

DEPARTMENT OF FOREIGN AFFAIRS

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of 2017 ASEAN Primer
Reference No. : PB-GS-20-2017
ABC : PhP 5,000,000.00
Date : 21 November 2017

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

- I. Invitation to Bid (Section I)** - correction of typographical error involving the Approved Budget for the Contract, Bid Fee and date of submission and opening of bids.

1. The Department of Foreign Affairs now invites bids for the “2017 ASEAN Primer”, described as follows:

Lot No.	Project Specification	Approved Budget for the Contract (PhP)	Non-refundable Bid Fee (PhP)
1	2017 ASEAN Primer	PhP 5,000,000.00 PhP 30,200,000.00	PhP 5,000.00 PhP 25,000.00

5. Bids must be delivered to and received by a designated member(s) of the BAC Secretariat at the BAC Secretariat Room, 12th floor, DFA Main Building, on or before 04 ~~November~~ **December** 2017, 9:00 a.m. All bids must be accompanied by a bid security in any of the acceptable forms in the amount stated in Section 27.2 of the IRR of RA No. 9184.

Bid Opening shall be on 04 ~~November~~ **December** 2017, 10:00 a.m. at the BAC Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City. Bids will be opened in the presence of the Bidders’ representatives who choose to attend at the address below. Late bids shall not be accepted.

II. Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX A** of this Supplemental/Bid Bulletin No. 1.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

Technical Specifications

2017 ASEAN Primer

I.	Background:	<p>The ASEAN Primer, which was first printed in 2014, aims to educate the Filipino youth on basic information on ASEAN. The Department intends to publish a revised edition (2017) which shall include updates on ASEAN as well as information on the Philippines' Chairmanship of the regional organization in 2017 during its Golden Anniversary. The DFA-ASEAN will provide the Contractor with a PDF copy of the text to be added and updates to the Primer.</p>	
II.	Scope of Work:	<p>The project will include design, layout and printing, as well as the packaging and delivery of the revised edition ASEAN Primers to the DFA-ASEAN and to a list of pre-determined recipients.</p> <p>The Contractor, under the direction of the Department of Foreign Affairs- Office of ASEAN Affairs, will provide its services based on the following requirements:</p>	
		Technical Specifications:	Statement of Compliance
1.		<p>Title of Primer: “The Philippines in ASEAN. What every young Filipino should know about ASEAN Regional Integration”</p> <p>Size: A5 folded size (A4 spread size)</p> <p>Cover:</p> <ul style="list-style-type: none"> • C2S • #220 • Plastic laminated (2 sides cover) • 4/4 full color <p>Inside:</p> <ul style="list-style-type: none"> • C2S • #100 • 4/4 full color • Text (font style and size): Gill Sans, 14 <p>Others:</p> <ul style="list-style-type: none"> • Quantity: 250,000 copies • No. of pages: 28 including cover 	

III.		<ul style="list-style-type: none"> • Binding: saddle stitch • Proofs: PDF and Editable versions to be submitted to DFA-ASEAN 	
	2.	Improvement of design of the old primer and specifications for the printing of the Primer, will be decided in consultation with the DFA-ASEAN. The design to be provided by the Contractor will include format/style, layout and manipulation including typesetting, styling, color, placement of photos/logos, etc.	
	3.	The Contractor shall provide the DFA-ASEAN proofs of the Primer cover and text, color process, for overall review and approval prior to printing.	
	4.	The Contractor shall submit to DFA-ASEAN the PDF and editable versions of the Primer.	
	5.	The Contractor shall guarantee that all the items to be delivered are free from all kinds of defect and printing errors. Any defective item shall be replaced by the Contractor free-of-charge.	
	6.	The Contractor shall comply with the schedule of requirements in Annex A .	
IV.	Copyright		
	Copyright to the entirety of the Primer, including but not limited to the illustrations and texts, shall belong to the Department of Foreign Affairs.		
V.	Qualifications of Printer		
	The Contractor must have a minimum five-year experience in the publishing and printing industry, with experience in working with tight schedules and facilitating deliveries on time.		
VI.	Delivery		
	1.	<p>The Contractor shall guarantee that it has the capacity to deliver all items/services within the time frame set by the DFA-ASEAN (see Annex A).</p> <p>All items shall be delivered within thirty (30) calendar days upon on or before 29 December 2017 after receipt of the Notice to Proceed (NTP).</p>	
	2.	The DFA-ASEAN reserves the right to accept or reject any of the items, and request for replacement of any item that fail to meet the DFA's standards.	
	3.	The Contractor shall be responsible for the packaging, labelling and delivery of copies of the ASEAN Primer to a pre-determined list of recipients that will be issued by DFA-ASEAN	

