

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : Procurement of Common and Non-Common Office Supplies,  
Equipment and Paraphernalia for the DFA Main Building and DFA-  
ASEANA for 2018  
Reference No. : PB-GS-23a-2018  
ABC : PhP 3,641,745.98  
Date : 08 November 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- I. Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 1 after considering inputs from End-User, BAC Members and prospective bidders during the pre-bid conference on 08 November 2018.

The Bidding Document is amended accordingly.

For the information and guidance of all concerned.

(sgd.)  
**IMELDA M. PANOLONG**  
BAC Chairperson

# Technical Specifications

## Procurement of Common and Non-Common Office Supplies, Equipment and Paraphernalia for DFA Main Building and DFA-ASEANA for 2018

I.	<b>Background:</b> The Department intends to procure common and non-common office supplies, equipment and paraphernalia for use by various offices in the DFA Main Building and DFA-ASEANA for 2018.		
II.	<b>Objective:</b> To procure, through public bidding, common and non-common office supplies, equipment and paraphernalia for the DFA Main Building and DFA-ASEANA for 2018.		
III.	<b>Contractor's Obligations:</b>	<b>Statement of Compliance</b>	
	<b>The Contractor shall:</b>		
	1.	Deliver to the Department the enumerated common and non-common office supplies, equipment and paraphernalia as stated in Annex A.	
	2.	Guarantee that it has the capacity to deliver common and non-common office supplies, equipment and paraphernalia required by the DFA.	
	3.	Replace any defective items free-of-charge within five (5) working days.	
IV.	<b>Delivery:</b>		
	1.	All items shall be delivered within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)	
	2.	All deliveries shall be made with one (1) day prior notice to the Office of Asset Management and Support Services- Property, Procurement and Maintenance Division (OAMSS-PPMD) from Monday to Friday, 8:00 AM to 5:00PM.	
	3.	Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).	

<b>V.</b>	<b>Terms of Payment:</b>	
	<p><b>1.</b> The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements audited by OFMS-FRMD. Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>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.</p>	
	<p><b>2.</b> All payments shall be inclusive of all applicable taxes and other lawful charges.</p>	

**ANNEX A**

<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Box	Ballpoint pen, black, 12's	177	
Box	Ballpoint pen, blue, 12's	100	
Box	Ballpoint pen, red, 12's	76	
Box	Ballpoint pen, (retractable w/ rubber grip) black 12's	80	
Box	Ballpoint pen, (retractable w/ rubber grip) blue, 12's	80	
Box	Ballpoint pen, (retractable w/ rubber grip) red, 12's	10	
pieces	Sign pen, black, 1.0mm (retractable w/ rubber grip)	463	
pieces	Sign pen, red, 1.0mm (retractable w/ rubber grip)	50	
pieces	Sign pen, blue, 1.0mm (retractable w/ rubber grip)	583	
pieces	Sign pen, black, 0.7mm (retractable w/ rubber grip)	346	
pieces	Sign pen, blue, 0.7mm (retractable w/ rubber grip)	370	
pieces	Sign pen, red, 0.7mm (retractable w/ rubber grip)	100	
pieces	Sign pen, green, 0.7mm (retractable w/ rubber grip)	20	
pieces	Calligraphy pen, 3.0 (black)	20	
Pieces	Sign pen, black, 0.5mm	288	
pieces	Marker, permanent, white ink, 2.3mm acrylic fiber tip, water and fade resistant, bullet style tip	100	
pieces	Folder, presentation, transparent 1 <sup>st</sup> cover, A-4 size, blue	2365	

