

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Office Supplies and Equipment (Second bidding)
Reference No. : PB-GS-05a-2017
ABC : PhP 3,042,847.00
Date : 09 June 2017

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

I. Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX I** of this Supplemental/Bid Bulletin No. 1.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)
MARIA TERESA C. LEPATAN
BAC Chairperson

ANNEX I

Technical Specifications

I.	<p>Background:</p> <p>The Department of Foreign Affairs (DFA) intends to procure office supplies, equipment and other paraphernalia.</p>		
II.	<p>Scope:</p> <p>Procurement of Office Supplies and Equipment</p>		
III.	Technical Specifications:		Statement of Compliance
	1.	The Contractor shall guarantee that it has the capacity to deliver all items required by the DFA as indicated in Annex B.	
	2.	To ensure the quality of the items to be delivered, PPMD-OAMSS shall provide samples during the pre-bid conference and upon the request of the bidders.	
	3.	The Contractor shall provide samples of the items, in sufficient quantity during the post-qualification conference. The DFA reserves the right to accept or reject any of the samples, and request for replacements of any items that fail to meet the DFA's standards.	
	4.	The Contractor shall guarantee that all the items to be supplied are brand new and free from all kinds of defect. Any defective item shall be replaced by the Contractor free-of-charge.	
	5.	The price of the items, as specified in the bidder's bid rate sheet, shall be valid for the duration of the supply contract.	

IV.	1.	Delivery All items shall be delivered within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP) for items which may be urgently needed by the DFA, delivery may commence immediately after the Contractor's receipt of the NTP.	
	2.	All deliveries shall be made with one (1) day prior notice to the Office of Assets Management and Support Services – Property, Procurement, and Maintenance Division (OAMSS-PPMD) from Mondays to Fridays, 8:00 A.M. to 5:00 P.M. and shall be subject to the usual inspection procedures.	
	3.	All items shall be delivered to OAMSS-PPMD, subject to the usual government inspection procedures.	
V.	1.	Terms of Payment The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents. The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract.	
	2.	All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

Annex A

STANDARD CHECKLIST OF ELIGIBILITY, TECHNICAL DOCUMENTS AND FINANCIAL COMPONENT OF THE DEPARTMENT'S PUBLIC BIDDING (FOR GOODS OR GENERAL SUPPORT SERVICES)

	ELIGIBILITY AND TECHNICAL DOCUMENTS (TECHNICAL COMPONENT)	TAB/LABEL
1	<p>OMNIBUS SWORN STATEMENT (in the prescribed form, duly notarized in accordance with the 2004 Rules on Notarial Practice).</p> <p>In the case of a corporation, partnership, cooperative or joint venture, the Omnibus Sworn Statement shall be accompanied by a notarized Secretary's Certificate (Authority of the Signatory).</p>	<p>A</p> <p>A.1</p>
2.	Certificate of PhilGEPS Registration (Platinum Member)	B
3	Statement and Copy of all its ongoing government and private contracts within the prescribed number of years, as indicated in the Invitation to Bid, including contracts awarded but not yet started, if any, as required in the Bidding Documents.	C
4	<p>Copy of the SINGLE LARGEST COMPLETED CONTRACT (SLCC) together with <u>Certificate of Final Acceptance/Completion</u> of the project from the bidder's client (for government contracts) OR <u>official receipt(s)</u> of the bidder for the contract (for private contracts), as described and required in the Bidding Documents</p> <p>If the SLCC is covered by a non-disclosure agreement, the bidder shall submit, in lieu of the copy of the actual contract, an equivalent document which may include a letter or certification issued by the bidder's client(s) stating the existence of a non-disclosure agreement, name of the contract or the type of Goods delivered or Services performed, the duration of the contract, the indicative value of the contract and remaining obligation (if any), the duration of the contract, and whether such project or undertaking has been successfully delivered/performed by the bidder and accepted by the client.</p>	<p>D</p> <p>D.1</p>
5	Net Financial Contracting Capacity (NFCC) that is <i>at least equal</i> to the Approved Budget for the Contract (ABC).	E
6	FOR JOINT VENTURES	

