

BIDS AND AWARDS COMMITTEE
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Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Loyalty Pins and Medals
Reference No. : PB-GS-05-2019
ABC : PhP 2,500,000.00
Date : 31 May 2019

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I. **Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 1 after considering inputs from End-User, BAC Members and prospective bidders.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 **Bid Data Sheet (Section III)** - The Bid Data Sheet (Section III) of the Bidding Documents is superseded by ANNEX B of this Supplemental/Bid Bulletin No. 1 after considering inputs from End-User, BAC Members and prospective bidders.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)
IMELDA M. PANOLONG
BAC Chairperson



ANNEX A

Technical Specifications

Procurement of Loyalty Pins and Medals

I	<p>BACKGROUND</p> <p>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>															
II	<p>OBJECTIVE</p> <p>The above-enumerated items shall be conferred during the 121st DFA Day celebration to be tentatively held on 26 June 2019.</p>															
III	<p>SCOPE OF WORK</p> <p>The Contractor shall supply the following items:</p> <ul style="list-style-type: none"> A. Four (4) Assistance-to-Nationals (ATN) medals; B. Five hundred ten (510) loyalty pins; and C. Six (6) metal sheets / labels for the Felipe Agoncillo Lifetime Service Award (FALSA) FALSA's boxes. 	<p>Statement of Compliance</p>														
IV	<p>TECHNICAL SPECIFICATIONS</p>															
	<p>A. <u>FOUR (4) ASSISTANCE-TO-NATIONALS (ATN) MEDALS</u></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</td> </tr> </tbody> </table>		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
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Packaging	Narra wood with velvet lining															

B. FIVE HUNDRED TEN (510) LOYALTY PINS

Item/Description	Quantity (pieces)
<div style="text-align: center;">  <p>Yellow Gold</p> </div> <p>Item: Pin for 30-40 years of service 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 x 1.7 mm width Font – Arno Pro Republika ng Pilipinas - 0.9 mm x 0.65 mm Font - Arial</p> <p>Pin Truck: 5 mm spike soldered at the back of the pin Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported Lock /gold plated Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box <i>(With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)</i></p>	<p>92</p>
<div style="text-align: center;">  <p>Sterling Silver</p> </div> <p>Item: Pin for 20-25 years of service Material: Sterling Silver Content: 92.5% Silver; 7.5% Copper Weight: 6-6.5 grams</p>	<p>177</p>

	<p>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</p> <p>Pin Truck: 5 mm spike soldered at the back of the pin</p> <p>Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported Lock / silver plated</p> <p>Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box <i>(With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)</i></p>		
	<div data-bbox="451 835 954 1066" data-label="Image"> </div> <p style="text-align: center;">Bronze</p> <p>Item: Pin for 10-15 years of service</p> <p>Material: Bronze</p> <p>Content: 90% Copper and 10% Zinc</p> <p>Weight: 6-6.5 grams</p> <p>Diameter: 23 mm</p> <p>Engraving: 0.04 mm depth (deep engraving)</p> <p>Color: Black</p> <p>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</p> <p>Pin Truck: 5 mm spike soldered at the back of the pin</p> <p>Clutch Gripper: 6.9 mm x 10 mm Cone Type Imported Lock/bronze plated</p> <p>Jewelry Box: 1.5” x 1.5” Transparent Acrylic Box <i>(With complete clutch gripper, with box, and with Certificate of Authenticity and Warranty)</i></p>	241	

	<p>C. <u>SIX (6) METAL SHEETS</u></p> <p><i>(to be mounted on the FALSA Narra box)</i></p> <table border="1"> <thead> <tr> <th colspan="2">Item/Description</th> </tr> </thead> <tbody> <tr> <td>Material</td> <td>Stainless</td> </tr> <tr> <td>Design</td> <td>“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial</td> </tr> <tr> <td>Size</td> <td>4” x 1”</td> </tr> <tr> <td>Quantity</td> <td>Six (6)</td> </tr> </tbody> </table>	Item/Description		Material	Stainless	Design	“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial	Size	4” x 1”	Quantity	Six (6)	
Item/Description												
Material	Stainless											
Design	“FELIPE AGONCILLO LIFETIME SERVICE AWARD” Font: Arial											
Size	4” x 1”											
Quantity	Six (6)											
V.	CONTRACTOR’S OBLIGATIONS											
	<ul style="list-style-type: none"> • The Contractor shall ensure that the design of the medals and pins, particularly the logo/seal, shall conform to actual design provided by the DFA. <i>(See photos provided)</i> • 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. • The Contractor shall supply and deliver the approved samples of the ATN medals, loyalty pins, and metal sheets for the FALSA boxes not later than three (3) days after the issuance of the Notice to Proceed • The Contractor shall submit all the documentary requirements to facilitate the payment for the procured goods. 											
VI.	CONTRACTOR’S QUALIFICATIONS											
	<p>The Contractor should have the following minimum qualifications:</p> <p>(1) Must have at least three (3) years of continuous business operations (in producing medals and pins); and</p> <p>(2) Must have proven its capability to produce 300 pins / medals /gold rings/ markers to a government entity by presenting proof of similar contracts with other agencies.</p>											
VII.	INTELLECTUAL PROPERTY RIGHTS											
	<p>The designs of the medals, pins and metal sheets stated in the technical specifications of this Terms of Reference (TOR) are the sole property of the Department of Foreign Affairs (DFA) and may not be reproduced or displayed by the Contractor unless with expressed written permission of the Department.</p>											
VIII.	WARRANTY											
	<p>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.</p>											

