



**BIDS AND AWARDS COMMITTEE I**

**SUPPLEMENTAL BID BULLETIN NO. 2**

**SUPPLY AND DELIVERY 300,000 PIECES SAFETY, SECURITY AND ENVIRONMENTAL NUMBERING (SSEN) PLATES FOR THE PHILIPPINE COAST GUARD (PCG)**

**BID REFERENCE NO: GPG-B1-2020-057**

**APPROVED BUDGET FOR THE CONTRACT: ₱57,735,000.00**

This **Supplemental/Bid Bulletin No. 2** is hereby issued to in response to the queries of prospective bidders for the above-mentioned project.

**A. AMENDMENT TO THE AMENDED BIDDING DOCUMENTS:**

FROM	TO
<b>SECTION I. INVITATION TO BID (IB)</b>	
<p>Line No. 2 ...xxx...</p> <p>Bidders should have completed, within the last ten (10) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).</p> <p>‘Similar nature’ shall mean <u>Acrylic Printing</u>.</p>	<p>Line No. 2 ...xxx...</p> <p>Bidders should have completed, within the last ten (10) years from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).</p> <p>‘Similar nature’ shall mean <b><u>Any Printed Plates for Vehicles, Vessels / Watercraft</u></b></p>
<b>SECTION III. BID DATA SHEET (BDS)</b>	
<p>Clause 5.3 For this purpose, contracts similar to the Project shall be:</p> <p>a. “Similar contract” shall refer to the <u>Acrylic Printing</u>.</p> <p>b. completed within the last ten (10) years prior to the deadline for the submission and receipt of bids.</p>	<p>Clause 5.3 For this purpose, contracts similar to the Project shall be:</p> <p>a. “Similar contract” shall refer to the <b><u>Any Printed Plates for Vehicles, Vessels / Watercraft</u></b></p> <p>b. completed within the last ten (10) years prior to the deadline for the submission and receipt of bids.</p>
<b>SECTION VII. TECHNICAL SPECIFICATIONS</b>	
<p><u>Section VII. Technical Specifications</u></p>	<p><b><u>Section VII. Technical Specifications (Revised)</u></b></p>



**B. REPLIES TO BIDDERS QUERIES:**

Bidder: **DVK PHILIPPINES ENTERPRISES**

E-mail addressed to the Chair dated 09 November 2020.

<p><b>Query 1</b></p>	<p>Definition of a Single Largest Completed Contract (SLCC) is “Acrylic Printing”.</p> <p>May we request that your definition of a similar contract be broadened to include Metal Plate Printing or Supply and Delivery of Metal Plates since the printing on metal plates, whether directly on the metal plate or on a sticker that is laminated or bonded to the metal substrate, involves exactly the same process as printing on acrylic plastic.</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>Definition of similar in nature for the Single Largest Completed Contract (SLCC) has been revised to “<b>Any Printed Plates for Vehicles, Vessels / Watercraft</b>”.</p>
<p><b>Query 2</b></p>	<p>A bidder should have completed within ten (10) years from the date of submission and receipt of bids, a single contract similar to the Project equivalent to at least fifty percent (50%) of the ABC.</p> <p>Since the acrylic plates can be considered as Expendable Supplies, may we request that the single completed contract be at least twenty five percent (25%) of the ABC. Or, that the prospective bidder should have completed at least two (2) similar contracts and the aggregate contract amounts 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.</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>Request granted.</p> <p><b>Section II. Instruction to Bidders (5.3):</b></p> <p>Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA 9184, the Bidder shall have as SLCC that is <b>two (2) or more contracts</b> similar to the Project the value of which, adjusted to current prices using the PSA’s CPI, must be at least equivalent to:</p> <ol style="list-style-type: none"> <li>i. Completed at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project provided that the largest of these similar contracts must be equivalent to at least twenty five percent (25%) of the ABC of the project.</li> </ol>
<p><b>Query 3</b></p>	<p>Each SSEN plate shall contain minimum 2 directional watermarks as integral part of the retro-reflective sheeting.</p> <p>We would like to clarify what you mean by “directional watermarks”. Does it mean that the watermarks can be seen from any angle or direction? Or does it mean that the watermarks can only be seen from a specific angle, like 30 degrees or 90 degrees? How you want the directional watermarks to be seen would determine whether the watermarks are to be printed or laser engraved on the reflective sheeting material.</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>The directional watermarks shall contain a “minimum” of two (2) directional watermarks.</p> <p>Please refer to Section 3.4 of the PCG Revised Terms of Reference as of 24 November 2020.</p>



