

SUPPLEMENTAL/BID BULLETIN
ADDENDUM 01: ITB 2022-DSWD-CAR-26
17 August 2022

This addendum is issued to modify, amend and clarify items in the Bid Documents issued for the **Purchase and Delivery of Office Equipment and Furniture for DSWD-CAR**

Description/ Concerns	From	To				
Invitation to Bid	Clause 2. The Department of Social Welfare and Development - CAR now invites bids for the above Procurement Project. Delivery of the Goods is required Fifteen (15) Calendar Days. Clause 2.2	Clause 2. The Department of Social Welfare and Development- CAR now invites bids for the above Procurement Project. Delivery of the Goods is required Thirty (30) Calendar Days.				
Instruction to Bidders	a. NGA, the National Expenditure Program 2022	Clause 2.2 a. NGA, the General Appropriations Act or Special Appropriations.				
Schedule of Requirements	<table border="1" data-bbox="1064 702 1288 1133"> <tr> <th data-bbox="1064 702 1131 1133">Schedule of Delivery</th> </tr> <tr> <td data-bbox="1131 702 1288 1133">Fifteen (15) Calendar Days. upon receipt of Notice to Proceed</td> </tr> </table>	Schedule of Delivery	Fifteen (15) Calendar Days. upon receipt of Notice to Proceed	<table border="1" data-bbox="1064 207 1288 638"> <tr> <th data-bbox="1064 207 1131 638">Schedule of Delivery</th> </tr> <tr> <td data-bbox="1131 207 1288 638">Thirty (30) Calendar Days upon receipt of Notice to Proceed</td> </tr> </table>	Schedule of Delivery	Thirty (30) Calendar Days upon receipt of Notice to Proceed
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Technical Specifications	<p>Item No. 1 Electric Wall Fan - Wall Fan 16" - 230V - 4-Speed Remote Switch - Thermal Fuse Protection</p> <p>Item No. 2 FOLDING TABLE: FOLDING IN HALF TABLE, PLASTIC, BLACK/BROWN, 35" x 29" folded; 180 x 74 x 73cm full</p>	<p>Item No. 1 Electric Wall Fan - Wall Fan 16" - 230V - 4-Speed Remote Switch - Thermal Fuse Protection (Please see attached photo for reference)</p> <p>Item No. 2 FOLDING TABLE: FOLDING IN HALF TABLE, PLASTIC, BLACK/BROWN, 35" x 29" folded; 180 x 74 x 73cm full (Please see attached photo for reference)</p>				

Description/ Concerns	From	To
	<p>Item No. 3</p> <p>TABLE: with built-in center drawer (with lock) and 3 side drawers (central locking system), sturdy metal, off white, dimension: W120cm x D 60cm x H75cm</p> <p>Item No. 4</p> <p>CHAIR: Executive chair, High black leatherette, black, tilt lock function, 350 mm metal base and PU casters, Pneumatic height adjustment: 360 degrees swivel function, Ergonomic and dynamic</p> <p>Item No. 5</p> <p>MOBILE PED: Actual Dimension: 40 (W) x 56.5 (D) x 65.5 (H) cm Color: GRAY Steel with powder, with 3drawers with 1central lock, 1pentray, file drawer</p> <p>Item No. 6</p> <p>GLASS SLIDING CABINET: CABINET-SLIDING GLASS DOOR; Inside: 4 adjustable shelves, Size: H 1850 x W 900 x D 400mm, Thickness: 0.6mm before painting, Color: Gray, Packing volume: 0.12cbm</p> <p>Item No. 7</p> <p>Multi-Purpose 5 Layer Steel Rack - Metal Powder Coated Shelf (LWXH: 4ft x 1ft x 5ft), Materials: all metal, black</p>	<p>Item No. 3</p> <p>TABLE: with built-in center drawer (with lock) and 3 side drawers (central locking system), sturdy metal, off white, dimension: W120cm x D 60cm x H75cm</p> <p><u>(Please see attached photo for reference)</u></p> <p>Item No. 4</p> <p>CHAIR: Executive chair, High black leatherette, black, tilt lock function, 350 mm metal base and PU casters, Pneumatic height adjustment: 360 degrees swivel function, Ergonomic and dynamic</p> <p><u>(Please see attached photo for reference)</u></p> <p>Item No. 5</p> <p>MOBILE PED: Actual Dimension: 40 (W) x 56.5 (D) x 65.5 (H) cm Color: GRAY Steel with powder, with 3drawers with 1central lock, 1pentray, file drawer</p> <p><u>(Please see attached photo for reference)</u></p> <p>Item No. 6</p> <p>GLASS SLIDING CABINET: CABINET-SLIDING GLASS DOOR; Inside: 4 adjustable shelves, Size: H 1850 x W 900 x D 400mm, Thickness: 0.6mm before painting, Color: Gray, Packing volume: 0.12cbm</p> <p><u>(Please see attached photo for reference)</u></p> <p>Item No. 7</p> <p>Multi-Purpose 5 Layer Steel Rack - Metal Powder Coated Shelf (LWXH: 4ft x 1ft x 5ft), Materials: all metal, black</p> <p><u>(Please see attached photo for reference)</u></p>

