

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Office Supplies and Equipment (Lot 1) and
Printing Services (Lot 2)
Reference No. : PB-GS-05-2017
ABC : Lot 1 - PhP 3,042,847.00
Lot 2 - PhP 1,285,500.00
Date : 22 May 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The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX I** of this Supplemental/Bid Bulletin No. 1.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 L. TAGUIANG
BAC Alternate Chairperson

ANNEX I

Technical Specifications

I.	Background: The Department of Foreign Affairs (DFA) intends to procure office supplies, equipment and other paraphernalia.		
II.	Scope: Lot 1 – Procurement of Office Supplies and Equipment Lot 2 – Procurement of Printing Services Contractor may choose to submit its bid for either Lot 1 or Lot 2 or both.		
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 and/or Annex C as selected by the Contractor.	
	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> <p style="text-align: center;">OR</p>	G

	(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

LOT 1 – Procurement of Office Supplies and Equipment

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	44	pcs
11.	Calligraphy pen, 3.0mm, blue	30	pcs
12.	Calligraphy pen, 4.0mm, black	14	pcs
13.	Marker, permanent, 400RF, white	150	pcs
14.	Paper, multi-colored, green, 80gsm, A4 size	43	reams
15.	Paper, multi-colored, yellow, 80gsm, A4 size	46	reams
16.	Paper, multi-colored, orange, 80gsm, A4 size	38	reams
17.	Paper, multi-colored, pink, 80gsm, A4 size	12	reams
18.	Paper, multi-colored, blue, 80gsm, A4 size	44	reams
19.	Paper, multi-colored, peach, 80gsm, A4 size	3	reams
20.	Paper, multi-colored, green, 80gsm, legal size	124	reams
21.	Paper, multi-colored, yellow, 80gsm, legal size	79	reams
22.	Paper, multi-colored, orange, 80gsm, legal size	53	reams
23.	Paper, multi-colored, pink, 80gsm, legal size	66	reams
24.	Paper, multi-colored, blue, 80gsm, legal size	126	reams
25.	Paper, multi-colored, peach, 80gsm, legal size	28	reams
26.	Paper, parchment, legal size 75gsm, 100's	19	packs
27.	Presentation folder, Transparent 1st cover, A4 size, Blue	2115	pcs
28.	Presentation folder, Transparent 1st cover, A4 size, Black	1465	pcs
29.	Presentation folder, Transparent 1st cover, legal size, Blue	1945	pcs
30.	Presentation folder, Transparent 1st cover, legal, size, Black	1315	pcs
31.	Sheet protector, A4 size, 100 pcs/bndl	100	bndls
32.	Sheet protector, legal size, 100 pcs/bndl	100	bndls
33.	Document file folder, 2-hole, 3", legal size	100	pcs
34.	Document file folder, 3-hole, 3", legal size	50	pcs
35.	Document file folder, 2-hole, 2", legal size	60	pcs
36.	Document file folder, 2-hole, 2", A4 size	80	pcs
37.	Document file folder, 2-hole, 3", A4 size	120	pcs
38.	Arch file folder, 2-hole, legal size	80	pcs

39.	Peerless box brown, 17psi, C-cut	80	pcs
40.	Balikbayan box, large size	220	pcs
41.	Balikbayan box, medium size	25	pcs
42.	Storage box, medium size	120	pcs
43.	Note verbale stationery, A4 size, Conqueror watermark	9	reams
44.	Note pad, 3M brand, 2" x 3"	200	pads
45.	Note pad, 3M brand, 3" x 3"	290	pads
46.	Note pad, 3M brand, 3" x 4"	200	pads
47.	Note pad, 3m, 3" x 5"	40	pads
48.	Specialty paper (white color) legal size, 10's	24	packs
49.	paper, sticker, neon color, 12's	20	packs
50.	paper, sticker, A4 size, glossy, 12's	34	packs
51.	Paper, photo, A4 size, glossy, 12's	46	packs
52.	Self-adhesive sticker paper label, 12's	20	packs
53.	Plastic label, 2" x 4", 10's	30	packs
54.	Stick-rite CD label, 20's	24	packs
55.	cash registered tape, 44mm x 80mm	2000	rolls
56.	Acetate film, A4 size, 10 pcs/pack	10	packs
57.	Laminating film, A4 size, 100 pcs/pack	8	packs
58.	Laminating film, 70mm x 100mm, 100 pcs/pack	5	packs
59.	Illustration board, 2ft x 4ft	60	pcs
60.	File divider tabs, A4 size, 10's	100	packs
61.	Plastic binding cover, A4 size	100	pcs
62.	Envelope, expanding with rubber, legal size, 100's	12	boxes
63.	Folder, expanding, legal size, 100's	9	boxes
64.	Treaty folder, w/out DFA logo, A4 size	40	pcs
65.	Treaty folder, w/out DFA logo, legal size	10	pcs
66.	Index card, plain, 5 x 8, 500s	53	packs
67.	Manila paper, 10's	6	packs
68.	Index tabs, clear 5's	220	boxes
69.	Treaty ribbon, (Red, Blue, White)	10	rolls
70.	Fax paper, 210 x 30m	50	rolls
71.	Notepad, with print "SIGN HERE", 10's	556	pads
72.	Cartolina, white, 120 gsm, 20's	3	packs
73.	Data file box, 5" x 9" x 15" with ring hole	130	pcs
74.	Consular tube, w-7cm x L-100cm	24	pcs
75.	Glue stick, 8 gms	794	pcs
76.	Paper, fastener vinyl type	255	boxes
77.	Puncher, 3 hole	8	pcs
78.	Puncher, one hole for ID	6	pcs
79.	Ruler, 300mm, Plastic	40	pcs

