



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 2

Project : Lease of Photocopying/ Scanning Machines for the
Department of Foreign Affairs for FY 2024
Reference : PB-GS-36-2023-EP12
ABC : PhP 18,452,900.00
Date : 06 December 2023

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following information:

1. Distribution list of Photocopying/Scanning Machines for CY 2024 for the DFA Main Office, Office of Consular Affairs (OCA Aseana, and Consular Offices).
2. The Certification mentioned in Item III (3) of the Terms of Reference (TOR) is a certification from a manufacturer showing that the items are genuine and passed the local and international quality standards.
3. The Demo-units specified in Item IV (6) Other Duties of Contractor that should be presented during the Post-Qualification should have the same specifications specified in the TOR.

For the information and guidance of all concerned.

A handwritten signature in black ink, appearing to read "Sulpicio M. Confiado".

SULPICIO M. CONFIADO
Assistant Secretary and BAC Chairperson

DFA MAIN OFFICE

| Office | Monochrome | Monochrome and Colored | Total Number of Units |
|--|-------------------|-------------------------------|------------------------------|
| OSEC (including Special Project Unit) | 3 | 3 | 6 |
| UA (including BAC) | 3 | 1 | 4 |
| UBRAA | - | 1 | 1 |
| UCSCA | 1 | - | 1 |
| UMAIER | 3 | 1 | 4 |
| UMAIER-CDU (CDD) | 1 | - | 1 |
| UMWA | 5 | 1 | 6 |
| ASEAN | 1 | 1 | 2 |
| ASPAC | 1 | 1 | 2 |
| BFSE | 1 | - | 1 |
| DFA Mindanao | 1 | - | 1 |
| DLLU | - | 1 | 1 |
| HRMO (including Clinic and Day Care) | 12 | 3 | 15 |
| IAS | 1 | - | 1 |
| ISU | 1 | - | 1 |
| MOAO | 2 | 1 | 3 |
| OAA | 2 | - | 2 |
| OAMSS | 12 | 4 | 16 |
| OCS | 1 | - | 1 |
| OEA | 2 | - | 2 |
| OFMS (including COA) | 13 | 2 | 15 |
| OMEAA | 2 | 1 | 3 |
| OP | 2 | 1 | 3 |
| OPCD | 1 | 1 | 2 |
| OPPC | 2 | - | 2 |
| OTLA | 3 | - | 3 |
| OVS | 1 | 1 | 2 |
| UNIO | 1 | 1 | 2 |
| TOTAL | 78 | 25 | 103 |

OCA – ASEANA

| Office | Monochrome | Monochrome and Colored | Total Number of Units |
|--|-------------------|-------------------------------|------------------------------|
| Office of the Assistant Secretary | | | |
| Assistant Secretary's Office 4/F | 1 | - | 1 |
| Diplomatic and Official Passport Section (DOPS) 3/F | 1 | - | 1 |
| Office of the Executive Director | | | |
| Executive Director's Office 3/F | 1 | - | 1 |
| Consular Affairs Public Assistance Center (CAPAC) 1/F | 1 | - | 1 |
| Consular information Center (CIC) 4/F | 1 | - | 1 |
| Passport Division | | | |
| Passport Director's Office 1/F | 1 | - | 1 |
| Passport Division 4/F | 3 | - | 3 |
| Courtesy Lane G/F | 2 | - | 2 |
| Individual Processing 2/F | 1 | - | 1 |
| Passport Enrollment Center (PEC) 2/F | 1 | - | 1 |
| Passport Integrity and Fraud Management Unit (OIFMU) 3/F | 1 | - | 1 |
| Releasing (Double Dragon) | 1 | - | 1 |
| Records Verification Unit (RVU) 4/F | 1 | - | 1 |
| Watchlist Database unit (WDU) 4/F | 1 | - | 1 |
| Records Verification Unit//Suspended Applications Unit (SAU)/Watchlist Database Unit (WDU) 4/F | 1 | - | 1 |
| Authentication Division | | | |
| Authentication Admin 4/F | 1 | - | 1 |
| Authentication 4/F | 1 | - | 1 |
| Authentication 1/F | 4 | - | 4 |
| Consular Office Coordinating Division (COCD) | | | |
| COCD 3/F | 1 | - | 1 |
| Consular Records Division | | | |
| CRD 4/F | 2 | - | 2 |
| VISA Division | | | |
| Visa 3/F | 1 | - | 1 |

| | | | |
|--|-----------|----------|-----------|
| Finance and Administrative Division (FAD/ASU) | | | |
| Administrative Services Section 3/F | 1 | 1 | 2 |
| Procurement/Finance 3/F | 1 | - | |
| Property 3/F | 1 | - | 1 |
| Projects and Information Technology Section (PITS) 4/F | 1 | - | 1 |
| Other Offices | | | |
| Engineering 5/F | 1 | - | 1 |
| PRF 2/F | 1 | - | 1 |
| TOTAL | 34 | 1 | 35 |

CONSULAR OFFICES

| Office | Monochrome | Monochrome and Colored | Total Number of Units |
|--|------------|------------------------|-----------------------|
| Consular Offices (Metro Manila) | | | |
| NCR Central (Robinsons Galleria) | 2 | - | 2 |
| NCR East (SM Megamall) | 2 | - | 2 |
| NCR North (Robinsons Novaliches) | 1 | - | 1 |
| NCR Northeast (Ali Mall) | 1 | 1 | 2 |
| NCR South (Alabang) | 2 | - | 2 |
| NCR West (SM Manila) | 1 | 1 | 2 |
| Consular Offices (Regional) | | | |
| CO Angeles City | - | 1 | 1 |
| CO Antipolo, Rizal | 1 | - | 1 |
| *CO Antique | 1 | - | 1 |
| CO Bacolod City | - | 1 | 1 |
| CO Baguio | - | 1 | 1 |

| | | | |
|-------------------------------|---|---|---|
| CO Butuan | - | 1 | 1 |
| CO Cagayan de Oro | - | 1 | 1 |
| CO Calasiao | - | 1 | 1 |
| CO Cebu | - | 1 | 1 |
| CO Clarin, Misamis Occidental | 1 | - | 1 |
| CO Dasmariñas, Cavite | 2 | - | 2 |
| CO Davao | 1 | - | 1 |
| CO Dumaguete | 1 | - | 1 |
| CO General Santos | - | 1 | 1 |
| CO Iloilo | - | 1 | 1 |
| CO Kidapawan | - | 1 | 1 |
| CO La Union | - | 1 | 1 |
| CO Legazpi | - | 1 | 1 |
| CO Lipa | - | 1 | 1 |
| CO Lucena | - | 1 | 1 |
| CO Malolos, Bulacan | - | 1 | 1 |
| CO Paniqui, Tarlac | 1 | - | 1 |
| CO Pagadian | - | 1 | 1 |
| CO Puerto Princesa | - | 1 | 1 |
| CO San Fernando, Pampanga | 1 | 1 | 2 |
| CO San Nicolas, Ilocos Norte | - | 1 | 1 |
| CO San Pablo, Laguna | - | 2 | 2 |
| CO Santiago, Isabela | - | 1 | 1 |

| | | | |
|---------------------------|-----------|-----------|-----------|
| CO Tacloban | - | 1 | 1 |
| CO Tagum, Davao Del Norte | - | 2 | 2 |
| CO Tuguegarao | 1 | - | 1 |
| *CO Zambales | - | 1 | 1 |
| CO Zamboanga | - | 1 | 1 |
| TOTAL | 19 | 29 | 48 |

*soon to open