



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BIDS AND AWARDS COMMITTEE**

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**SUPPLEMENTAL / BID BULLETIN NO. 1**

**Project** : Procurement for the Various Office Supplies for the Office of Consular Affairs ASEANA and Temporary Off-Site Passport Services (TOPS)

**Reference** : PB-GS-26-2023-EP8

**ABC** : PhP 2,374,395.70

**Date** : 23 November 2023

This Supplemental/Bid Bulletin is being issued to provide prospective bidders the following amendments to the information on the Technical Specifications of this procurement project:

**Annex A.**

Unit	Item Description	Quantity
Piece	All Purpose Glue Stick	200
Piece	Stapler Standard without staple remover	200
box	Rubber band (350g)	50
Piece	Data File Box, made of chipboard with close ends (Black or Blue)	60
Piece	Self-Inking Dater Stamp 4mm	200
Pack	Laminating Pouch film (125 MIC, 222x335mm) (or any available size close to the preferred size)	2
pack	Large Trashbag (pack of 10pcs)	250
Piece	Dust Pan (Plastic)	80

For the information and guidance of all concerned.

  
**ADELIO ANGELITO S. CRUZ**  
Assistant Secretary  
and OCA-BAC Chairperson

## Terms of Reference

### Procurement of various supplies and office supplies for the Office of Consular affairs ASEANA and Temporary Off-Site Passport Services (TOPS)

**Approved Budget for Contract: PhP2,374,395.70**

<b>I.</b>	<b>Background:</b>		
	The Department intends to procure office supplies through public bidding to augment depleted various supplies and office supplies of the Office of Consular Affairs ASEANA (OCA-ASEANA) and Temporary Off-Site Passport Services (TOPS).		
<b>II.</b>	<b>Objective:</b>		
	To procure, through public bidding, office supplies for the OCA-ASEANA and TOPS.		
<b>III.</b>	<b>Contractor's Obligations:</b>		<b>Statement of Compliance</b>
	<b>The Contractor shall:</b>		
	<b>1.</b>	Deliver to the Department the enumerated various office supplies as stated in Annex A.	
	<b>2.</b>	Guarantee that it has the capacity to deliver various office supplies required by DFA-OCA .	
	<b>3.</b>	Replace any defective items free-of-charge within ten (10) working days.	
	<b>4.</b>	Indicate in their Financial Bid Form a complete price schedule which includes the product name of the items it will provide.	
<b>IV.</b>	<b>Delivery:</b>		
	<b>1.</b>	All items shall be delivered within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)	
	<b>2.</b>	All deliveries shall be made with one (1) day prior notice to the OCA-ASEANA from Monday to Friday, 8:00 AM to 5:00PM.	
	<b>3.</b>	Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Services-Financial Resources Management Division (OFMS-FRMD).	
<b>V.</b>	<b>Terms of Payment:</b>		
	<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). The list of documentary requirements needed for payment will be provided by OFMS-FRMD upon signing of the contract.	
	<b>2.</b>	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 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.

Conforme:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

**ANNEX A.**

<b>Unit</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Ream	Paper MULTICOPY, 80gsm, (A4)	4,280	
Ream	Paper MULTICOPY, 80gsm, (legal)	2,400	
Ream	DFA Letter Head bond paper, A4, 80gsm	180	
Ream	DFA Letter Head bond paper, Legal, 80gsm	150	
Piece	Sign pen, black, liquid/gel ink, 0.5mm needle tip	3,800	
Piece	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	3,700	
Piece	Sign pen, red, liquid/gel ink, 0.5mm needle tip	3,600	
Piece	Correction tape	1,500	
Piece	All Purpose Glue Stick	200	
Pair	Scissors, symmetrical/ asymmetrical	300	
Piece	Staple remover	300	
box	Staple wire No. 10	360	
box	Staple wire No. 35	1,500	
box	Staple wire standard	100	
Roll	Tape transparent, 48mm	1,400	
Piece	Stamp pad, felt 60mm x 100mm	250	
Bottle	Stamp pad ink, purple or violet, 30ml min.	250	
Piece	Stapler with staple remover	200	
Piece	Stapler Standard without staple remover	200	
Pad	Note pad, stick on, 2 x 3	50	
Pad	Note pad, stick on, 3 x 3	50	
Pad	Note pad, stick on, 3 x 4	50	
box	Rubber band (350g)	50	
Piece	Eraser, Plastic/rubber	600	
Set	Marker, Fluorescent, 3 colors	600	
Piece	Puncher, heavy duty with 2 blade hole	200	
Pack	Folder with tab, Legal 100s	80	
Piece	Marker, Permanent Blue	100	
Piece	Marker, Permanent Black	100	
box	Envelope, expanding kraft 100s	40	
Piece	Data File Box, made of chipboard with close ends (Black or Blue)	60	
Piece	Self-Inking Dater Stamp 4mm	200	
Pack	Laminating Pouch film (125 MIC, 222x335mm) (or any available size close to the preferred size)	2	
Pack	Parchment Paper A4 250sheets 85gsm	2	
Gallon	Alcohol, ethyl, 70%	200	
pack	Toilet Tissue paper 2-ply, 12 rolls per pack	220	
can	Disinfectant spray, aerosol type 400g	240	
can	Insecticide spray, aerosol type 600 ml	235	
pack	Large Trashbag (pack of 10pcs)	250	
Piece	Broom (walis tambo)	80	
Piece	Dust Pan (Plastic)	80	