<p><b>Query 4</b></p>	<p>Each SSEN plate shall include a printed QR code with public and privileged data to be agreed with the successful bidder.</p> <p>We would like to know if the public and privileged data contained in the QR code is the same for all 300,000 plates, or is it different for each plate? The price of the acrylic plate would largely depend on the complexity of the QR code to be printed on your SSEN plate.</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>Please refer to Section 3.5 of the Revised Terms of Reference as of 24 November 2020.</p>
<p><b>Query 5</b></p>	<p>May we know where the SSEN plate would be installed? Would it be installed indoors or outdoors? If installed outdoors, would it be exposed to the elements, like rain or seawater? Because if your SSEN plate would be installed outdoors and that there is a possibility that it would come into contact with seawater, then we might have to use a high strength reflective sheeting material that is more suitable for marine products. This high-strength reflective sheeting material is recognized by the International Maritime Organization (IMO) and the US Coast Guard, and has SOLAS and CCS certificates but no ISO7591 certificate.</p> <p>Could you accept this type of high-strength reflective sheeting for use with your acrylic plate even without an ISO7591 certificate, but with SOLAS and CCS certificates?</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>Please refer to the Section 3.2 of the PCG Revised Terms of Reference as of 24 November 2020.</p>
<p><b>Query 6</b></p>	<p>May we request for the design layout of your SSEN acrylic plate so that we can come up with a more accurate price quote and also for sample-making purposes. We cannot make a sample plate unless we have your design layout. Or, do you want the prospective bidder to come up with a proposed design layout for your acrylic plate?</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>The prospective bidder/s to come up with a proposed design layout per Section 3.3 of PCG Revised Terms of Reference, minimum requirement.</p> <p>Please refer Section VII. Technical Specifications (Revised), DOTr Memorandum Circular Number 2017-001 (Annex 2).</p>
<p><b>Query 7</b></p>	<p>And lastly, may we request for more time for us to secure all the certificates and test reports required in relation to the acrylic and reflective sheeting materials. Can the opening of bids be rescheduled at least fifteen (15) days from November 26? If the bid opening can no longer be postponed, to at least allow the winning bidder more time to submit the needed certificates and test reports in the post-qualification stage.</p>
<p><b>PITC/ PCG REPLY</b></p>	<p>The Submission and Opening of Bids is rescheduled on <b><u>01 December 2020, Tuesday, 2:00PM.</u></b></p> <p>Please refer to the Amended Bidding Documents.</p>



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

For the guidance and information of all concerned.

Issued this **24<sup>th</sup> day of November 2020** in Makati City.

**Reviewed and approved by:**

**(SGD)CHRISTABELLE P. EBRIEGA**  
Chair, Bids and Awards Committee I (BAC I)

**(SGD)MYRA CHITELLA T. ALVAREZ**  
Vice Chair

**(SGD)JOEL S. RODRIGUEZ**  
Member

**(SGD)ATTY. ROXANNE MARIE Q. CRUZ**  
Member

**(SGD)ATTY. MITZELL ARTHUR R. MAGDAONG**  
Member

**Concurred by:**

**CDR GEOFFREY G ESPALDON PCG**  
BAC Provisional Member – PCG



## ***Section VII. Technical Specifications (Revised)***

Bidders must state here either “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification.”