Description/ Concerns	From	To
	<p>Item No. 8</p> <p>STEEL CABINET: GRAY 4-DRAWERS Centralized lock for drawers Heavy duty construction Smooth-finished 62 x 46 x 133cm</p> <p>Item No. 9</p> <p>Locker cabinet, 21-door, steel, 72"x36"x18"</p> <p>High quality cold-rolled steel Recessed handles, card holder, air ventilation and padlock hasp (padlock not included) Finish: Smooth Plain Enamel (Standard Color: Beige, Blue, Flat Brown, Gray and Green) Size per opening: 9.25"Height x 10.5"Width</p>	<p>Item No. 8</p> <p>STEEL CABINET: GRAY 4-DRAWERS Centralized lock for drawers Heavy duty construction Smooth-finished 62 x 46 x 133cm</p> <p>(Please see attached photo for reference)</p> <p>Item No. 9</p> <p>Locker cabinet, 21-door, steel, 72"x36"x18"</p> <p>High quality cold-rolled steel Recessed handles, card holder, air ventilation and padlock hasp (padlock not included) Finish: Smooth Plain Enamel (Standard Color: Beige, Blue, Flat Brown, Gray and Green) Size per opening: 9.25"Height x 10.5"Width</p> <p>(Please see attached photo for reference)</p>
<p>Terms and Conditions</p>	<p>Letter C</p> <p>Warranty: At Least sixty (60) Calendar Days upon delivery</p>	<p>Letter C</p> <p>Warranty: One (1) year upon delivery</p>

Note: Please refer to the attached Revised Philippine Bidding Documents and Schedule of Requirements and Technical Specifications

For guidance and reference.

AMELYN P. CABRERA
 BAC Alternate Chairperson

By:


RINA CLAIRE L. REYES
 BAC Vice Chairperson

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Lot No.	Description	Quantity	Place of Delivery	Schedule of Delivery
1	Purchase and Delivery of Office Equipment and Furniture for DSWD-CAR.	1 lot	DSWD-CAR, 40 North Drive, Baguio City	Thirty (30) Calendar Days upon receipt of Notice to Proceed

Note: Please refer to Section VII. Technical Specifications for the itemized list of Equipment and Furniture

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item	Qty	Unit	Specification	Statement of Compliance
				<p><i>[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 (including the prescribed terms and conditions). Statements 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 applicable laws and issuances.]</i></p>
Office Equipment and Furniture				
1	8	unit	Electric Wall Fan - Wall Fan 16" - 230V - 4-Speed Remote Switch - Thermal Fuse Protection <i>(Please see attached photo for reference)</i>	
2	8	unit	FOLDING TABLE: FOLDING IN HALF TABLE, PLASTIC, BLACK/BROWN, 35" x 29" folded; 180 x 74 x 73cm full <i>(Please see attached photo for reference)</i>	
3	70	unit	TABLE: with built-in center drawer (with lock) and 3 side drawers (central locking system), sturdy metal, off white, dimension: W120cm x D 60cm x H75cm <i>(Please see attached photo for reference)</i>	

