



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos. 834-4823; Fax No. 831-9584
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Various Chairs for CY 2018
Reference No. : PB-GS-OCA-02-2018
ABC : PhP 2,550,000.00
Date : 13 November 2018

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 1)

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

Deadline for Submission and Receipt of Bids	Bid Opening
26 20 November 2018, Monday Tuesday, 12:00 p.m.	26 20 November 2018, Monday Tuesday, 2:00 p.m.
Venue for the Submission and Receipt of Bids: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City Venue for the Bid Opening: 3 rd Floor Conference Room, Office of Consular Affairs – DFA, Bradco Ave. cor. Macapagal Blvd., Aseana Business Park, Brgy. Tambo, Paranaque, Metro Manila	

II. Technical Specifications (Section VI1) – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental / Bid Bulletin No. 1 after considering inputs from End-User, OCA-BAC Members and prospective bidders.

The Bidding Documents is amended accordingly.
For the information and guidance of all concerned.

ROY B. ECRAELA
OCA-BAC Chairperson

ANNEX A

Technical Specifications

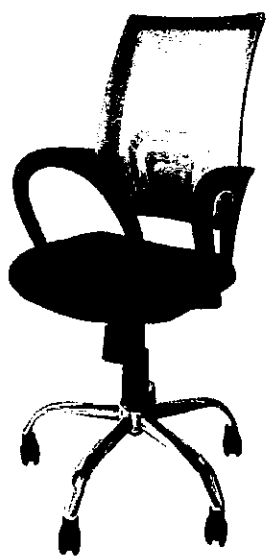
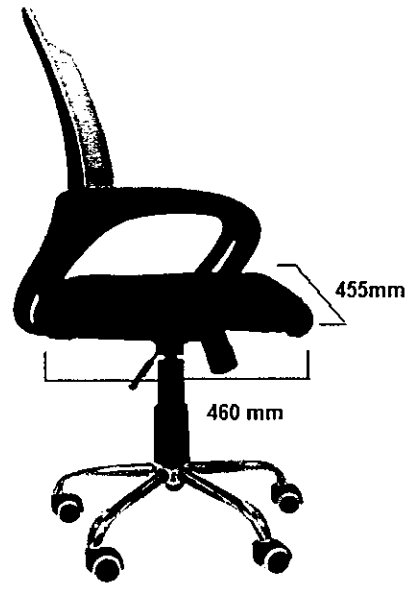
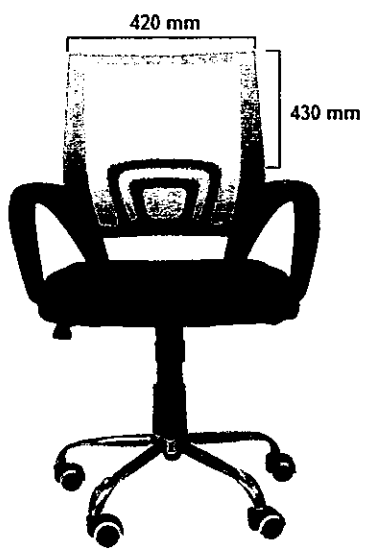
PROCUREMENT OF VARIOUS CHAIRS FOR C.Y. 2018

I.	BACKGROUND	
	<p>The Department of Foreign Affairs (DFA), represented by the Office of Consular Affairs (OCA) provides passport and authentication services to the public nationwide.</p> <p>For this purpose, the Department intends to procure, supply, and deliver office furniture – two hundred fifty (250) pieces of clerical chairs, one hundred fifty (150) pieces of teller stool chairs, and eighty (80) ergonomic chairs for the Office of Consular Affairs and its consular offices.</p>	
II.	OBJECTIVE	
	<p>To supply the Department with the necessary office furniture to replace worn-out and defective chairs to efficiently provide the consular personnel comfort and ease.</p>	
	PARTICULARS	Statement of Compliance
III.	TECHNICAL SPECIFICATIONS	
	A. Clerical Chairs (250 pieces)	
	<ol style="list-style-type: none"> 1. Ergonomic and contemporary design 2. Mid-back design 3. Built-in lumbar support 4. Combination of breathable mesh back rest and fabric covered seat with foam 5. High quality chrome steel leg base 6. High density sponge cushion 7. Heavy duty (can support 250 lbs. minimum) 8. Convenient and comfortable armrest 9. Color: Black 10. Adjustable height gas-lift 11. L-shape curved sturdy nylon armrest 12. 5-spoke caster base 13. Rotatable and noiseless castors wheels 14. Swivel 360-degree rotation <p><i>*See Annex A for pictures</i></p>	
	B. Teller Stools (150 pieces)	
	<ol style="list-style-type: none"> 1. Ergonomic and contemporary design 2. Mid-back design 3. Built-in lumbar support 	

