



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



BIDS AND AWARDS COMMITTEE

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SUPPLEMENTAL / BID BULLETIN No. 2

Project : Procurement of Common Use Supplies and Equipment for the Office of Consular Affairs (OCA) Aseana and National Capital Region Consular Offices (NCR COs)
Reference : PB-GS-12-2024
ABC : PhP 1,803,950.19
Date : 17 October 2024

This **Supplemental/Bid Bulletin** is issued to provide the prospective bidders of the amended Technical Specifications for the Project (copy attached).

The revised Technical Specifications requires the bidder to submit to the Department the duly accomplished, signed, and notarized Confidentiality and Non-Disclosure Agreement as a precondition to the issuance of the Notice to Proceed (NTP).

For the information and guidance of all concerned.

ADELIO ANGELITO S. CRUZ
Chairperson
OCA Bids and Awards Committee

Technical Specifications

Procurement of Common Use Supplies and Equipment for the Office of Consular Affairs (OCA) Aseana and NCR Consular Offices (COs)

I.	BACKGROUND	
	The Department intends to procure office supplies through public bidding to augment depleted office supplies of the Office of Consular Affairs Aseana (OCA-Aseana) and National Capital Region Consular Offices (NCR-COs).	
II.	OBJECTIVE	
	To procure, through public bidding, office supplies and equipment for the Office of Consular Affairs (OCA) ASEANA and National Capital Region Consular Offices (COs).	
III.	Contractor's Obligations:	Statement of Compliance
	The Contractor shall:	
	1. Deliver to the Department the enumerated various office supplies as stated in Annex A.	
	2. Guarantee that it has the capacity to deliver various office supplies required by the DFA OCA and NCR COs.	
	3. Replace any defective items free-of-charge within ten (10) working days.	
	4. Indicate in their Financial Bid Form a complete price schedule which includes the product name of the items it will provide.	
	5. Submit to the Department the duly accomplished, signed, and notarized Confidentiality and Non-Disclosure Agreement as a precondition to the issuance of the Notice to Proceed (NTP).	
IV.	Delivery:	
	1. All items shall be delivered within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)	
	2. All deliveries shall be made with one (1) day prior notice to the Office of Consular Affairs (OCA) from Monday to Friday, 8:00 AM to 5:00 PM.	
	3. Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management	

		Service-Financial Resources Management Division (OFMS-FRMD).	
V.	Terms of Payment:		
	1.	<p>The payment shall be made within thirty (30) working days upon full delivery and receipt of the invoice with complete requirements audited by Office of Financial Management Services- Financial Resource Management Division (OFMS-FRMD)</p> <p>Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP)</p> <p>The list of documentary requirements needed for payment will be provided by the OFMS-FRMD upon signing of the contract.</p>	
	2.	All payments shall be inclusive of Value-Added Tax (VAT) and other lawful charges.	

ANNEX A.

Unit	Item Description	Quantity	Statement of Compliance
piece	Acrylic Toblerone 2mm width, 350mm Length, 90mm Height	30	
tube	Blade, for general purpose cutter, utility knife	20	
unit	Calculator, Compact, 12 - 14 digits	20	
piece	Clearbook (A4), 40 pockets	300	
piece	Clearbook (Legal) 40 pockets	300	
piece	Clear Front Folder, A4, (Blue or Black)	300	
piece	Clear Front Folder, Legal, (Blue or Black)	300	
box	Clip, backfold, 19mm	400	
box	Clip, backfold, 25mm	400	
box	Clip, backfold, 50mm	400	
ream	Colored Paper, Blue, A4, 80gsm	50	
ream	Colored Paper, Blue, Legal, 80gsm	50	
ream	Colored Paper, Green, A4, 80gsm	50	
ream	Colored Paper, Green, Legal, 80gsm	50	
ream	Colored Paper, Yellow, A4, 80gsm	50	
ream	Colored Paper, Yellow, Legal, 80gsm	50	
ream	Colored Paper, Pink, A4, 80gsm	50	
ream	Colored Paper, Pink, Legal, 80gsm	50	
piece	Correction Tape, 5mm x 6m	300	