SPECIFICATIONS	BIDDER’S STATEMENT OF COMPLIANCE
<ol style="list-style-type: none"><li>1. PCG Terms of Reference (As of 24 November 2020) per <b><u>Revised Annex 1</u></b></li><li>2. DOTr Memorandum Circular Number 2017-001, <b>Annex 2</b></li><li>3. Terms of Payment (Section V. SCC)</li></ol>	

**I hereby certify to comply and deliver all the above requirements.**

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<b>Name of Company/Bidder</b>	<b>Signature Over Printed Name of Representative</b>	<b>Date</b>
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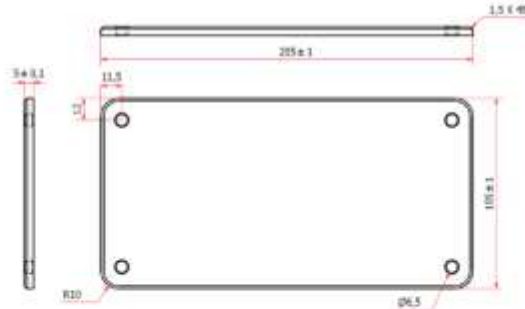
**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

**TERMS OF REFERENCE**  
(As of 24 November 2020)

1.	<b>Name of Project: Procurement of Safety, Security and Environmental Numbering (SSEN) System Plates</b>									
<b>Requirements</b>										
2.	<b>COMPONENTS</b> SSEN Plates	<b>QUANTITY</b> 300,000 pcs								
3.	<p>Technical Specification:</p> <p>3.1. Acrylic Plate</p> <ul style="list-style-type: none"> <li>▪ The acrylic plate material must have passed the Bending, Thermal, Impact, Corrosion and Weathering conducted by an independent laboratory based locally or abroad.</li> <li>▪ Thickness shall be 5.0 mm with tolerance of +/- 0.1 mm.</li> <li>▪ The manufacturer of the acrylic must be ISO 9001 and ISO 14001 certified.</li> </ul> <p>3.2. Retro-reflective Sheeting</p> <ul style="list-style-type: none"> <li>▪ The retro reflective sheeting of the SSEN plates shall be flat and smooth and shall have a PET (polyethylene terephthalate) material backing.</li> <li>▪ Background color shall be white.</li> <li>▪ The retro reflective material shall be applied to acrylic plate to form a durable bond and resist impact and bending.</li> <li>▪ The minimum coefficient of retro-reflection of the retro-reflective area shall not be less than specified in the table below.</li> <li>▪ Measurements shall be made in accordance with procedures defined in CIE publication No. 54, 1982 using CIE standard illuminant A and with the entrance and observation angles in the same plane.</li> <li>▪ The colour of the retro-reflective background of the plate shall be measured in accordance with clause 7.1 of International Standard ISO 7591 and shall comply with the requirements of the table below.</li> <li>▪ The manufacturer of the retro-reflective sheeting must be ISO 9001 and ISO 14001 certified.</li> <li>▪ And/or, high strength reflective sheeting material that is suitable for marine products</li> </ul> <p>3.3. Size</p> <ul style="list-style-type: none"> <li>▪ SSEN plates shall comply with the following dimensions :</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Width:</td> <td>205 mm +/- 1 mm</td> </tr> <tr> <td>Height:</td> <td>105 mm +/- 1 mm</td> </tr> <tr> <td>Holes:</td> <td>4 (one hole in each corner)   6.5 mm diameter</td> </tr> <tr> <td>Corner radius:</td> <td>10 mm</td> </tr> </table>		Width:	205 mm +/- 1 mm	Height:	105 mm +/- 1 mm	Holes:	4 (one hole in each corner)   6.5 mm diameter	Corner radius:	10 mm
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Height:	105 mm +/- 1 mm									
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Corner radius:	10 mm									



Revised Annex 1  
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- The SSEN Plate shall be supplied ready for use with embedded printing the logos of Department of Transportation and Philippine Coast Guard (PCG) as colour graphics with 30 mm diameter each and personalised with SSEN numbers as well as QRcode with details provided by PCG to the successful bidder.
- SSEN numbers shall be in the following format: "SWM-ZAM-012617-000001", printed in ARIAL BOLD font size 60.
- Colour logos and personalised SSEN number as well as QRcode shall be sealed between the reflective sheeting and the PMMA plate.