	<p>Notarized Joint Venture Agreement (JVA) in case the joint venture is already in existence, specifying the extent of ownership or interest of each partner. Provided that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). In case of corporations or partnerships, the person executing such sworn statement shall submit proof that he/she was duly authorized to sign and execute such sworn statement for and on behalf of the entity.</p> <p style="text-align: center;">or</p> <p>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 and that they will enter into a JVA within 10 days from receipt of Notice of Award. In addition, such sworn statement must disclose the nationality and the location of the principal office as well as extent of ownership or interest of each partner entity. In case of corporations or partnerships, the person executing such sworn statement shall submit proof that he/she was duly authorized to sign and execute such sworn statement for and on behalf of the entity.</p>	F
7	<p>Bid Security, issued in favor of the DFA, valid for a period as stated in the BID DATA SHEET, in <u>any</u> of the acceptable forms:</p> <p>(a) Cash or cashiers/manager's check issued by a universal or commercial bank (2% of the ABC).;</p> <p style="text-align: center;">OR</p> <p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC);</p> <p style="text-align: center;">OR</p> <p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of the ABC)</p> <p style="text-align: center;">OR</p> <p>(d) Any combination of the foregoing (Proportionate to share of form with respect to total amount of security)</p>	G

	OR	
	(e) BID SECURING DECLARATION (in the prescribed form as contained in the Bidding Documents).	
8	STATEMENT OF COMPLIANCE with all the <u>Technical Specifications /Terms of Reference</u> , as described as well as the <u>Schedule of Requirements</u> . (As enumerated and specified in Sections VI and VII, respectively, of the Bidding Documents)	H
	FINANCIAL COMPONENT	
1	Financial Bid Form (indicating the bidder's bid price)	A
2	Price Schedule or Breakdown of Bidder's Financial Bid	B

ANNEX B

1.	Ballpoint pen, black 12's	124	boxes
2.	Ballpoint pen, blue 12's	138	boxes
3.	Ballpoint pen, red 12's	53	boxes
4.	Sign pen, black 0.7mm (rubber grip)	484	pcs
5.	Sign pen, blue 0.7mm (rubber grip)	444	pcs
6.	Sign pen, red 0.7mm (rubber grip)	136	pcs
7.	Sign pen, black 1.0mm (rubber grip)	754	pcs
8.	Sign pen, blue 1.0mm (rubber grip)	549	pcs
9.	Sign pen, red 1.0mm (rubber grip)	84	pcs
10.	Calligraphy pen, 3.0mm, black	74	pcs
11.	Calligraphy pen, 4.0mm, black	14	pcs
12.	Marker, permanent, 400RF or equivalent, white	150	pcs
13.	Paper, multi-colored, green, 80gsm, A4 size	43	reams
14.	Paper, multi-colored, yellow, 80gsm, A4 size	46	reams
15.	Paper, multi-colored, orange, 80gsm, A4 size	38	reams
16.	Paper, multi-colored, pink, 80gsm, A4 size	12	reams
17.	Paper, multi-colored, blue, 80gsm, A4 size	44	reams
18.	Paper, multi-colored, peach, 80gsm, A4 size	3	reams
19.	Paper, multi-colored, green, 80gsm, legal size 8.5" x 13"	124	reams
20.	Paper, multi-colored, yellow, 80gsm, legal size 8.5" x 13"	79	reams
21.	Paper, multi-colored, orange, 80gsm, legal size 8.5" x 13"	53	reams
22.	Paper, multi-colored, pink, 80gsm, legal size 8.5" x 13"	66	reams
23.	Paper, multi-colored, blue, 80gsm, legal size 8.5" x 13"	126	reams
24.	Paper, multi-colored, peach, 80gsm, legal size 8.5" x 13"	28	reams
25.	Paper, parchment, A-4 size 75gsm, 100's	19	packs
26.	Presentation folder, Transparent 1st cover, A4 size, Blue	2115	pcs
27.	Presentation folder, Transparent 1st cover, A4 size, Black	1465	pcs
28.	Presentation folder, Transparent 1st cover, legal size, Blue	1945	pcs
29.	Presentation folder, Transparent 1st cover, legal, size, Black	1315	pcs
30.	Clear book refill, A-4 size, 1000's	100	bndls
31.	Clear book refill, legal size, 1000's	100	bndls
32.	Document file folder, 2-hole, 3", legal size, black hardboard	100	pcs
33.	Document file folder, 3-hole, 3", legal size, black hardboard	50	pcs
34.	Document file folder, 2-hole, 2", legal size, black hardboard	60	pcs
35.	Document file folder, 2-hole, 2", A4 size, black hardboard	80	pcs
36.	Document file folder, 2-hole, 3", A4 size, black hardboard	120	pcs
37.	Arch file folder, 2-hole, 3"x9"x15"	80	pcs
38.	Peerless box brown, 17psi, C-cut	80	pcs
39.	Balik-bayan box, 25" x 25" x 25"	220	pcs