Item	Qty	Unit	Specification	Statement of Compliance
4	80	unit	<p>CHAIR: Executive chair, High black leatherette, black, tilt lock function, 350 mm metal base and PU casters, Pneumatic height adjustment: 360 degrees swivel function, Ergonomic and dynamic <i>(Please see attached photo for reference)</i></p>	
5	18	unit	<p>MOBILE PED: Actual Dimension: 40 (W) x 56.5 (D) x 65.5 (H) cm Color: GRAY Steel with powder, with 3drawers with 1central lock, 1pentray, file drawer <i>(Please see attached photo for reference)</i></p>	
6	3	unit	<p>GLASS SLIDING CABINET: CABINET-SLIDING GLASS DOOR; Inside: 4 adjustable shelves, Size: H 1850 x W 900 x D 400mm, Thickness: 0.6mm before painting, Color: Gray, Packing volume: 0.12cbm <i>(Please see attached photo for reference)</i></p>	
7	18	unit	<p>Multi-Purpose 5 Layer Steel Rack - Metal Powder Coated Shelf (LXWXH: 4ft x 1ft x 5ft), Materials: all metal, black <i>(Please see attached photo for reference)</i></p>	
8	23	unit	<p>STEEL CABINET: GRAY 4-DRAWERS Centralized lock for drawers Heavy duty construction Smooth-finished 62 x 46 x 133cm <i>(Please see attached photo for reference)</i></p>	
9	1	unit	<p>Locker cabinet, 21-door, steel, 72"x36"x18" High quality cold-rolled steel</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			Recessed handles, card holder, air ventilation and padlock hasp (padlock not included) Finish: Smooth Plain Enamel (Standard Color: Beige, Blue, Flat Brown, Gray and Green) Size per opening: 9.25"Height x 10.5"Width <i>(Please see attached photo for reference)</i>	

NOTES:

For the purpose of bid evaluation, the required evidence as reference to the statement of compliance shall be in the form of brand and/or technical specifications of the offered item (indicate brand and specifications). In case a brand is not appropriate or applicable for the item, a bidder shall attach a photo that shows the compliance of offered items with the technical specifications.

Example:

Specification	Statement of Compliance
Electric Wall Fan - Wall Fan 16" - 230V - 4-Speed Remote Switch - Thermal Fuse Protection	Comply, brand x

TERMS AND CONDITIONS

		Statement of Compliance
a	The bidder can comply with the Schedule of Requirements	
b	Items found not within the technical specifications will be returned to the winning bidder after inspection. The winning bidder shall replace the items within five (5) working days upon notification by the end user/inspection officer	

c	Warranty: One (1) year upon delivery	
d	Bidder should be responsible for the loading and unloading of the goods to the delivery site with at least four (4) haulers	
e	The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control, i.e. force majeure, fortuitous events, etc.	
f	Payment Term: Payment will be processed upon complete delivery	

Note:

The requirement of evidence as reference to the statement of compliance is only applicable for the items or goods that are subject for the bidding at hand. Evidence as reference to the compliance with the terms and conditions is not required. However, bidder shall still explicitly provide their statement of compliance with the prescribed "Terms and Conditions". Statement of compliance with the "Terms and Conditions" will be verified during the post-qualification stage.

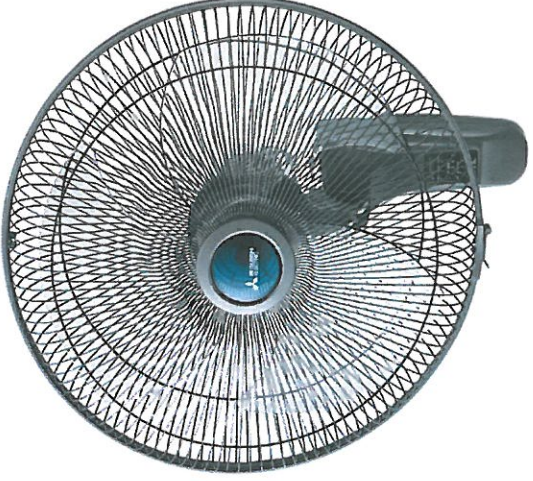
Example:

Terms and Conditions:	Statement of Compliance
The bidder can comply with the Schedule of Requirements	Comply

