative of [Bidder's Name] as per [Title of the document showing proof of authorization], submitted as part of the Omnibus Sworn Statement Affidavit.
- 3. The Bidding Procedures require that the Statement of Ongoing and Completed Contracts (Bid Form No. 4) submitted by [Bidder's Name] shall be supported with certain documents corresponding to the contracts stated in said form, including: **(a)** Notice of Award (for private contracts, submit equivalent document; if no equivalent document print one page stating "NOT Applicable"); and **(b)** Notice to Proceed (for private contracts, submit equivalent document; if no equivalent document print one page stating "NOT Applicable").
- 4. Thus, I certify, for and on behalf of [Bidder's Name] that the following documents are not applicable for the reasons stated hereunder:

Name of Contract/Project	Document	Reason for Non-Applicability
<i>[Indicate Name of Contract as provided in Bid Form No. 4]</i>	<i>[Indicate Non-Applicable Document – Notice of Award or Notice to Proceed]</i>	<i>[Indicate Reason for Non-Applicability]</i>

This Certification is being issued in compliance with the Bidding Procedures.

\_\_\_\_\_  
(Authorized Representative)  
Affiant



**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, affiant exhibiting to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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



**Form#5: SLCC**

### Statement of Bidder's Single Largest Completed Contract (SLCC)

Business Name : \_\_\_\_\_ [Name of Bidder]  
Business Type : \_\_\_\_\_ [Manufacturer, Distributor or Supplier]  
Business Address : \_\_\_\_\_

Name of Contract	Nature and description of the project	Owner's Name and Address	Date of Contract	Contract Duration	Date of Delivery/ Completion	Contract Amount	End user's acceptance or official receipt(s) or sales invoice issued for the contract

**Note:** 1. The bidder must state only one (1) Single Largest Completed Contract (SLCC) Similar to the contract to be bid.

2. This statement shall be supported the following documents, as applicable, for the contract stated in this form **which shall be submitted together with this form as part of Envelope 1:** (a) Notice of Award (for private contract, submit equivalent document; if no equivalent document print one page stating “NOT Applicable”); (b) Notice to Proceed (for private contract, submit equivalent document; if no equivalent document print one page stating “NOT Applicable”); (c) Contract (or Purchase Order *provided* that the terms and conditions are included therein); (d) Certificate of Acceptance/Completion or official receipt(s) / sales invoice issued for the contract; and (e) Certification of Non-Applicability, in the event that the Bidder states that the Notice of Award (or equivalent document) and/or the Notice to Proceed (or equivalent document) are not applicable for the contract declared under this Form.

3. In the event, that the SLCC is denominated in foreign currency the following protocol shall be followed in accomplishing this form: **(a)** the Contract Amount must be converted to Philippine Peso using the applicable exchange rate as of Invoice Date; and **(b)** the exchange rate to be used must be based on the Daily Reference Exchange Rate Bulletin (RERB) issued by the Bangko Sentral ng Pilipinas (BSP); and **(c)** the Bidder must attach the relevant Daily RERB issued by the BSP together with the SLCC Form

4. The NEA SBAC may request additional supporting documents during post-qualification to verify the Bidder's statements/representations herein.

Submitted by : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_

Printed Name & Signature



Republic of the Philippines )  
\_\_\_\_\_ ) S.S.

**CERTIFICATION OF NON-APPLICABILITY**  
**(Statement of the Bidder’s Single Largest Completed Contract)**

I, [Name of Authorized Representative], of [Bidder’s Name], with office address at [address], after having been sworn to in accordance with law, hereby depose and state that:

- 1. This Certification is being issued in connection with the Procurement for the Supply and Delivery of the Region 3 RPH 2026 and 2027 Steel Pole Requirements (PB-ITB-R3-2-2025).
- 2. I am the authorized representative of [Bidder’s Name] as per [Title of the document showing proof of authorization], submitted as part of the Omnibus Sworn Statement Affidavit.
- 3. The Bidding Procedures require that the Statement of the Bidder’s Single Largest Completed Contract (Bid Form No. 5) submitted by [Bidder’s Name] shall be supported with certain documents corresponding to the contract stated in said form, including: **(a)** Notice of Award (for private contract, submit equivalent document; if no equivalent document print one page stating “NOT Applicable”); **(b)** Notice to Proceed (for private contract, submit equivalent document; if no equivalent document print one page stating “NOT Applicable”).
- 4. Thus, I certify, for and on behalf of [Bidder’s Name] that the following documents are not applicable for the reasons stated hereunder:

Name of Contract/Project	Document	Reason for Non-Applicability
<i>[Indicate Name of Contract as provided in Bid Form No. 5]</i>	<i>[Indicate Non-Applicable Document – Notice of Award or Notice to Proceed]</i>	<i>[Indicate Reason for Non-Applicability]</i>

This Certification is being issued in compliance with the Bidding Procedures.

\_\_\_\_\_  
(Authorized Representative)  
*Affiant*

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines, affiant exhibiting to me his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

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