80.	Stapler, small No. 10	20	boxes
81.	Correction fluid	40	btls
82.	Dater, manual	44	pcs
83.	Staple wire, 23/17	2	boxes
84.	Staple wire, 26/6	60	boxes
85.	Staple wire, 23/8	10	boxes
86.	Staple wire, 23/15	6	boxes
87.	Staple wire, No 10	115	boxes
88.	Staple wire, 23/24	10	boxes
89.	Staple remover, stainless flier	24	pcs
90.	Clear plastic cover, big	47	rolls
91.	Bubble wrap	41	rolls
92.	Map pin, round head	6	cases
93.	Push pin, flat head	16	cases
94.	Cork board, 3 x 6	4	pcs
95.	White board, 3 x 6	6	pcs
96.	Ring binder, plastic 25mm, 10's	22	bndls
97.	Ring binder, plastic 50mm, 10's	12	bndls
98.	Stamp pad ink, black	60	btls
99.	Stamp pad, felt pad	3	pcs
100.	In and Out tray, plastic, 2 layers	55	pcs
101.	Ink cartridge, HP C9351A, (HP21), black	3	pcs
102.	Ink cartridge, HP C9351A, (HP22), colored	3	pcs
103.	Toner cartridge, canon 303	35	pcs
104.	Ink cartridge, black	6	pcs
105.	Ink cartridge, colored	6	pcs
106.	Toner cartridge, TN-2025	18	pcs
107.	Ink cartridge, 650, tri-color	4	pcs
108.	Ink cartridge, 650, black	4	pcs
109.	Ink cartridge, HP54	12	pcs
110.	Ink cartridge, canon 88, black	4	pcs
111.	Ink cartridge, canon 98, colored	4	pcs
112.	Fax film ribbon, (for KX-FHD 331)	10	boxes
113.	Fax film ribbon, 827s	2	boxes
114.	Fax film ribbon, for PC402RF brother	5	boxes
115.	Cash registered ribbon, ERC-32	300	pcs
116.	Stapler, ETONA, 23/17	4	pcs
117.	Flash drive, 8GB	30	pcs
118.	DVD recordable, 16x speed 4.7gb	100	pcs
119.	CD-R / CD-RW	2000	pcs
120.	Mouse, optical USB connection	50	pcs

