



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS



**BIDS AND AWARDS COMMITTEE**

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**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : Procurement of Toners for the Department of Foreign Affairs  
-Office of Consular Affairs ASEANA and Consular Offices with  
Authentication Services for the Printing of Details on the  
Apostille Certificates  
Reference : PB-GS-OCA-01-2025  
ABC : **PhP3,373,000.00**  
Date : 31 March 2025

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following updates in the Technical Specifications on the above-named project:

Old Specifications	Revised Specifications
<b>III. Contractor's Obligations:</b>	<b>III. Contractor's Obligations:</b>
The Contractor shall:	The Contractor shall:
4. Issue a Certificate of Usability of the Toners to be Delivered during the submission of requirements.	4. Issue a Certificate of Usability of the Toners to be Delivered during the submission of requirements: <ul style="list-style-type: none"><li>The certificate must come from the contractor, mentioning the time period in which the toners are in prime condition for usage, and is without any defects that may affect the usage of the item.</li></ul>
	5. Certificate of Authenticity and Authorized Distributorship <ul style="list-style-type: none"><li>The certificate must come from the manufacturer, certifying the items as genuine and/or original, and the contractor as an authorized distributor of the item.</li></ul>

Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.

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**MA. ANTONINA M. MENDOZA-OBLENA**

Assistant Secretary and BAC Chairperson

*for info for all*

## Technical Specifications

### Procurement of Toners for the Department of Foreign Affairs -Office of Consular Affairs ASEANA and Consular Offices with Authentication Services for the Printing of Details on the Apostille Certificates

**Approved Budget for the Contract (ABC): PhP3,373,000.00**

I.	<b>BACKGROUND</b>											
	The Department intends to procure toners through public bidding the depleted stocks of the Authentication Division (Office of Consular Affairs Aseana) and other Consular Offices with Authentication Services.											
II.	<b>OBJECTIVE</b>											
	To procure toners for the printers being used by OCA Aseana and Consular Offices with Authentication Services for the printing of details on the Apostille Certificates.											
III.	<b>Contractor's Obligations:</b>		<b>Statement of Compliance</b>									
	<b>The Contractor shall:</b>											
	1.	Guarantee the capacity to deliver the required quantity and specifications of the toners as indicated in <b>Annex A.</b>										
	2.	Replace any items which are defective within thirty (30) working days, at no cost to the Department.										
	3.	Indicate in their Financial Bid Form a complete price schedule which includes the product name of the items it will provide.										
	4.	Issue a Certificate of Usability of the Toners to be Delivered during the submission of requirements: <ul style="list-style-type: none"><li>The certificate must come from the contractor, mentioning the time period in which the toners are in prime condition for usage, and is without any defects that may affect the usage of the item.</li></ul>										
	5	Certificate of Authenticity and Authorized Distributorship <ul style="list-style-type: none"><li>The certificate must come from the manufacturer, certifying the items as genuine and/or original, and the contractor as an authorized distributor of the item.</li></ul>										
IV.	<b>Delivery:</b>											
	1.	<table><tr><th>Schedule of Delivery</th><th>No. of Cartridges</th><th>Remarks</th></tr><tr><td>Initial Delivery</td><td>600</td><td>within 30-calendar days upon receipt of Notice to Proceed (NTP)</td></tr><tr><td>Final Delivery</td><td>300</td><td>01-31 October 2025</td></tr></table>	Schedule of Delivery	No. of Cartridges	Remarks	Initial Delivery	600	within 30-calendar days upon receipt of Notice to Proceed (NTP)	Final Delivery	300	01-31 October 2025	
Schedule of Delivery	No. of Cartridges	Remarks										
Initial Delivery	600	within 30-calendar days upon receipt of Notice to Proceed (NTP)										
Final Delivery	300	01-31 October 2025										

	2.	All deliveries shall be made with one (1) day prior notice to the Office of Consular Affairs (OCA)-Authentication Division from Monday to Friday, 8:00 AM to 5:00 PM.	
	3.	The items shall be delivered to DFA Aseana and Double Dragon Plaza Tower 4, 7th floor <u>(Authentication Division stock room)</u> <i>with supervision of Authentication Personnel.</i>	
	4.	Deliveries shall be subject to the usual inspection procedures by the Office of Financial Management Service-Financial Resources Management Division (OFMS-FRMD).	
<b>V. Terms of Payment:</b>			
	1.	The payment must be in tranches: <ul style="list-style-type: none"> <li>a. The initial payment shall be made within thirty (30) working days upon initial delivery and receipt of partial invoice.</li> <li>b. The final payment shall be made within thirty (30) working days upon final delivery and receipt of the invoice with complete requirements audited by Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD).</li> </ul>	
	2.	Payment shall be made through List of Due and Demandable Accounts Payable (LDDAP).	
	3.	The list of documentary requirements needed for payment will be provided by the OFMS-FRMD upon signing of the contract.	
	4.	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 on behalf of the partners to the joint venture.

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 Bidder's 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 applicable laws and issuances.

Conforme:

[Signature/s]

[Name of Bidder's Authorized Representative/s]

[Position]

[Date]

Unit	Item Description	Quantity	Statement of Compliance
cartridge	<ul style="list-style-type: none"><li>• Toner, HP, W1107A, black (original)</li><li>• For compatibility of existing fleet: HP Laser 107 W</li></ul>	900	