3.4. Directional Security Markings / Watermarks

- Each SSEN plate shall contain minimum 2 directional watermarks (shall be discussed with the successful bidder) as integral part of the retro-reflective sheeting
- The directional watermarks shall be an integral part of the retro-reflective sheeting and must not be removable by chemical or physical means from the blank plate without irreparable damage to the reflective sheeting. The directional watermarks shall be embedded in the deeper layers of the reflective sheeting.
- The design of the watermarks shall be discussed with the successful bidder.

3.5. QRcode

- Each SSEN plate shall include a printed QRcode with data to be agreed with the successful bidder.

3.5.1. Data

- The data in the QR barcode shall be stored in a digitally signed envelope adhering to the ISO/IEC 20248 specification. Privileged data shall be stored and then encrypted using the private-container mechanism referenced in the ISO/IEC 20248 specification.

3.5.2. App

- The successful bidder must provide a PCG branded Android app for verification and decoding of the data contained in the QRcode to be used mainly by PCG officers.
- The app itself must be distributed by native Android mechanisms and will, therefore, be available to members of the public for download as well.
- The main purpose of this app shall be to provide an offline mechanism for Coast Guard officers to test the authenticity of a SSEN plate and to decode the privileged information contained in the QRcode in a working environment.
- Members of the public should only be able to access public (non-privileged) information stored in the QRcode when they are scanned.
- The app shall provide a mechanism by which Coast Guard officers can be authenticated. Upon successful authentication, secrets shall be downloaded and stored on the device to be used during the decoding of privileged information.

3.5.3. Security

- In an effort to protect the privileged information from members of the public, no privileged information captured from a QRcode shall be stored or uploaded by the app.
- Privileged data captured in the digital envelope shall be encrypted using a symmetric algorithm such as AES 128.
- Efforts should be made to mitigate risks of a man-in-the-middle attack when retrieving the symmetric encryption key.



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	<ul style="list-style-type: none"> <li>▪ Efforts should be made to store the downloaded secrets in the secure hardware key store found on the device. This is to mitigate the risks of possible attackers extracting the key from the device.</li> </ul> <p>3.6. Durability</p> <ul style="list-style-type: none"> <li>▪ SSEN plates must be guaranteed to last for a period of minimum (3) years.</li> </ul> <p>3.7. Compliance with the Materials to be used</p> <ul style="list-style-type: none"> <li>▪ One (1) certified true copy of authorized distributorship issued by the manufacturers of reflective sheeting material and acrylic plate.</li> <li>▪ One (1) certified true copy of technical bulletin for the reflective sheeting material and acrylic plate.</li> <li>▪ ISO 9001 and ISO 14001 Certification of acrylic plate and reflective sheeting manufacturer.</li> </ul> <p>3.8. Plate Locks</p> <ul style="list-style-type: none"> <li>▪ Appropriate "Plate locks" and nuts with washers shall be provided by the supplier.</li> </ul> <p>3.9. Packaging</p> <ul style="list-style-type: none"> <li>▪ Appropriate packaging of plate and plate locks shall be provided by the supplier.</li> </ul>												
4.	<p><b>REQUIREMENT/S IF DECLARED AS LOWEST/SINGLE CALCULATED BIDS to be submitted within Five (5) calendar days from receipt of Notice to Present Prototype.</b></p> <p>4.1. Presentation of Prototype/Sample (Security features not required)</p> <p>4.2. Certified True Copy of Test Report (Bending, Thermal, Impact, Corrosion and Weathering) conducted on the <b>Acrylic Plates and Reflective Sheeting</b> by an independent laboratory based locally or abroad.</p> <p>4.3. Test Report for ISO7591 Standard</p>												
5.	<p><b>REQUIREMENT/S IF AWARDED THE CONTRACT:</b></p> <p>5.1. Delivery Period:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Activity</th> <th>Delivery Period</th> <th>Minimum Qty to be Delivered</th> </tr> </thead> <tbody> <tr> <td>First Tranche</td> <td>Within 180 CD from receipt to NTP</td> <td>150,000 pieces</td> </tr> <tr> <td>Second Tranche</td> <td>Within 180 CD from due date of the First Tranche</td> <td>150,000 pieces</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td>300,000 pieces</td> </tr> </tbody> </table> <p>5.2. Delivery Place: Headquarters Coast Guard Weapons Communications Electronics Information System Command (F.Ortigas St., Brgy. Addition Hills, Mandaluyong City)</p> <p>5.3. Warranty Period/ Coverage of Warranty</p> <p>- The manufacturer warrants that all materials furnished under these specifications will be new, of good components and workmanship and agrees to replace promptly license plates with materials that fail when used as intended during its entire service life of three (3) years from the date of delivery. Such replacement shall include all costs associated with the recall, production, and distribution of the finished license plates. These changes will be made without additional cost to the Procuring Entity and will not affect the size of the license plates, the number of colors or the type of materials.</p>	Activity	Delivery Period	Minimum Qty to be Delivered	First Tranche	Within 180 CD from receipt to NTP	150,000 pieces	Second Tranche	Within 180 CD from due date of the First Tranche	150,000 pieces	TOTAL		300,000 pieces
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Second Tranche	Within 180 CD from due date of the First Tranche	150,000 pieces											
TOTAL		300,000 pieces											
<p><b>OTHER REQUIREMENTS TO BE SUBMITTED BY THE BIDDER DURING BID OPENING:</b></p>													
6.	<ul style="list-style-type: none"> <li>• Certificate of Performance Evaluation (Minimum: Satisfactory)</li> <li>• ISO 9001 and 14001 Acrylic Plate</li> <li>• ISO 9001 and 14001 Reflective Sheeting</li> <li>• Bidders must have completed similar contracts for the past ten (10) years for the bidding product.</li> </ul>												