pack	Cue cards, 5x8, 100 sheets plain	200	
piece	Dater Stamp, DD/MM/YYYY, Date size: No.2 3/16"(5mm)	150	
ream	DFA letterhead bond paper, A4, 80gsm	180	
ream	DFA letterhead bond paper, Legal, 80gsm	120	
box	Envelope, Documentary, Legal, 500 pcs/box	45	
box	Envelope, Expanding, Kraft, 100 pcs/box	45	
set	File tray, 3 Layer	100	
pack	Folder, L-type, A4, 50 pcs/pack	50	
box	Folder, Pressboard, 100 pcs/box	10	
jar	Glue, multi-purpose (200 gms)	50	
piece	Glue Stick, 21 gms	500	
box	Index Tabs, clear	25	
pack	Laminating Pouch Film, (125 mic, 222x355mm) or (any available size closed to the preferred size)	10	
piece	Marker, Permanent, black	600	
piece	Marker, Whiteboard, black	180	
piece	Marker, Whiteboard, blue	180	
piece	Marker, Whiteboard, red	180	
piece	Notebook, Stenographer	300	
pack	Note Pad, stick on, 0.5x1.7" (flags/arrows)	300	
pad	Note Pad, stick on, 2 x 3	600	
pad	Note Pad, stick on, 3 x 3	600	
pad	Note Pad, stick on, 3 x 4	600	
ream	Note Verbale, A4, w/ embossed DFA logo and printed DFA Letterhead, 90 gsm	40	
box	Paper Clip, Vinyl/plastic coated, 33mm	200	
box	Paper Clip, Nickel, Jumbo, 50mm	200	
ream	Paper Multi-purpose, 70 gsm, A4	900	
ream	Paper Multicopy, 80 gsm, A3	2	
box	Paper, Parchment, A4, 100 sheets, 90gsm	30	
pack	Photo Paper, A4, 180 gsm, 10s, Glossy	10	
roll	Plastic cover roll, gauge 2.6, 50 meters L x 48 inches	30	
piece	Puncher, Paper, Heavy Duty	200	
box	Rubber Band, 350g	200	
piece	Ruler, flexible, plastic, 12 inches	100	
piece	Scissors, symmetrical/asymmetrical, 9 inches	80	
pad	Sign here, flag arrows, 125 sheets/pad	400	

piece	Sign pen, black, liquid/ gel ink, 0.5 mm needle tip	2028	
piece	Sign pen, blue, liquid/ gel ink, 0.5 mm needle tip	2028	
piece	Sign pen, red, liquid/ gel ink, 0.5 mm needle tip	2028	
piece	Stapler, standard type with remover	310	
box	Staple Wire, 26/6, no. 35	1500	
piece	Staple Remover, claw type	150	
roll	Tape, double sided foam tape, 24mm x 5 meters	100	
roll	Tape, masking, 24mm x 30m	500	
roll	Tape, masking, 48mm x 30m	500	
roll	Tape, packaging, 48mm x 30m	864	
roll	Tape, transparent, 24mm x 45m	720	
roll	Tape, transparent, 48mm x 30m	2016	
roll	Queueing Tape 3 1/8x230	200	

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This Confidentiality and Nondisclosure Agreement (the "Agreement") is entered into by and between the Department of Foreign Affairs of the Republic of the Philippines with its principal office address at 2330 Roxas Boulevard, Pasay City, Metro Manila, ("**Disclosing Party**") and _____ (name of employee), employee of _____(Name of Provider), jointly and solidarily with _____ (Name of Provider) with office address at _____ ("**Receiving Party**") for the purpose of preventing the unauthorized access, use, and disclosure of Confidential Information as defined below. The Parties agree to enter into a confidential relationship concerning the disclosure of certain confidential information ("Confidential Information").

