

### Guidelines on Online Submission of Eligibility Documents and Bid Proposals

1. Pursuant to GPPB Resolution No. 12-2020 dated May 20, 2020, prospective bidders shall submit their bids using a two-factor security procedure consisting of password protection and an archive format compression using zip file format (.zip) or RAR file format (.rar). The compressed electronic bid folders to be submitted can be opened using the WINRAR compression tool.
2. The electronic documents comprising the bids as enumerated in the Checklist of Requirements for Bidders are as follows:
  - a. For shortlisting of Consultants (Stage 1), the Eligibility Documents Envelope;
  - b. For evaluation of bids of Shortlisted Consultants (Stage 2), (i) Eligibility and Technical Documents (Envelope No.1); and (ii) Financial Documents (Envelope No. 2).

Eligibility, Technical, and Financial Documents are collectively referred as “Bid Documents.”

3. The eligibility documents/proposals must be received by the dedicated email account created for the subject procurement, i.e., [pdmf\\_sbac\\_secretariat@ppp.gov.ph](mailto:pdmf_sbac_secretariat@ppp.gov.ph). Proposals sent by the bidders to any other email account/address will be deemed “NOT submitted” and will NOT be considered by the Procuring Entity.
4. The bidders must submit the Bid Documents (i.e. Eligibility Documents, Technical Proposals, and Financial Proposals) on or before the submission deadline indicated in the Request for Expression of Interest (REOI) as follows:
  - 4.1 Stage 1: Eligibility Documents – through a single email if within the file size limit, or multiple emails if in excess of the file size limit
  - 4.2 Stage 2: Technical and Financial Proposals - through separate emails, i.e. email-submission of Technical Proposals (containing both the Eligibility Documents and Technical Proposals) is separate from email-submission of Financial Proposals.

If the Technical Proposals and Financial Proposals are submitted together in a single email, they will be deemed “NOT submitted” and will NOT be considered by the Procuring Entity.

5. All Bid Documents shall be submitted by the bidders ONLY from the email account(s)/address(es) indicated in the REOI. Proposals received from any other email account/address shall be rejected.
6. The bidders shall ensure that the Bid Documents are received by the email account/address indicated in the REOI on or before the prescribed deadline. If only one proposal (either Technical Proposal or Financial Proposal) is received from the bidders on the prescribed deadline, while the other proposal is received beyond the deadline, both proposals will not be accepted and will remain unopened.
7. The bidders shall avoid sending multiple emails. However, in case of receipt of multiple emails, **ONLY** the latest email containing the eligibility documents, technical and financial proposals received on or before the deadline shall be considered.

8. All documents as enumerated in the Checklist of Requirements for Bidders should be arranged, numbered and named in separate files. All document files must be scanned with at least 150 dots-per-inch (dpi) and should be in PDF file format with a secured password-protection, provided that the file is readable when printed out.

The password-protected files shall be contained in one compressed folder, i.e., for Stage 1, the Eligibility Documents and for Stage 2, the (i) Eligibility and Technical Proposals (Zipped Folder No.1); and (ii) Financial Proposals (Zipped Folder No. 2). The compressed folder shall likewise be password-protected. The passwords for the compressed Eligibility Documents, the Technical Proposals, and the Financial Proposals folders should be different from each other. The bidders shall disclose the passwords of the compressed folders to the Procuring Entity during the schedule of opening of bids or send an email to [pdmf\\_sbac\\_secretariat@ppp.gov.ph](mailto:pdmf_sbac_secretariat@ppp.gov.ph) before the opening of Bid Documents.

9. Bid Documents not in compressed archive folders and not password-protected shall be rejected. However, Bid Documents that are not properly compressed and password-protected shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted (i.e. not properly compressed or password protected).
10. The SBAC shall assume no responsibility for the premature opening or disclosure of the contents of the improperly compressed or password-protected folders.
11. The PPP Center's email system for PDMF-funded consulting services can only accommodate attachments with **file size limit of up to 20MB**. Considering this limitation, each bidder must ensure that its email containing the archive format compression files will not exceed 20MB and that the Procuring Entity, through its SBAC Secretariat, acknowledges receipt of its submissions.
12. In exceptional cases where the file size of Bid Documents exceeds 20MB, the bidder is allowed to create separate archive format compression files. If the bidder's email has a smaller file size limit, it may send files in batches. These multiple compressed files sent in batches may use the same password and may be emailed or submitted separately. As an illustration, submission for Stage 1 shall be labelled as follows: "Eligibility Document Envelope – Part 1 of 3", "Eligibility Document Envelope – Part 2 of 3", and "Eligibility Document Envelope – Part 3 of 3".
13. Bid Documents shall be submitted via email to [pdmf\\_sbac\\_secretariat@ppp.gov.ph](mailto:pdmf_sbac_secretariat@ppp.gov.ph), with the subject using the REOI Number and Name of Bidder [(e.g. REOI 2022-001-[Name of Bidder])], before the closing date and time specified in the REOI.
14. Upon receipt of Bid Documents, the SBAC Secretariat shall generate a bid receipt page reflecting the official time of submission which can be saved or printed by the bidder.
15. A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. In modifying online submission/s, the bidder shall not be allowed to retrieve its original submission, but shall be allowed to submit another submission equally sealed, properly identified and titled/labelled as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION." The bidder must ensure that the modification is received by the SBAC Secretariat. Modifications received after the applicable deadline shall not be considered and shall be returned to the bidder unopened.

16. A bidder may, through a letter of withdrawal, withdraw its submission, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the prescribed deadline. The letter of withdrawal must be executed by the authorized representative of the bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter. Bids requested to be withdrawn shall be returned unopened to the bidder.