IX.	DELIVERY The complete delivery of the goods shall be within five (5) ten (10) calendar days for the Assistance-to-Nationals (ATN) medals and for the FALSA metal sheets; and fifteen (15) calendar days for the loyalty pins from the receipt by the Contractor of the Notice to Proceed.	
X.	PAYMENT 1. Payment shall be made within thirty (30) working days upon the Contractor's submission of the sales invoice and complete supporting documents, and audited by Office of Financial Management Services – Financial Resource Management Division (OFMS-FRMD), through a List of Due and Demandable Accounts Payable (LDDAP). 2. All payments shall be inclusive of all applicable taxes 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. 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 a 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 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 Bidder's Authorized Representative/s]

[Position]

[Date]

ANNEX B

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is Department of Foreign Affairs</p> <p>The name of the Contract is Procurement of Loyalty Pins and Medals</p> <p>The identification number of the Contract is PB-GS-05-2019</p>
1.2	<p>The lot(s) and reference is/are:</p> <p>Procurement of Loyalty Pins and Medals</p>
<u>2</u>	<p>The Funding Source is:</p> <p>The Government of the Philippines (GOP) through the authorized appropriations under the National Expenditure Program (NEP), in the amount of Two Million Five Hundred Thousand Pesos (PhP 2,500,000.00) only.</p> <p>The name of the Project is: Procurement of Loyalty Pins and Medals</p>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	The Bidder should have completed at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least the percentage of the ABC as required
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The Procuring Entity will hold a pre-bid conference for this Project on 28 May 2019, 12:00 noon at the BAC Conference Room, 12 th Floor DFA Main Building, Roxas Blvd. Pasay City.
10.1	<p>The Procuring Entity's address is: Department of Foreign Affairs Main Building 2330 Roxas Blvd., Pasay City</p> <p>Contact Person: Teddy Edmund T. Pavon (Head of BAC Secretariat)</p> <p>Tel. no. 834-4854 or Fax no.831-9584</p>

	Email address: <u>bac.secretariat@dfa.gov.ph</u>
12.1(a)	Refer to and use Annex A – Standard Checklist of Eligibility, Technical Documents and Financial Component of the Department’s Public Bidding (For Goods or General Support Services)
12.1(a)(ii)	The bidder’s SLCC similar to the contract to be bid should have been completed within five (5) years prior to the deadline for the submission and receipt of bids.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is Two Million Five Hundred Thousand (PhP 2,500,000.00) only. Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)(i)	Not applicable
15.4(b)(ii)	Not Applicable. No incidental services are required.
16.1(b)	The Bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	Payments shall be made in Philippine Pesos
17.1	Bids will be valid until 20 September 2019.
18.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than Fifty Thousand Pesos (PhP 50,000.00) only, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than One Hundred Twenty-Five Thousand Pesos (PhP 125,000.00) if bid security is in Surety Bond.
18.2	The bid security shall be valid until 20 September 2019.
20.3	Each Bidder shall submit one (1) original (or certified true copy) and 4 (four) photocopies of the first and second components of its bid.
21	The address for submission of bids is BAC Secretariat, 12 th floor, DFA Main Building, Pasay City.

	The deadline for submission of bids is on 10 June 2019, 9:00 a.m.
24.1	The place of bid opening is BAC Conference Room, 12 th Floor DFA Main Building, Roxas Blvd. Pasay City. The date and time of bid opening is on 10 June 2019, 10:00 a.m.
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Grouping and Evaluation of Lots – Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award. In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.
28.4	No further instructions.
29.2	The Bidder shall submit the required licenses and permits as stated in the Technical Specifications.
32.4(f)	The DFA-BAC reserves the right to require additional contract documents relevant to the Project.