pieces	Folder, Presentation, transparent 1 <sup>st</sup> cover, A-4 size black	525	
pieces	Folder, presentation, transparent 1 <sup>st</sup> cover, legal size blue	3965	
pieces	Folder, presentation, transparent, 1 <sup>st</sup> cover, legal size black	435	
Ream	Paper, multi copy, 80gsm, A-3 size	50	
Ream	Paper, multi copy, 80gsm, 8.5 x 11	100	
Ream	Paper, multi color, 80gsm, blue, A-4 size	108	
Ream	Paper, multi color, 80gsm, green, A-4 size	155	
Ream	Paper, multi color, 80gsm, orange, A-4 size	50	
Ream	Paper, multi color, 80gsm, yellow, A-4 size	130	
Ream	Paper, multi color, 80gsm, pink, A-4 size	60	
Ream	Paper, multi color, 80gsm, blue, legal size	233	
Ream	Paper, multi color, 80gsm, green, legal size	342	
Ream	Paper, multi color, 80gsm, orange, legal size	50	
ream	Paper, multi color, 80gsm, yellow, legal size	232	
ream	Paper, multi color, 80gsm, pink, legal size	181	
pack	Paper, photo, glossy, A-4 size, 10's	327	
pack	Paper, parchment, 75gsm, legal size, 100s	10	
box	Envelope, mailing, legal size	5	
pack	Envelope, for note verbale, A-4 size, 100's	10	
pack	Envelope, for note verbale, legal size, 100's	10	
box	Folder, expanding, A-4 size	4	
box	Folder, expanding, legal size	5	
pack	Index card, plain, 5" x 8", 500s	50	
roll	Paper, fax film, 210 x 30m	40	
piece	Corrugated box, 24" x 24" x 18"	120	
piece	Storage box, 15w x 24L x 10H, x 3/16T	100	
piece	Corrugated box, 17" x 23" x 20"	50	

piece	Storage box <b>with cover</b> , 12" x 16"	100	
piece	Illustration board, 2ft x 4ft	10	
piece	Tracing tube, packaging paper, w-7cm x L-100cm	12	
pack	Book binding cover, blue board, A-4 size, 230gsm	10	
pack	Book binding cover, blue board, legal size, 230gsm	10	
pack	Book binding cover, transparent, A-4 size	10	
pack	Book binding cover, transparent, legal size	10	
piece	Glue stick, 3m, 8gms	1704	
piece	Ruler, plastic, 300mm	40	
piece	Correction tape, 8mtrs	280	
pack	Stick on note, "SIGN HERE"	1276	
pad	Note pad, 2 x 3, 3M	1000	
pad	Note pad, 3 x 3, 3M	1000	
pad	Note pad, 3 x 4, 3M	1080	
cube	Note pad, 2 x 2, 3M	1000	
piece	In and Out tray, 3 layer, plastic	64	
box	Index tab, transparent, 5set/box	162	
pack	Clear book, refill, A-4 size, 100's	13	
pack	Clear book, refill, legal size, 100's	16	
roll	Bubble wrap, 1mtr x 45.72 meters	62	
bottle	Correction fluid 20ml	6	
piece	Puncher, 3 hole	3	
piece	Dater stamp, manual	405	
box	Fastener, w/ vinyl plastic, 50 pcs.	245	
pack	Laminating film, A-4 size, 200mic, 100's	8	
piece	Document file folder, 2 hole, 3" legal size ( arch file)	117	

piece	Document file folder, 3 hole, 3" legal size (arch file)	20	
piece	Document file folder, 2 hole, 3", A-4 size (arch file)	40	
piece	Megaphone, heavy duty, 25watts, 30m, Dc8-13.8v, 230mm x 345mm, rechargeable	4	
piece	Wire stripper/cutter 7-in-1, 7"	5	
box	Internet LAN cable, CAT-6, 305mtrs	11	
piece	Laser pointer, red light, heavy duty	6	
piece	Battery, heavy duty, 9V	100	
piece	CD-R / CD-RW	500	
piece	External hard drive, 2TB cap USB, 3.0 plug and play	25	
piece	Flash drive, 32GB capacity	30	
piece	RJ-45 connector	500	
piece	Unmanaged gigabit switch hub, 24port, inexpensive Fast Ethernet solution for SOHO/SMB Auto MDI/MDIX crossover for all ports Store-and-forward switching scheme Full/half-duplex for Ethernet/Fast Ethernet speeds IEEE 802.3x Flow Control Plug-and-play installation Switching Fabric: 4.8 Gbps	5	
piece	Automatic Voltage Regulator	10	
piece	Uninterrupted power supply, 650VA	1	
piece	Printer, inkjet, cap55ppm speed	1	
piece	Toner cartridge, Brother, PC-501	2	
piece	Ink cartridge, C9351A (HP21)	3	
piece	Ink cartridge, C9352A (HP22)	6	
piece	Toner cartridge, HP CB541A, black	10	
piece	Toner cartridge, HP CB542A, yellow	8	