1. Definition of Confidential Information. For purposes of this Agreement, "Confidential Information", regardless of whether it was provided before or after the date of execution of this Agreement, shall include but is not limited to: any information that would compromise the position of the Disclosing Party and any/all non-public, confidential or proprietary information or material (security features such as the DFA Letterhead, Note Verbale, DFA Logo, among others), whether written/oral/electronic format, tangible or intangible, which are disclosed or furnished by the Disclosing Party to the Receiving Party, protected against unrestricted disclosure or competitive use, designated to be confidential by the Disclosing Party or that by its nature or circumstances surrounding its disclosure should be reasonably considered as confidential, and all information or material deemed as confidential by Disclosing Party and under Republic Act No. 10173 or the Data Privacy Act of 2012.

2. Obligations of the Receiving Party. Receiving Party shall respect and preserve the privacy, confidentiality in the strictest confidence, and security of the Confidential Information for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access of Confidential Information to employees, contractors and third parties as is reasonably required and shall require those persons to sign nondisclosure restrictions at least as protective as those in this Agreement. Receiving Party shall not, without the prior written approval of the Disclosing Party, use for the Receiving Party's benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of the Disclosing Party, any Confidential Information. Receiving Party must use the Disclosing Party's Confidential Information solely and exclusively in accordance with the terms of this Agreement in order to carry out its obligations and exercise its rights under this Agreement. Receiving Party must notify the Disclosing Party promptly of any unauthorized use or disclosure of Disclosing Party's Confidential Information and cooperate with and assist the Disclosing Party in every reasonable way to stop or minimize such unauthorized use or disclosure. Receiving Party shall return to the Disclosing Party any and all records, notes, and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately upon the completion of the services and fulfillment of all the obligations of the Receiving Party to the Disclosing Party.

4. Time Periods. The non-disclosure provisions of this Agreement shall survive the termination of this Agreement and the Receiving Party's duty to hold Confidential Information in confidence shall

remain in effect until the Disclosing Party sends the Receiving Party a written notice releasing the Receiving Party from this Agreement.

5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other Party for any purpose

6. Severability. If a court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to affect the intent of the Parties.

7. Integration. This Agreement expresses the complete understanding of the Parties with respect to the subject matter and supersedes all prior proposals, agreements, representations, and understandings. This Agreement may not be amended except in writing signed by both Parties.

8. Waiver. The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.

9. Remedy for Breach. In case of breach of the Agreement, the Disclosing Party shall have the right to terminate the same. Moreover, each party agrees that if a court of competent jurisdiction determines that the Receiving Party has breached, or attempted or threatened to breach, any of its confidentiality obligations to the Disclosing Party or the Disclosing Party's proprietary rights, monetary damages will not be an adequate remedy. Accordingly, the Disclosing Party shall be entitled to seek appropriate injunctive relief and other measures restraining further attempted or threatened breaches of such obligations.

This Agreement and each Party's obligations shall be binding on the representatives, assigns and successors of such Party. Each Party has signed this Agreement through its authorized representative.

DISCLOSING PARTY

NAME _____

SIGNATURE _____ **DATE** _____

DESIGNATION AND OFFICE _____

RECEIVING PARTY

NAME _____

SIGNATURE _____ **DATE** _____

DESIGNATION AND OFFICE _____

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.

The Bidder shall not disclose any Confidential Information including but not limited to the contents of any documents, security features such as DFA Letterhead, Note Verbale, and or any information furnished by the DFA to the Bidder and that would compromise the position of DFA. The Bidder must adhere to the provision of RA 10173 or the Data Privacy Act of 2012 and other relevant laws, rules, and regulations. The Bidder must secure maintain the information obtained from the DFA in strict confidentiality. The Bidder and all its personnel who shall be involved in the performance of the activities of the contract, must agree and sign the DFA's Confidentiality and Non- Disclosure Agreement (**Refer to ANNEX B**).

Conforme:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