Prepared by:


**LTJG DIANE M. GUANZON PCG**  
 Chairman/TWG-for CEIS

Approved by:

**RADM ROBERT N. PATRIMONIO PCG**  
 Head or Director





 Republic of the Philippines  
**DEPARTMENT OF TRANSPORTATION**

31 March 2017

**Department**  
**MEMORANDUM CIRCULAR**  
**Number** 2017-001

**SAFETY, SECURITY AND ENVIRONMENTAL NUMBERING (SSEN) SYSTEM  
FOR ALL PHILIPPINE REGISTERED VESSELS AND/OR WATERCRAFTS**

**I. AUTHORITY:**

- A. Republic Act No. 9993 and its IRR s. 2011
- B. Office of the President of the Philippines Memo Order No.04 dated 26 September 2016
- C. Articles 21 and 24 of the United Nations Convention on Law of the Sea (UNCLOS)
- D. Suppression of Unlawful Acts (SUA) Convention

**II. PURPOSE:**

This circular provides for the establishment of a Safety, Security and Environmental Numbering (SSEN) System for all Philippine registered vessels/watercrafts, to be administered by the Philippine Coast Guard, by assigning a unique identification number for each vessels and/or watercrafts, in order to enhance marine environmental protection, maritime security and safety within the Philippine Maritime Domain by preventing the use of vessels/watercrafts in various maritime infractions particularly piracy and terrorism.

**III. SCOPE:**

This shall apply to all types of Philippine registered ships/watercrafts operating within Philippine waters regardless of size, utilization and propulsion except vessels of the Philippine Coast Guard, Armed Forces of the Philippines, Philippine National Police, Bureau of Fisheries and Aquatic Resources, National Mapping and Resources Information Authority and other vessels that may be exempted by the competent authority of the PCG.