40.	Corugated box, 17" x 23" x 20"	25	pcs
41.	Corrugated file storage box with cover	120	pcs
42.	Stationery, A4 size, Conqueror watermark, white as per sample	9	reams
43.	Note pad, 2" x 3" as per sample	200	pads
44.	Note pad, 3" x 3" as per sample	290	pads
45.	Note pad, 3" x 4" as per sample	200	pads
46.	Note pad, 3" x 5" as per sample	40	pads
47.	Specialty paper, white, legal size, 10's	24	packs
48.	Paper, sticker, neon color, A4 size, 12's	20	packs
49.	Paper, sticker, A4 size, glossy, 12's	34	packs
50.	Paper, photo, A4 size, glossy, 12's	46	packs
51.	Self-adhesive sticker paper label, A4 size, 12's	20	packs
52.	Stick-rite CD label, 20's	24	packs
53.	Cash register tape, 44mm x 80mm	2000	rolls
54.	Acetate film, A4 size, 10 pcs/pack	10	packs
55.	Laminating film, A4 size, 100 pcs/pack	8	packs
56.	Laminating film, 70mm x 100mm, 100 pcs/pack	5	packs
57.	Illustration board, 2ft x 4ft	60	pcs
58.	File divider tabs, A4 size, Board paper, 10's	100	packs
59.	Plastic binding cover, A4 size	100	pcs
60.	Envelope, brown expanding with rubber string, legal size, 100's	12	boxes
61.	Folder, white with green hinge, expanding, legal size, 100's	9	boxes
62.	Treaty folder, w/out DFA logo, A4 size	40	pcs
63.	Treaty folder, w/out DFA logo, legal size	10	pcs
64.	Index card, plain, 5" x 8", 500s	53	packs
65.	Manila paper, 10's	6	packs
66.	Index tabs, clear 5's	220	boxes
67.	Treaty ribbon, (Red, Blue, White)	10	rolls
68.	Fax paper, 210mm x 30m	50	rolls
69.	Notepad, with print "SIGN HERE"	556	pads
70.	Cartolina, white, 120 gsm, 20's	3	packs
71.	Data file box, closed type, 5" x 9" x 15" with ring hole	130	pcs
72.	Canister tube, w-7cm x L-100cm, cardboard	24	pcs
73.	Glue stick, 8gms	794	pcs
74.	Paper fastener, vinyl	255	boxes
75.	Puncher, 3-hole	8	pcs
76.	Puncher, 1-hole for ID	6	pcs
77.	Ruler, 300mm, plastic as per sample	40	pcs
78.	Stapler, small no. 10	20	boxes
79.	Correction fluid	40	btls
80.	Dater, manual	44	pcs

81.	Staple wire, 23/17	2	boxes
82.	Staple wire, 26/6	60	boxes
83.	Staple wire, 23/8	10	boxes
84.	Staple wire, 23/15	6	boxes
85.	Staple wire, No 10	115	boxes
86.	Staple wire, 23/24	10	boxes
87.	Staple remover, stainless flier	24	pcs
88.	Clear plastic cover, 50 yards	47	rolls
89.	Bubble wrap, 40" x 50 yards	41	rolls
90.	Map pin, round head	6	cases
91.	Push pin, flat head	16	cases
92.	Cork board, 3ft x 6ft	4	pcs
93.	White board, 3ft x 6ft	6	pcs
94.	Ring binder, plastic 25mm, 10's	22	bndls
95.	Ring binder, plastic 50mm, 10's	12	bndls
96.	Stamp pad ink, black, 30ml	60	btls
97.	Stamp pad, felt pad, medium	3	pcs
98.	In and Out tray, plastic, 2 layers, gray	55	pcs
99.	Ink cartridge, HP C9351A, (HP21), black	3	pcs
100.	Ink cartridge, HP C9351A, (HP22), colored	3	pcs
101.	Toner cartridge, canon 303	35	pcs
102.	Ink cartridge, black, 810, IP2770	6	pcs
103.	Ink cartridge, colored, 811, IP2770	6	pcs
104.	Toner cartridge, TN-2025	18	pcs
105.	Ink cartridge, 650, tri-color	4	pcs
106.	Ink cartridge, 650, black	4	pcs
107.	Ink cartridge, HP54	12	pcs
108.	Ink cartridge, canon 88, black	4	pcs
109.	Ink cartridge, canon 98, colored	4	pcs
110.	Fax film ribbon, (for KX-FHD 331), 2s	10	boxes
111.	Fax film ribbon, 827, 2s	2	boxes
112.	Fax film ribbon, for PC402RF brother, 2s	5	boxes
113.	Cash register ribbon, ERC-32	300	pcs
114.	Stapler, 23/17 as per sample	4	pcs
115.	USB flash drive, 8GB or 16GB	30	pcs
116.	DVD recordable, 16x speed 4.7gb	100	pcs
117.	CD-R / CD-RW	2000	pcs
118.	Mouse, optical USB connection	50	pcs
119.	Keyboard, USB connection	20	pcs
120.	External hard drive, 2TB plug and play	2	pcs
121.	printer laser jet, 1102	2	pcs