121.	Keyboard, USB connection	20	pcs
122.	External hard drive, 2TB plug and play	2	pcs
123.	printer laser jet, 1102	2	pcs
124.	Nylon cord, 1/4mm	15	rolls
125.	Nylon cord, 3-1/2mm	465	rolls
126.	Tape double adhesive, 3M, 2"	60	rolls
127.	Tape, duct/cloth 2"	20	rolls
128.	Zip tie, large size, 100's	1	pack
129.	Zip tie, medium size, 100's	1	pack
130.	Wheeled travel luggage for document & laptop	2	pcs
131.	Extension cord, 10mtrs, with surge protector	2	pcs
132.	Extension cord, 5mtrs,6outlet with surge protector	26	pcs
133.	Travel adaptor (international)	6	pcs
134.	Uninterrupted power supply	51	pcs
135.	Screw post, 1-1/2, 100's	20	packs
136.	Screw post, 2", 100's	20	packs
137.	Screw post, 3", 100's	20	packs
138.	Screw post, 4", 100's	20	packs
139.	Screw post, 4-1/2, 100's	20	packs
140.	Push cart trolley	10	pcs
141.	Aluminum cabinet lights (28watts)	30	pcs
142.	Dichroic halogen lamp (35watts)	50	pcs
143.	Superlux (25watts)	50	pcs
144.	Softtone (100watts)	50	pcs
145.	Battery, size 9V	55	pcs
146.	Battery, size C 2's	50	packs
147.	RJ-11 modular phone box	100	pcs
148.	Telephone flat cord	3	rolls
149.	Telephone spiral cord	50	pcs
150.	Jumper wire	3	rolls
151.	Screw driver, philips (cross type)	15	pcs
152.	Screw driver, slot (flat type)	15	pcs
153.	Crimper	15	pcs
154.	RJ-45 jack	15	pcs
155.	Telephone box for RJ-11	50	pcs
156.	Input/ Output for RJ-45	2	pcs
157.	Punch down tool with 100 krone blade	4	pcs
158.	Network tester	5	pcs
159.	Multi function cable for RJ45 and coax print report	3	pcs
160.	Flash light, heavy duty	20	pcs
161.	Cutter wire	15	pcs

162.	Cable, CAT-6	9	boxes
163.	Disposable gloves, latex powder free (medium) white	12	boxes
164.	Aluminum foil wrap, 75 sq.ft	29	rolls
165.	Cling powder wrap, 300sq.ft	17	rolls
166.	Plastic drinking straw, flexible white, 100's	10	packs
167.	Table napkin, folded white, 2 ply border design (40pulls)	60	packs
168.	Dish washing paste, 350g	29	pcs
169.	Hand sanitizer with dispenser, 250ml	80	btls
170.	Cotton, 200gms	20	rolls
171.	Snap hook	100	pcs
172.	Car drying towel	26	pcs
173.	Car freshener	26	pcs
174.	Car shampoo	26	pcs
175.	Feather duster	26	pcs
176.	Pail	26	pcs
177.	Windshield squeegee	26	pcs
178.	Sponge	26	pcs
179.	Face mask,25's	76	boxes
180.	Gloves, rubber powdered	390	pairs
181.	Cloth-light blue	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]

Annex C

LOT 2 – Procurement of Printing Services

1.	Paper, multicopy with DFA letterhead, 80 gsm, A4 size	644	reams
2.	Paper, multicopy with DFA letterhead, 80 gsm, legal size	278	reams
3.	Paper, cover sheet with "CONFIDENTIAL", 80 gsm, A4 size	5	reams
4.	Paper, cover sheet with "CONFIDENTIAL", 80 gsm, legal size	4	reams
5.	Paper, cover sheet with "SECRET", 80 gsm, legal size	3	reams
6.	Paper, cover sheet with "SECRET", 80 gsm, A4 size	3	reams
7.	Note verbale form with dryseal and DFA logo, Conqueror watermark, A4 size	55	reams
8.	Envelope, mailing w/ DFA return, add, 4" x 9-1/2", 500 pcs/box	10	boxes
9.	Envelope, brown with DFA return add, A4 size, 500 pcs/box	6	boxes
10.	Envelope, brown with DFA return add, legal size, 500 pcs/box	5	boxes
11.	Envelope, note verbale with print, A4 size	1000	pcs
12.	Envelope, note verbale with print, A4 size	1000	pcs
13.	Memo pad w/ Black and White DFA letterhead, 4.5" x 6", 100 leaves per pad	10	pads
14.	Memo pad w/ Black and White DFA letterhead, 4.5" x 8", 100 leaves per pad	10	pads
15.	Treaty folder, with DFA logo, A4 size (per sample)	74	pcs
16.	Treaty folder, with DFA logo, legal size (per sample)	20	pcs
17.	Index card, creditor, 180 gsm (Per sample)	500	pcs
18.	Index card, employee, 180 gsm (per sample)	500	pcs
19.	Envelope, white with DFA letterhead and seal, A4 size, 500 pcs/box	13	boxes
20.	Place card with DFA logo. (gold seal)	200	pcs
21.	Signing folder, with DFA logo, legal size (per sample)	9	pcs
22.	Invitation card, 5" x 6" with envelope with gold seal, white	300	pcs

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.

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