



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Loyalty Pins and FALSA Medals and Pins
Reference : PB-GS-08-2021
ABC : PhP 6,350,000.00
Date : 2 June 2021

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Specifications (Section VII)** – The Technical Specifications (Section VII and annexes) of the Bidding Documents are superseded by ANNEX 1 of this Supplemental/Bid Bulletin No. 1 after considering inputs from the Committee and prospective bidders.

The Bidding Documents is amended accordingly.




For the information and guidance of all concerned.


NARCISO T. CASTAÑEDA
BAC Chairperson

ANNEX 1

TECHNICAL SPECIFICATIONS

Loyalty Pins and FALSA Medals and Pins

| I. | <p>BACKGROUND The Department of Foreign Affairs (DFA), on the occasion of its foundation day, confers awards to deserving employees for their loyalty to the service and lifetime service; and therefore intends to procure the corresponding pins and medals.</p> | | | | | |
|--|--|--------------------------------|------------------|----------------------|--|------------|
| II. | <p>OBJECTIVE The above-enumerated items shall be conferred during the 123rd DFA Day celebration tentatively scheduled on 23 July 2021.</p> | | | | | |
| III. | <p>SCOPE OF WORK The Contractor shall supply the following items:</p> <p>A. One thousand one hundred fifty-eight loyalty pins (1,158 loyalty pins)</p> <p>B. Fifteen (15) Felipe Agoncillo Lifetime Service Award (FALSA) (complete box set - medal with matching pin)</p> | Statement of Compliance | | | | |
| IV. | <p>TECHNICAL SPECIFICATIONS</p> | | | | | |
| | <p>A. <u>ONE THOUSAND ONE HUNDRED FIFTY-EIGHT (1,158) LOYALTY PINS</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%; text-align: center;">Item/Description</th> <th style="width: 30%; text-align: center;">Quantity (pieces)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">  <p style="text-align: center;">Yellow Gold</p> <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</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 0.65 mm Font - Arial</p> <p>Pin Truck: 5mm spike soldered at the back of 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> </td> <td style="text-align: center; vertical-align: middle;">270</td> </tr> </tbody> </table> | | Item/Description | Quantity (pieces) |  <p style="text-align: center;">Yellow Gold</p> <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</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 0.65 mm Font - Arial</p> <p>Pin Truck: 5mm spike soldered at the back of 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> | 270 |
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Sterling Silver

Item: **Pin for 20-25 years of service**
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)

233



Bronze

Item: **Pin for 10-15 years of service**
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

655

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. FIFTEEN (15) FELIPE AGONCILLO LIFETIME SERVICE AWARD (complete set box - medal with matching pin)

| Item/Description | |
|------------------|--|
| Material | Brass (medal and matching pin) |
| Design |  |
| Finish | Silver Plated with Grosgrain Ribbon |
| Packaging | Narra wood with velvet lining |
| Material | Stainless metal sheet mounted on the Narra box |
| Text | "FELIPE AGONCILLO LIFETIME SERVICE AWARD" Font: Arial / 4"x1" |

V. CONTRACTOR'S OBLIGATIONS

- The Contractor shall ensure that the design of the loyalty pins and FALSA medals and pins, particularly the logo/seal, shall conform to actual design provided by the DFA. (See photos provided)
- The Contractor shall present a sample of the Loyalty pins and FALSA medals and pins during the post qualification process which shall be approved by the End-User.
- The Contractor shall supply and deliver the approved samples of the Loyalty pins and FALSA medals and pins 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
 The Contractor warrants that it meets the following minimum qualifications:

- (1) Must have at least **three (3) years** of continuous business operations (in producing pins and medals); and
- (2) That it has the capacity to produce and deliver **300 pins/medals/gold ring/markers** to DFA by presenting proof of similar contracts with other agencies.

VII. INTELLECTUAL PROPERTY RIGHTS
 The designs and the molds 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. | |
| VIII. | WARRANTY The Contractor shall issue a Certificate of Authenticity for each pin / medal stating, among others, the specification/standard used for the materials, the origin of the material, and lifetime warranty, particularly the gold and silver loyalty pins. | |
| IX. | DELIVERY The complete delivery of the Loyalty pins and FALSA medals and pins shall be within fifteen (15) twenty-five (25) calendar days from the receipt by the Contractor of the Notice to Proceed. | |
| X. | PAYMENT 1. Payment shall be made within sixty (60) 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 on behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and on 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]