

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 3**

Project : Procurement of Assistance-to-Nationals Medals, Loyalty Pins and Metal Sheets to be Mounted on the Falsa Boxes  
Reference No. : PB-GS-09-2018  
ABC : PhP 1,285,200.00  
Date : 20 April 2018

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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)**

6. The DFA-BAC has scheduled the following activities for the said Project:

<b>Deadline for Submission and Receipt of Bids</b>	<b>Bid Opening</b>	<b>Post-Qualification</b>
<b>02 May 2018,</b> Wednesday, 9:00 a.m.	<b>02 May 2018,</b> Wednesday, 10:00 a.m.	<b>07 May 2018</b> Monday, 10:00 a.m.
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City		

**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 Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 3 after considering inputs from prospective bidders during the pre-bid conference on 19 April 2018




The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)  
**MARIA TERESA C. LEPATAN**  
BAC Chairperson

## Technical Specifications

### ASSISTANCE-TO-NATIONALS MEDALS, LOYALTY PINS AND METAL SHEETS TO BE MOUNTED ON THE FALSA BOXES

<b>I</b>	<p><b>BACKGROUND</b> The Department of Foreign Affairs, on the occasion of its foundation day confers awards to deserving employees for their contribution to assistance-to-nationals, loyalty to the service and lifetime service and intends to procure the corresponding medals.</p>														
<b>II</b>	<p><b>OBJECTIVE</b> The procurement of medals to be conferred during the 120<sup>th</sup> DFA Day celebration to be held in June 2018.</p>														
<b>III</b>	<p><b>SCOPE OF WORK</b></p>														
	<p style="text-align: right;"><b>Statement of Compliance</b></p>														
	<p>1. The Contractor shall supply the following items:</p> <ul style="list-style-type: none"> <li>a. Four (4) Assistance-to-Nationals (ATN) medals;</li> <li>b. Three hundred fifty-three (353) loyalty pins; and</li> <li>c. Five (5) metal sheets / labels for the Felipe Agoncillo Lifetime Service Award (FALSA) FALSA's boxes.</li> </ul> <p>2. The Contractor shall restore two (2) ATN medals.</p>														
<b>IV</b>	<p><b>TECHNICAL SPECIFICATIONS</b></p>														
	<p><b>1. Four (4) ATN medals</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Item/Description</th> </tr> </thead> <tbody> <tr> <td style="width: 20%;">Material</td> <td>Brass</td> </tr> <tr> <td>Design</td> <td style="text-align: center;">  </td> </tr> <tr> <td>Size and thickness</td> <td>2" in diameter x 1/8" thickness (medal)</td> </tr> <tr> <td>Finish</td> <td>Silver Plated, Full Color with Tri Color Gross Grain Ribbon</td> </tr> <tr> <td>Quantity</td> <td>4 pieces</td> </tr> <tr> <td>Packaging</td> <td>Narra wood with velvet lining <b>as per sample</b></td> </tr> </tbody> </table> <p><b>2. Two (2) ATN medals for re-cleaning and re-painting</b></p> <p><b>3. Three hundred fifty-three (353) loyalty pins</b></p>	Item/Description		Material	Brass	Design		Size and thickness	2" in diameter x 1/8" thickness (medal)	Finish	Silver Plated, Full Color with Tri Color Gross Grain Ribbon	Quantity	4 pieces	Packaging	Narra wood with velvet lining <b>as per sample</b>
Item/Description															
Material	Brass														
Design															
Size and thickness	2" in diameter x 1/8" thickness (medal)														
Finish	Silver Plated, Full Color with Tri Color Gross Grain Ribbon														
Quantity	4 pieces														
Packaging	Narra wood with velvet lining <b>as per sample</b>														