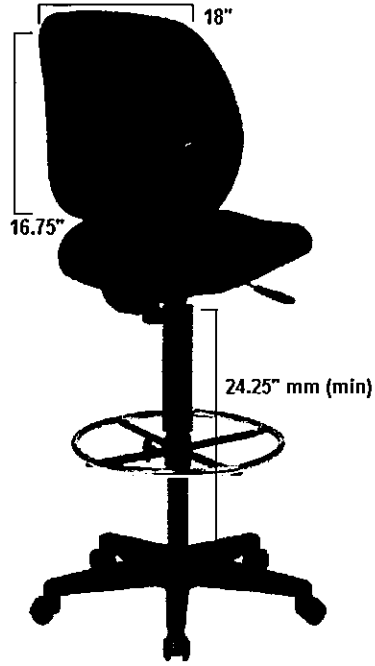
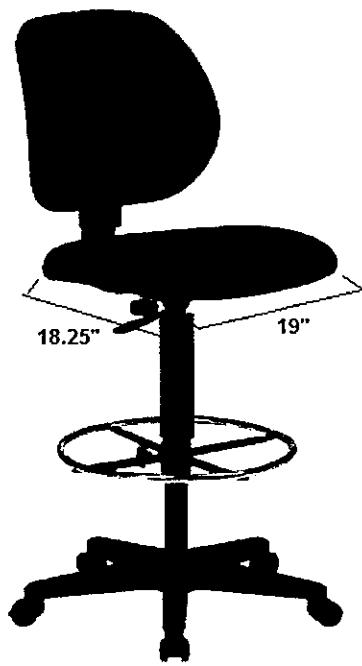
	<ol style="list-style-type: none"> 4. Combination of breathable mesh back rest and fabric covered seat with foam 5. High density sponge cushion 6. Heavy duty (can support 250 lbs. minimum) 7. Color: Black 8. Adjustable height gas-lift mechanism 9. Seat Adjusts from Counter to Bar Height 10. Adjustable ring-type footrest 11. High quality chrome steel leg base 12. 5-spoke caster base 13. Rotatable and noiseless castors wheels 14. Swivel 360-degree rotation <p><i>*See Annex B for pictures</i></p>	
	<p>C. Ergonomic Chairs (80 pieces)</p>	
	<ol style="list-style-type: none"> 1. Adjustable seat height 2. Adjustable back rest 3. Adjustable head rest 4. Adjustable backrest tilt 5. Front edge seat pan (waterfall) 6. Full back support (up to shoulders) 7. Heavy duty (can support 250 lbs. minimum) 8. Soft seat padding 9. 5-spoke caster base 10. Rotatable and noiseless castors wheels 11. Swivel 360-degree rotation 12. Combination of breathable mesh back rest and fabric covered seat with foam 13. High quality chrome steel leg base 14. Color: Black 15. High density sponge cushion <p><i>*See Annex C for pictures</i></p>	
IV.	<p>CONTRACTOR'S OBLIGATIONS</p>	
	<p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Supply the items in conformity to the specifications provided 2. Bring/Deliver samples for inspection, testing, and approval during post-qualification conference and 3. Replace any item found to be defective by OFMS-FECD, End-user representative and Property officer; and Officer-in-Charge and/or Property Officer for deliveries to Consular Offices 	
V.	<p>CONTRACTOR'S QUALIFICATIONS</p>	
	<p>The Contractor shall have been engaged in the business of supplying office furniture for a minimum of five (5) years.</p>	
VI.	<p>WARRANTY</p>	