		upon completion of the usual government inspection procedures. (see Annex B)	
VII.	Terms of Payment		
	1	The Contractor shall be paid within thirty (30) working days on a Send-Bill arrangement, upon the completion of delivery and submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-RFMD) upon signing of 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 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:

[signatures/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

Annex A

The Contractor shall submit the following deliverables within the specified delivery periods:

	Description	Quantity	Delivery (calendar days)
1	Submission of draft layout and design, in PDF and editable versions	1 set	5 days upon receipt of Notice to Proceed of Award
2	Submission of final layout and design, in PDF and editable versions	1 set	2 5 working days upon receipt of draft layout and design
3	Submission of ASEAN Primer prototype	1 pc.	2 days upon receipt of final layout and design
4	1 st batch of deliveries, final copy of Primers	400,000 125,000 pcs.	7 days upon approval of ASEAN Primer prototype
5	2 nd batch of final deliveries, final copy of Primers	400,000 125,000 pcs.	7 days upon delivery of 1 st batch of ASEAN Primers

Annex B

Distribution/Delivery List of the ASEAN Primer

Region	Office Address	Regional Director	No. of Primers to be delivered to Elementary Schools
Region I	Flores St., Catbangan, San Fernando City, La Union	Alma Ruby C. Torio	14,000
Region II	Carig, Tuguegarao City, Cagayan	Estela L. Cariño (OIC)	14,000
Region III	Maimpis, City of San Fernando, Pampanga	Malcolm S. Garma (OIC)	14,000
Region IV-A (CALABARZON)	Karangalan ES, Karangalan Village, Cainta, Rizal	Diosdado M. San Antonio	14,000
Region IV-B (MIMAROPA)	Meralco Ave. corner St. Paul Road, Pasig City, Metro Manila	Gilbert T. Sadsad (OIC)	13,000
Region V	Rawis, Legazpi City	Ramon Fiel G. Abcede	19,000
Region VI	Duran St., Iloilo City	Gemma M. Ledesma (OIC)	19,000
Region VII	Sudlon, Lahug, Cebu City	Juliet A. Jeruta (OIC)	14,000
Region VIII	Gov't. Center, Candahug, Palo, Leyte	Ramir B. Uytico (OIC)	19,000
Region IX	Tiguma, Airport Road, Pagadian City	Isabelita M. Borres	14,000
Region X	Masterson Avenue, Zone 1, Upper Bulalang, Cagayan de Oro City	Allan G. Farnazo	14,000
Region XI	F. Torres St., Davao City	Atty. Alberto T. Escobarte	13,000
Region XII	Carpenter Hill, Koronadal City	Arturo B. Bayocot (OIC)	13,000
Region XIII (CARAGA)	Km. 3, Libertad St., Butuan City	Beatriz G. Torno (OIC)	13,000
ARMM	Cotabato City	John A. Magno	14,000
CAR	Wangal, La Trinidad, Benguet	May B. Eclar (OIC)	13,000
NCR	Misamis St., Bago Bantay, Quezon City	Ponciano A. Menguito	8,000
DepEd Main Office	External Partnerships Service, DepEd Complex, Meralco Ave., Pasig City	Margarita Consolacion C. Ballesteros	2,000

DFA-ASEAN	Office of ASEAN Affairs, Department of Foreign Affairs Roxas Blvd., Pasay City	Ma. Hellen B. De La Vega (Assistant Secretary)	6,000
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