**IV. GUIDELINES:**

- A. All owners, operators and/or charter parties shall register their vessels/watercrafts under the Safety, Security and Environmental Numbering (SSEN) System to the Coast Guard Unit where they are home ported.
- B. SSEN body number and plate number shall be issued to all vessels/watercrafts registered under SSEN System. Vessels/watercrafts registered with MARINA or IMO and issued with the corresponding MARINA or IMO

7

THE COLUMBIA TOWER *2017.03.14.21*  
BRGY. WACK-WACK, ORTIGAS AVENUE  
1555 HANDALUYONG CITY, PHILIPPINES

TELEFAX: (632) 723-4925  
TRUNKLINE: 790-6300/790-8400  
DOTC ACTION CENTER HOTLINE:

17 003017

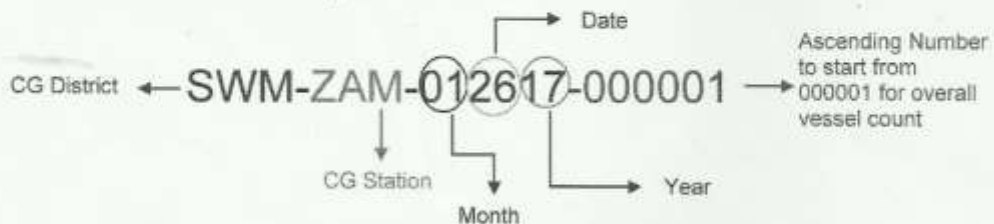


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Registration Numbers would adopt such numbers as the SSEN body and plate numbers of the vessel/watercraft.

- C. For vessels 35 GT and below, body number shall be painted on the port and starboard side freeboards or in any place deemed appropriate as determined by the Station/Sub-Station Commander.
- D. For vessels 35 GT and below, SSEN plate number shall be attached and displayed to a permanent structure inside the vessel as determined by the Station/Sub-Station Commander.
- E. Other vessels of more than 35 GT but below the Convention size shall display the SSEN body number on the port and starboard sides of their freeboards but would just display their SSEN Plate number at their Pilot House.
- F. Convention size vessels with IMO Registration Numbers displayed outside their Pilot House would adopt the IMO Registration Numbers as their SSEN Number and need not display it on the port and starboard sides of their freeboards but still display their SSEN Registration Plate Number inside the Pilot House.
- G. SSEN Certificate shall be issued by Coast Guard District to all vessels/watercrafts registered under the SSEN System as proof of compliance and a copy must be available on board the vessel at all times for inspection.
- H. Database shall be maintained by the Coast Guard District where the vessels/watercraft is registered and a National database by Coast Guard Weapons, Communications, Electronic and Information System (CGWCEIS) who shall also act as the Administrator of the System.
- I. Below is the sample of SSEN:

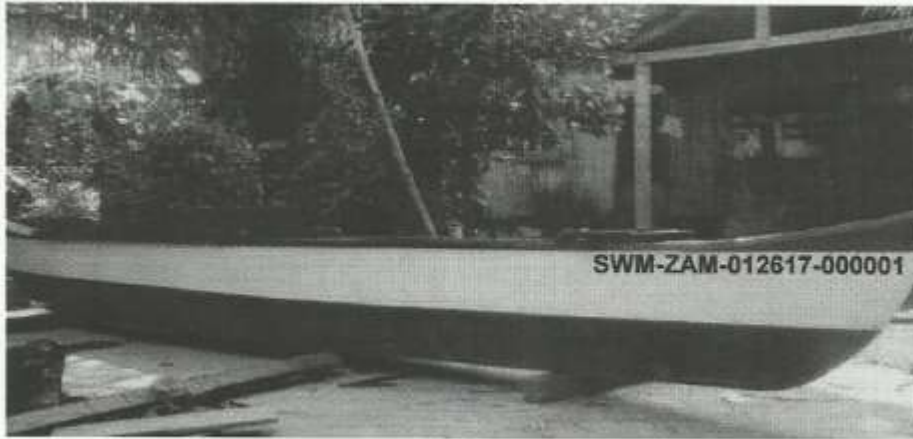
In the SSEN sample below (SWM-ZAM-012617-000001), the first six digit numbers determines the date of first registration. Example, number **01** refers to the month, **26** refers to the day and number **17** refers to the year.



- J. Photo below is a sample of an SSEN compliant vessel (below 3 GT) with SSEN body number displayed on its freeboard:



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K. Photo below is a sample of SSEN plate number which shall be attached and displayed to a permanent structure inside the vessel as determined by the Station/ Sub-Station Commander.