	The Contractor shall provide a minimum of one (1) year warranty on parts and services
VII.	DELIVERY
	<p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Deliver the items on a staggered basis as indicated in Annex E 2. Inform the End-user of the scheduled delivery date and time at least 24 hours before the actual delivery 3. Begin delivery within fifteen (15) calendar days upon receipt of Notice to Proceed for the first delivery 4. Deliver the items for inspection of OFMS-FECD, End-user representative and Property Officer at this address: 2330 Roxas Blvd, Pasay, 1300 Metro Manila 5. Deliver the items fully assembled to designated Consular Offices (COs) as stated in Annex D
VIII.	PAYMENT
	<ol style="list-style-type: none"> 1. The Contractor shall be paid within thirty (30) working days upon complete 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 the 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 all applicable taxes and other lawful charges

ANNEX A: CLERICAL CHAIRS



ANNEX B: TELLER STOOLS



ANNEX C: ERGONOMIC CHAIRS



ANNEX D: DELIVERY LOCATIONS

❖ **CO Angeles**

3F Marquee Mall
Pulung Maragul, Angeles City, Pampanga

❖ **CO Baguio**

Upper Basement SM City Baguio
Luneta Hill, Upper Session Road, Baguio City

❖ **CO Calasiao**

2F Robinsons Place Pangasinan
Brgy. San Miguel, Calasiao, Pangasinan

❖ **CO Legazpi**

3F Pacific Mall
F. Imperial St. Cor. Circumferential Rd., Landco Business Park, Legazpi City

❖ **CO Lipa**

2F Robinsons Place Lipa
JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas

❖ **CO Pampanga**

2F Robinsons StarMills
San Fernando City, Pampanga

❖ **CO Tuguegarao**

Regional Government Center
Carig Sur, Tuguegarao City, Cagayan

❖ **NCR-CO Central**

1F Linkkod Pinoy Center Robinsons Galleria
West Lane cor. Ortigas Avenue, Pasig City

ANNEX E: DELIVERY SCHEDULE

- ❖ The first delivery must be made within fifteen (15) working days of receipt of Notice to Proceed.
- ❖ All items must be delivered within the course of ten (10) deliveries:
 - Six (6) deliveries to 2330 Roxas Blvd, Pasay, 1300 Metro Manila; eighty (80) chairs per delivery
 - Four (4) deliveries to Consular Offices listed in Annex D

	ROXAS BOULEVARD	CONSULAR OFFICES
1 st delivery	80 teller stools	
2 nd delivery	70 teller stools 10 clerical chairs	CO Legazpi – 11 teller stools
3 rd delivery	80 clerical chairs	CO Tuguegarao – 5 teller stools
4 th delivery	70 clerical chairs 10 ergonomic chairs	CO Baguio – 4 teller stools CO Calasiao – 8 teller stools CO Angeles – 12 teller stools CO Pampanga – 10 teller stools
5 th delivery	80 Clerical chairs	CO Lipa - 10 teller stools NCR CO East – 3 ergonomic chairs; 12 clerical chairs
6 th delivery	10 clerical chairs 70 ergonomic chairs	

- Succeeding deliveries must be done on a weekly basis
e.g. Notice to Proceed is dated 28 November 2018. The first delivery must be done on or 13 December 2018. The second delivery must be done seven days after the first delivery or 20 December 2018. *The succeeding deliveries will follow this template.*
- ❖ The delivery schedule to the Consular Offices will be as follows:
 1. CO Legazpi – eleven (11) teller stools
 2. CO Tuguegarao – five (5) teller stools
 3. CO Baguio – four (4) teller stools
CO Calasiao – eight (8) stools
CO Angeles – twelve (12) teller stools
CO Pampanga – ten (10) teller stools
 4. CO Lipa – ten (10) teller stools
NCR-CO Central – three (3) ergonomic chairs and twelve (12) clerical chairs

- ❖ All items must first be delivered to 2330 Roxas Blvd, Pasay, 1300 Metro Manila for inspection. Items to be delivered to the Consular Offices must be picked-up from the aforementioned address.
- ❖ Chairs must be delivered in the following order:
 1. Teller Stools
 2. Clerical Chairs/Ergonomic Chairs

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 the 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 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 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]