



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION
BIDS AND AWARDS COMMITTEE

DoubleDragon Tower, DD Meridian Park Avenue
EDSA Extension, Pasay City
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL BID BULLETIN NO. 5

Project : Procurement for the Supply and Delivery of Recycling Bins at the
Department of Foreign Affairs Temporary Headquarters
Reference : PB-GS-16-2025
ABC : PhP 1,500,000.00
Date : 01 August 2025

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following updated information on the above-named project:

1. Updated Schedule Activities

Activity	New Schedule
Deadline of Submission and Receipt of Bids	12 August 2025 (Tuesday), 12:00 NN
Opening of Bids	12 August 2025 (Tuesday), 2:00 PM
Post Qualification	15 August 2025 (Friday), 10:00 AM

2. Bid Data Sheet (Page 20 of Bidding Documents)

ITB Clause	Old Version	New Version
5.3	For this purpose, contracts similar to the Project shall be procurement for the supply and delivery of recycling bins completed within five (5) years prior to the deadline for the submission and receipt of bids.	For this purpose, contracts similar to the Project shall be <u>procurement of supply and delivery of recycling bins, or procurement of janitorial supplies provided that it includes the supply and delivery of recycling bins,</u> completed within five (5) years prior to the deadline for the submission and receipt of bids. <u>Note: Recycling Bins must constitute at least fifty percent (50%) of the total project cost or at least Three Hundred Seventy-Five Thousand Pesos (PhP 375,000.00).</u>

3. Delivery Period

The End-User reiterates that the delivery period is within thirty (30) days upon receipt of the Notice to Proceed (NTP), as stated in the Technical Specifications.

4. Updated Format of Technical specifications

Attached is a copy of the revised Technical Specifications with updated format, indicating columns for "Statement of Compliance".

For queries, kindly email the BAC Secretariat at bac.secretariat@dfa.gov.ph.

Please be guided accordingly.



EDGAR B. BADAJOS
Assistant Secretary and
BAC Chairperson

TECHNICAL SPECIFICATIONS

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF RECYCLING BINS AT THE DEPARTMENT OF FOREIGN AFFAIRS (DFA) TEMPORARY HEADQUARTERS ABC : ₱1,500,000.00

Item	Description	
I.	Background: The Department of Foreign Affairs (DFA) Main Headquarters Building along Roxas Boulevard will be undergoing extensive retrofitting this year. Because of this, the DFA has moved to a temporary headquarters at Double Dragon Tower, Pasay City. For the Department to guarantee efficient operations and cleanliness at the temporary headquarters trash bins must be purchased.	
II.	Objectives: The Department is in need of a reputable supplier that will provide reliable and efficient services for the supply and delivery of trash bins for use by the Department.	
III.	Project Location DoubleDragon Tower, EDSA Extension cor. Macapagal Avenue, Bay Area, Pasay City Floors covered: Ground floor, second floor, and sixth to eleventh floor	
IV.	Contractor's Obligations	Statement of Compliance
V.	1. Deliver to the Department the enumerated trash bins as stated in Annex A . 2. Guarantee that it has the capacity to deliver the supplies required by the Department. 3. Replace any defective items free-of-charge within seven (7) days from delivery. 4. The official list of supplies including brand name specification and SAMPLE ITEMS shall be submitted for approval to OAMSS-EMD prior to delivery.	
VI.	Delivery Period and Schedule of Works 1. All items shall be delivered and installed within thirty (30) working days upon receipt of the Notice to Proceed; 2. All deliveries and installation works shall proceed with two (2) days prior notice to the Office of Asset Management and Support Services - Engineering and Maintenance Division (OAMSS-EMD) from Monday to Friday, 9:00 a.m. to 6:00 p.m. Supplier must also provide the following: <ul style="list-style-type: none"> a. Names of their personnel with their corresponding identification cards; b. Vehicular type and plate number; and c. Materials and equipment to be delivered and used for installation. 	

	<ul style="list-style-type: none"> 3. Delivery personnel must wear appropriate attire and identification cards and must follow security protocols inside DFA premises; 4. Delivery charge and other costs must be included in the bid; and 5. All deliveries must be inspected first by the Office of Financial Management Service - Financial Resources Management Division (OFMS-FRMD) before installation on site. 	
VII.	Warranty The Contractor shall provide warranty security against defects for a period of one (1) year starting from the date of issuance of Certificate of Completion and Acceptance by DFA.	
VIII.	Terms of Payment Payment shall be made within thirty (30) days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Resources Management Division (OFMS-FRMD) upon signing the contract. All payments shall be inclusive of all applicable taxes and other lawful charges.	

Note:

Bidders must state compliance to each of the provisions in the Terms of Reference/ Technical Specifications, as well as to the Schedule of 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 the 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. Statement 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 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 or is subsequently found to be contradicted by the evidence presented will render the bid under evaluation liable for rejection. A statement either in the Bidder's 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 the Bidder/Bidder's Authorized Representative/s]
[Position]
[Date]

Annex A

DFA TEMPORARY HQ: TRASH BINS QUANTITY LIST

Item No.	Item Description	Sample Photo	Quantity
1.	Segregation Stainless Steel Step Bin Materials: <ul style="list-style-type: none"> • Material: Heavy-Duty Stainless Steel • Capacity: 60L • 2-piece foot pedal • 30 x 30 L • With removable inner bins 		50
2.	MEDIUM BINS <ul style="list-style-type: none"> • Material: Polypropylene plastic • Height: 62.5 cm • Volume: 50 L • Width: 48 cm • Depth: 30 cm • With removable inner bin 		105
3.	SMALLS BINS <ul style="list-style-type: none"> • Capacity - 3L • Material - Stainless Steel • Lid - Yes • Lid Type - Pedal • Dimension: 23 x 24.5 x 17 cm • With removable inner bins 		1015