**V. PROCEDURE:**

A. The owner or his representative shall apply to nearest Coast Guard Station/Sub-Station for the registration of his vessel/watercraft under the SSEN System and present the following requirements:

1) For Vessels of 3GT and below: (LGU or MARINA Registered)

- a. Proof of Ownership;
- b. Official Receipt of Engine procurement (for new built vessel);
- c. One (1) valid government issued identification card;
- d. Photo of the vessel with the owner.

2) For vessels of more than 3GT: (MARINA registered)

- a. Certificate of Ownership (CO);
- b. Certificate of Vessel Registry (CVR);
- c. One (1) valid government issued identification card; and
- d. Photo of the vessel with the owner.

B. Coast Guard Station/Sub-Station shall validate and check the correctness of entries of the accomplished Application Form and the submitted supporting documents for the SSEN registration;

C. Coast Guard Station shall process the application including the assignment of SSEN and endorse the same to the Coast Guard District for encoding to the database and approval of such application; and thereafter return the approved application to the Coast Guard Station/Sub-Station for its release to the owner;

D. Before the release of the approved application, Coast Guard Station/Sub-Station shall take a picture of the owner with his SSEN marked vessels/watercrafts. The installation of the SSEN plate on the vessel shall be supervised by the Coast Guard Station/Sub-Station personnel.

**VI. DUTIES AND RESPONSIBILITIES:**

**A. OWNER/OPERATOR:**

1. Shall ensure that owned/operated vessels/watercrafts shall be registered under the SSEN System.
2. Transfer of ownership or any major alterations which includes but not limited to change of body color and engine shall be reported to the Coast Guard unit where the vessel is registered.



3. Any vessel who intends to change her homeport shall apply clearance from the Coast Guard unit where she is registered.
4. Shall ensure the integrity of the SSEN plate and body number and immediately report the loss or damage of the said plate to the nearest Coast Guard unit.
5. Shall be responsible for any illegal use of his vessel bearing the SSEN Plate and Body numbers.

**B. COAST GUARD DISTRICTS:**

1. Ensure the production of SSEN plate number.
2. Responsible for the issuance of the SSEN certificate.
3. Maintain the database of all SSEN compliant vessels/watercrafts operating within their respective Area of Responsibility.
4. Intensify campaign for the registration of vessel/watercraft under the SSEN system within their respective area of responsibility.

**C. COAST GUARD STATIONS/SUBSTATIONS:**

1. Ensure that all vessels/watercrafts operating within their respective area of responsibility are registered under the SSEN System.
2. Shall be responsible for the acceptance and screening of registration application of vessels/watercrafts applying for SSEN System.
3. Ensure the regular submission of updates to the District database of vessels registered within its Area of Responsibility.
4. Intensify campaign for the registration of vessels/watercrafts under the SSEN system within their Area of Responsibility through the conduct of information drive and mobile registration.
5. Supervise the proper markings of SSEN and the installation of the SSEN plate on the vessels/ watercrafts.

**D. COAST GUARD WEAPONS, COMMUNICATIONS, ELECTRONICS AND INFORMATION SYSTEMS COMMAND:**

1. Monitor the compliance of CG Districts/Stations/Sub-stations with regards to the proper implementation of this Memorandum Circular.



2. Establish, operate and maintain an exclusive website or domain for the SSEN system of all Philippine vessels/watercrafts operating within the Philippine Maritime Domain.
3. Act as the administrator of the exclusive website or domain for the SSEN system of all Philippine vessels operating within the Philippine Maritime Domain.
4. Establish, operate and maintain the SSEN National Database System, servers and its peripheral equipment for the SSEN system of all Philippine vessels/ watercrafts.

**VII. VALIDITY:**

- A. The SSEN shall be permanently assigned to the vessels/watercrafts.
- B. The SSEN Certificate is valid for three (3) years and is renewable.
- C. Any transfer of ownership or major alterations done on the vessels/watercrafts shall immediately be reported within five (5) days of actual transfer to the nearest Coast Guard Station/ Sub-Station for updating vessel profile.