Item/Description	Quantity (pieces)
<b>A. Pin for 30-40 years of service (Gold)</b>	
<p>Material: 14 K Solid – Yellow Gold  Content: 58.3% gold; 30% silver; 11.7% copper  Weight: 6-6.5 grams  Diameter: 23 mm  Engraving: 0.04 mm depth (deep engraving)  Color: Black  Letter: DFA and Loyalty Award –1.8 mm  Height 1.7 mm width  Font – Arno Pro  Republika ng Pilipinas - 0.9 mm x 0.65 mm  Font - Arial  Pin Truck: 5 mm spike soldered at the back of the pin  Clutch Gripper: 6.9 mm x 10 mm Cone Type Lock /  gold plated  Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box    (Complete with clutch gripper, box, and Certificate of  Authenticity and Warranty)</p>	<b>89</b>
Item/Description	Quantity (pieces)
<b>B. Pin for 20-25 years of service (Silver)</b>	
<p>Material: Sterling Silver  Content: 92.5% Silver; 7.5% Copper  Weight: 6-6.5 grams  Diameter: 23 mm  Engraving: 0.04 mm depth (deep engraving)  Color: Black  Letter: DFA and Loyalty Award –1.8 mm  Height x 1.7 mm width  Font – Arno Pro  Republika ng Pilipinas - 0.9 mm x 0.65 mm  Font - Arial  Pin Truck: 5 mm spike soldered at the back of the pin  Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported  Lock / silver plated  Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box    With complete clutch gripper, with box, and with  Certificate of Authenticity and Warranty</p>	<b>169</b>



Gold

Silver

Bronze

Item/Description	Quantity (pieces)
<b>C. Pin for 10-15 years of service (Bronze)</b>	
Material: Bronze Content: 90% Copper and 10% Zinc Weight: 6-6.5 grams Diameter: 23 mm Engraving: 0.04 mm depth (deep engraving) Color: Black Letter: DFA and Loyalty Award –1.8 mm Height x 1.7 mm width Font – Arno Pro Republika ng Pilipinas -0.9 mm x .65 mm Font - Arial Pin Truck: 5 mm spike soldered at the back of the pin Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported Lock / bronze plated Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box  (With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)	<b>95</b>

**4. Five (5) metal sheets (to be mounted on the FALSA narra box)**

Item/Description	
Material	Stainless
Design	“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial
Size	4” x 1”
Quantity	5

<b>V.</b>	<b>CONTRACTOR’S OBLIGATIONS</b>	
	1. The Contractor shall ensure that the design of the medals and pins, particularly the logo/seal, shall conform to the actual design provided by the DFA. (See photos above) 2. The Contractor shall present a sample of an ATN medal, loyalty pin, and metal sheet for FALSA boxes during the post qualification which shall be approved by the End-User.	

	3. The Contractor shall supply and deliver the approved ATN medals, loyalty pins, and metal sheets for the FALSA boxes not later than ten (10) days after the issuance of the Notice to Proceed.	
VI.	<b>CONTRACTOR'S QUALIFICATIONS</b>	
	The Contractor shall have the following minimum qualifications: (1) Must have at least <b>five (5) years</b> continuous business in producing medals and pins; and (2) Must have proven its capability to produce 300 pins / medals to a government entity by presenting proof of similar contracts with other agencies.	
VIII.	<b>INTELLECTUAL PROPERTY RIGHTS</b>	
	The designs of the medals, pins and metal sheets stated in the technical specification of this Terms of Reference are the sole property of Department of Foreign Affairs and may not be reproduced or displayed by the Contractor unless with expressed permission of the Department.	
IX.	<b>WARRANTY</b>	
	The Contractor shall issue a Certificate of Authenticity for each pin stating, among others, the specification/standard used for the materials, the origin of the material, and lifetime warranty particularly for the gold and silver pins.	
X.	<b>DELIVERY</b>	
	The complete delivery of the goods shall be within <b>fifteen (15) calendar</b> days from the receipt of the Contractor of the Notice to Proceed.	
XI.	<b>PAYMENT</b>	
	1. The Contractor shall be paid within thirty (30) working days upon the 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-FRMD) 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 to the Schedule of 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. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a

Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a)(ii) and/or **GCC** Clause 2.1 (a)(ii).

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]