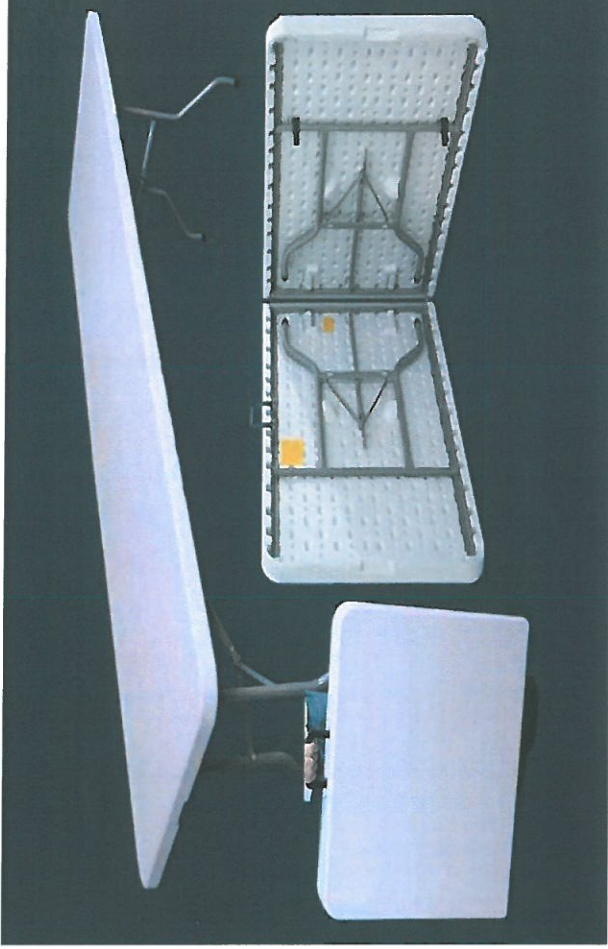
PHOTOS FOR REFERENCE

1.ELECTRIC WALL FAN

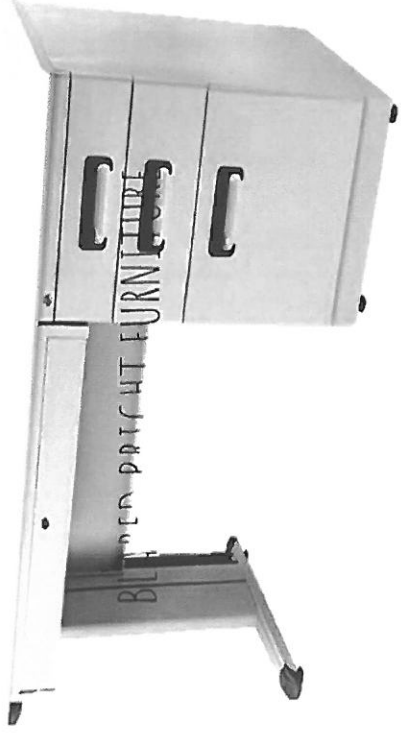
- Wall Fan 16"
- 230V
- 4-Speed Remote Switch
- Thermal Fuse Protection



2.FOLDING TABLE: FOLDING IN HALF TABLE, PLASTIC BLACK/BROWN, 35" x 29" full; 180 x 74 x 73cm full



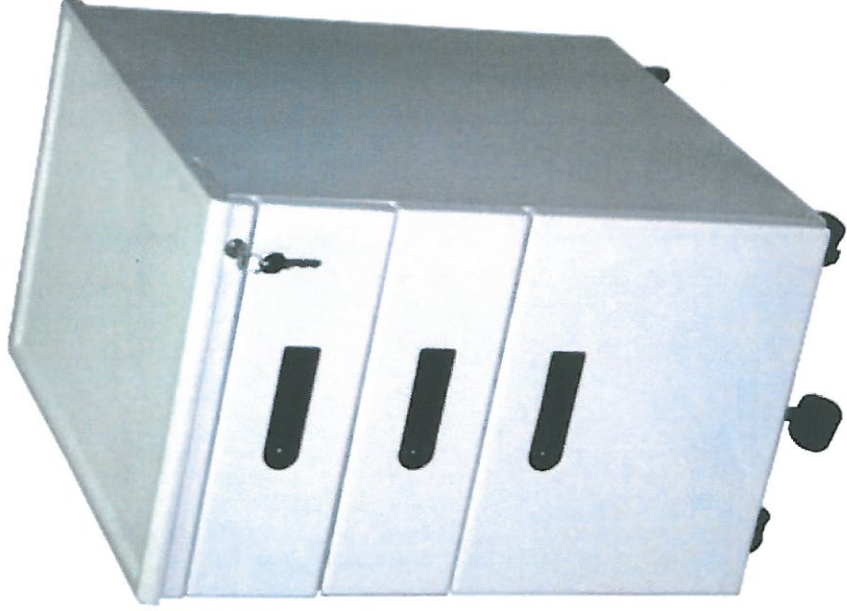
3. TABLE: with built-in center drawer (with lock) and 3 side drawers (central locking system), sturdy metal, off white, dimension: W120cm x D 60cm x H75cm