piece	Toner cartridge, HP CB543A, magenta	13	
piece	Toner cartridge, HP CB540A, black	1	
piece	Ribbon, cartridge, Brother fax, 2840	4	
piece	Ink cartridge, HP GT5810 (black)	8	
piece	Ink cartridge, HP GT 5810 (Cyan)	8	
piece	Ink cartridge, HP GT 5810 (yellow)	8	
piece	Ink cartridge, HP GT 5810 (magenta)	8	
piece	Ink cartridge, Canon 790 (black)	3	
piece	Ink cartridge, Canon 790 (Cyan)	3	
piece	Ink cartridge, Canon 790 (Magenta)	3	
piece	Ink cartridge, Canon 790 (yellow)	3	
piece	Toner cartridge, HP CF400A (HP201) black	4	
piece	Toner cartridge, HP CF 401A (HP201) Cyan	4	
piece	Toner cartridge, HP CF 401A (HP201) Yellow	4	
piece	Toner cartridge, HP CF 401A (HP201) magenta	4	
piece	Toner cartridge, Canon 303	8	
piece	Toner cartridge, Brother, DR-2255	1	
piece	Facsimile ink film, KX-FHD331	16	
box	Facsimile film ribbon, Brother 827's	9	
piece	Ink cartridge, HP office jet pro 7740-995XL, black	2	
piece	Ink cartridge, HP office jet pro 7740-995XL, Cyan	2	
piece	Ink cartridge, HP office jet pro 7740-995XL-Magenta	2	
piece	Ink cartridge, HP office jet pro 7740-995XL-yellow	2	
piece	Ink cartridge, HP desk jet 3635, HP680, black	20	
piece	Ink cartridge, HP desk jet 3635, HP 680, tri-color	20	



piece	Ink cartridge, HP60, Black	24	
piece	Ink cartridge, HP60, tri-color	24	
piece	Toner cartridge, MFC-2700D	8	
piece	HP 933, Cyan CN0585	5	
piece	HP 932, black CN0575	5	
piece	HP 932, magenta CN0595	5	
piece	HP 932, yellow CN0605	5	
piece	Toner cartridge, HP12A (Q2612A)	6	
piece	Toner cartridge, HP85A, ( CE285A)	3	
piece	ID holder, Vertical clear plastic, 2-1/2 x 3-1/2	2500	
piece	ID jacket holder, 3" x 6"	49	
piece	ID lace, 1/2 width with hook	2550	
box	Face mask, disposable, 50's	74	
roll	Clear plastic cover wrapping, 4ft x 150ft	52	
piece	Cork board, 3ft x 6ft, wall mounted	4	
piece	White board, 3ft x 6ft, wall mounted	10	
case	Push pin, flat head type	2	
piece	Staple remover, pliers type metal	42	
pair	Scissors, 8-1/2	25	
box	Clip, back fold, 19mm	100	
piece	Automatic numbering machine, 7 digits	4	
box	Stapler, small size, No. 10, 10's	10	
box	Staple wire, No. 10, 12's	25	
box	Staple wire, No. 35	3	
box	Staple wire, No. 23/8	5	
Bundle	Ring binder, plastic 16mm, 12's	50	
bundle	Ring binder, plastic, 32mm, 12's	2	
bundle	Ring binder, plastic, 50mm, 12's	22	
pair	Latex gloves, disposable	50	

bottle	Hand sanitizer with dispenser pump, 236ml	40	
can	Multi-insect killer (pref: Baygon),500ml, water based	50	
bottle	Water based oil, (for air humidifier), 30ml	10	
box	Facial tissue,2ply, 8.2" x8.4", 100's	34	
piece	Cups, Styrofoam, 6oz	10000	
piece	Cups, plastic, 6oz	10000	
pack	Interfold paper hand towel (pref: FEMME-175 pulls-1 ply)	100	
piece	DFA dry seal	3	
piece	Combo binding machine, 24 hole	1	
piece	Extension cord, 5mtrs, 6 outlets, with fuse	34	
piece	Extension cord, 15mtrs, 4 outlets, with fuse	4	
piece	Universal socket adapter, 10a, 25V	28	
pack	Screw post, 1-1/2", 100's	10	
pack	Screw post, 2", 100's	10	
pack	Screw post, 3", 100's	10	
pack	Screw post, 4", 100's	10	
pack	Screw post, 4-1/2", 100's	10	
roll	Tape, duct/cloth, 2"	50	
roll	Tape, double adhesive, pref: 3M, 2" foam type	20	
roll	Tape, double adhesive, pref: 3M, 1" foam type	10	
piece	Padlock, heavy duty, 3"	20	
piece	Blue hardhat, heavy duty	170	
piece	Flash light, rechargeable, heavy duty, tactical LED	30	
roll	Nylon cord, 3-1/2mm	400	

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]