**VIII. PENALTIES AND SANCTIONS:**

VIOLATION	PENALTY
a. For failure to register under SSEN upon notification	First Offense: Written warning shall be issued to the offender and a corresponding affidavit of undertaking should be submitted to concerned Coast Guard unit prior release.
	Second Offense: Detention and release only upon compliance
b. For failure to renew	First Offense: Written warning shall be issued to the offender and a corresponding affidavit of undertaking should be submitted to concerned Coast Guard unit prior release.



	Second Offense: Detention and release only upon compliance
c. Tampering of SSEN plate	First Offense: Written warning
	Second Offense: Detention for non-compliance and release only upon replacement of the new SSEN plate. Offender shall bear the cost of the replacement SSEN plate.
d. Tampering of SSEN body number	First Offense: Written warning
	Second Offense: Detention for non-compliance and release only upon correction of SSEN body number. Offender shall bear the cost of the correction of SSEN body number.
d. Failure to report change of ownership	Detention and released only upon presenting the proof of change of ownership.
d. Failure to report major alteration	Detention and released only upon correction of database information.
e. Failure to report change of homeport	Detention and released only upon correction of database information, SSEN plate number and body number as necessary.

**IX. EFFECTIVITY**

This circular shall take effect fifteen (15) days after publication in the Official Gazette or in any two (2) newspapers of general circulation and upon filing of three (3) certified copies thereof with the University of the Philippines Law Center.

**ARTHUR P. TUGADE**  
Secretary, DOTr



DOTC-OSEC OUTGOING 17-00617



ANNEX: SPECIFICATION OF SSEN PLATE



Font Style: ARIAL BOLD  
Font Size: 60  
Logo Diameter: 30 mm  
Material: Acrylic/Plastic

Annex





# Checklist of Technical and Financial Documents (Revised)

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**OR**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**And**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
In case or recently expired Mayor’s / Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement.  
**And**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;  
**and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**Or**  
Original copy of Notarized Bid Securing Declaration; **and**



(h) **Technical Requirements**

- 1) Duly Complied **Section VI. Schedule of Requirements**
- 2) Duly Complied **Section VII. Technical Specifications (Revised)**
- 3) List of items below indication the **Manufacturer** and the corresponding **Product Brochure and/or Technical Data Sheet** showing compliance to the required Technical Specifications for the following materials:
  - **Acrylic Plate**
  - **Reflective Sheeting**

If not in English, must be subject to requirement per Clause 10.3 of the Instructions to Bidders.

- 4) Valid and current **ISO 9001 and ISO 14001 Certification** in the name of the manufacturer of the of the following materials to be use for the SSEN Plates issued by an Independent Certifying Agency:
  - **Acrylic Plate**
  - **Reflective Sheeting**

Note: If not in English, must be subject to requirement per Clause 10.1 of the Instructions to Bidders

- 5) **Certificate of Performance Evaluation** with a rating of **Satisfactory** issued by the Largest Contract/s Client/s of the bidder per submitted Statement of Single Largest Completed Contract(s).

**Certification shall be based on the following parameters:**

- a. Timely Delivery
- b. Compliance to specifications and Performance
- c. Warranty and After Sales Service

**And**

- (i) **Original duly signed Omnibus Sworn Statement (OSS);** and as applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- (j) The Supplier's audited financial statements for **2019** and **2018** (in comparative form or separate reports):
- a) Independent Auditor's Report;
  - b) Balance Sheet (Statement of Financial Position); and
  - c) Income Statement (Statement of Comprehensive Income)



Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

**And**

- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class “B” Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**Other documentary requirements under RA No. 9184 (as applicable)**

- (m) *[For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (n) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- (a) Original of duly signed and accomplished **Bid Form; and**
- (b) Original of duly signed and accomplished **Price Schedule(s).**

**Notes:**

- 1. In case of inconsistency between the Checklist of Technical and Financial Documents for bidders and the provisions in the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements, the Instructions to Bidders, Bid Data Sheet and Schedule of Requirements shall prevail.***
- 2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Checklist of Technical and Financial Documents.***