122.	Nylon cord, 1/4mm	15	rolls
123.	Nylon cord, 3-1/2mm	465	rolls
124.	Tape double adhesive, 2" as per sample	60	rolls
125.	Tape, duct/cloth 2", gray	20	rolls
126.	Zip tie, large size, 100's	1	pack
127.	Zip tie, medium size, 100's	1	pack
128.	Wheeled travel luggage for document & laptop (Size 9" x 16" x 15")	2	pcs
129.	Extension cord, 10mtrs, with surge protector	2	pcs
130.	Extension cord, 5mtrs, 6outlet with surge protector	26	pcs
131.	Travel adaptor (universal)	6	pcs
132.	Uninterrupted power supply, 350VA	51	pcs
133.	Screw post, 1-1/2, 100's	20	packs
134.	Screw post, 2", 100's	20	packs
135.	Screw post, 3", 100's	20	packs
136.	Screw post, 4", 100's	20	packs
137.	Screw post, 4" plus 1/2, 100's	20	packs
138.	Push cart trolley, 4 wheels 90.5cm x 62cm x 14/5cm	10	pcs
139.	Aluminum cabinet lights (28watts) as per sample	30	pcs
140.	Dichroic halogen lamp (35watts)	50	pcs
141.	Super lux (25watts) as per sample	50	pcs
142.	Soft tone (100watts) as per sample	50	pcs
143.	Battery, size 9V as per sample	55	pcs
144.	Battery, size C 2's as per sample	50	packs
145.	RJ-11 modular phone box	100	pcs
146.	Telephone flat cord	3	rolls
147.	Telephone spiral cord	50	pcs
148.	Jumper wire	3	rolls
149.	Screw driver, philips (cross type)	15	pcs
150.	Screw driver, slot (flat type)	15	pcs
151.	Crimper	15	pcs
152.	RJ-45 jack	15	pcs
153.	Telephone box for RJ-11	50	pcs
154.	Input/ Output for RJ-45	2	pcs
155.	Punch down tool with 100 krone blade	4	pcs
156.	Network tester	5	pcs
157.	Multi-function cable for RJ45 and coax print report	3	pcs
158.	Flash light, heavy duty, LED size, 12"	20	pcs
159.	Wire cutter	15	pcs
160.	Cable, CAT-6	9	boxes
161.	Disposable gloves, latex powder free (medium) white	12	boxes
162.	Aluminum foil wrap, 75sq.ft	29	rolls

163.	Cling powder wrap, 300sq.ft	17	rolls
164.	Plastic drinking straw, flexible white, 100's	10	packs
165.	Table napkin, folded white, 2 ply border design (40pulls)	60	packs
166.	Dish washing paste, 350g	29	pcs
167.	Hand sanitizer with dispenser, 250ml/ liquid	80	btls
168.	Cotton, 200gms	20	rolls
169.	Snap hook, for Flagpole 3" w/ spring snap	100	pcs
170.	Car drying cloth, chamois	26	pcs
171.	Car air freshener, California scents, 42g	26	pcs
172.	Car shampoo, 1 liter, liquid	26	pcs
173.	Feather duster	26	pcs
174.	Pail, 5 gallon capacity	26	pcs
175.	Windshield squeegee	26	pcs
176.	Sponge, 8.75 x 4.75 x 3", bone type	26	pcs
177.	Face mask,25's	76	boxes
178.	Gloves, rubber powdered	390	pairs
179.	Cloth-light blue, for OCA (Background picture) as per sample	550	yards

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule to Requirements. The **STATEMENT OF COMPLIANCE** must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture.

Conformé:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]