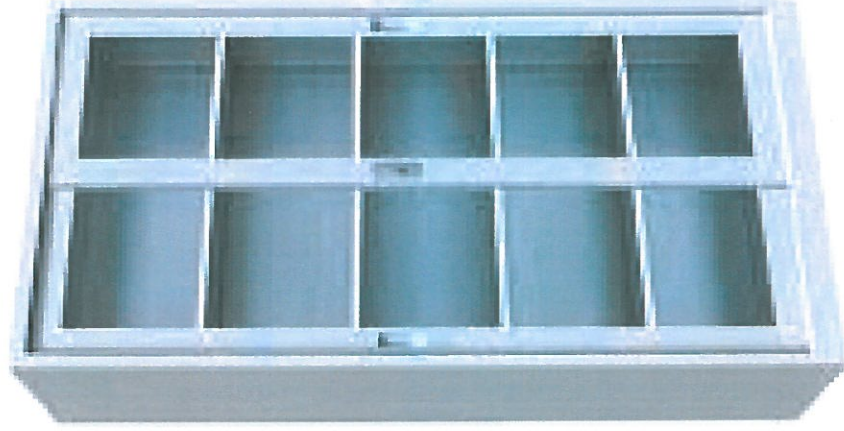
4. CHAIR: Executive chair, High black leatherette, black, tilt lock function, 350 mm metal base and PU casters, Pneumatic height adjustment: 360 degrees swivel function, Ergonomic and dynamic



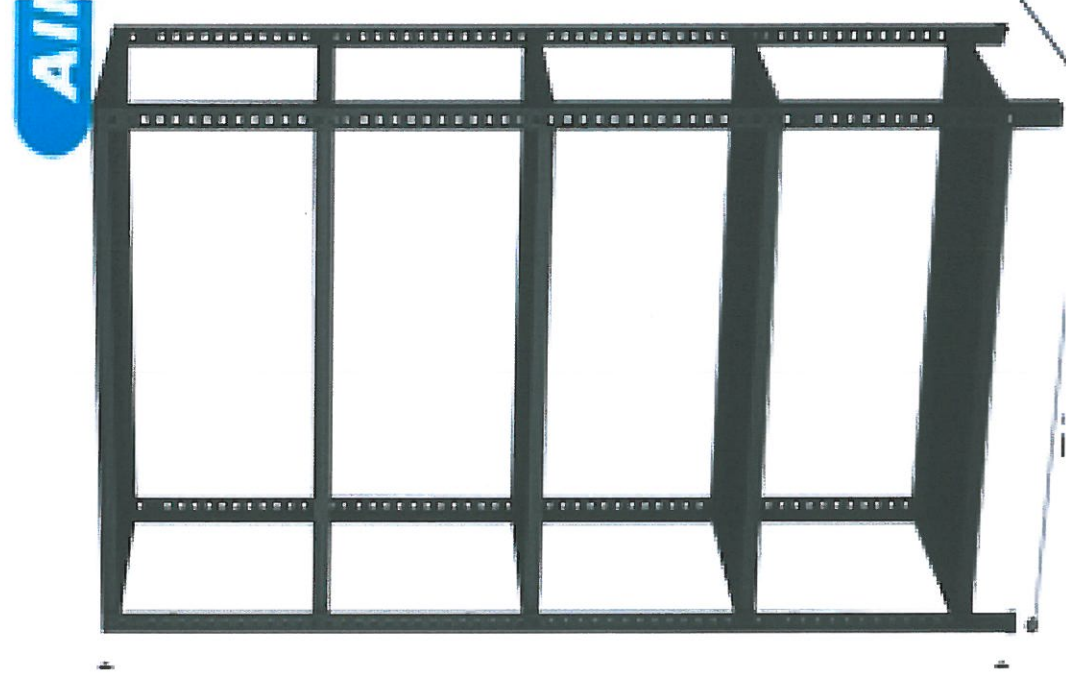
5.MOBILE PED: Actual Dimension: 40 (W) x 56.5 (D) x 65.5 (H) cm Color:
GRAY Steel with powder, with 3drawers with 1 central lock, 1pentray, file drawer



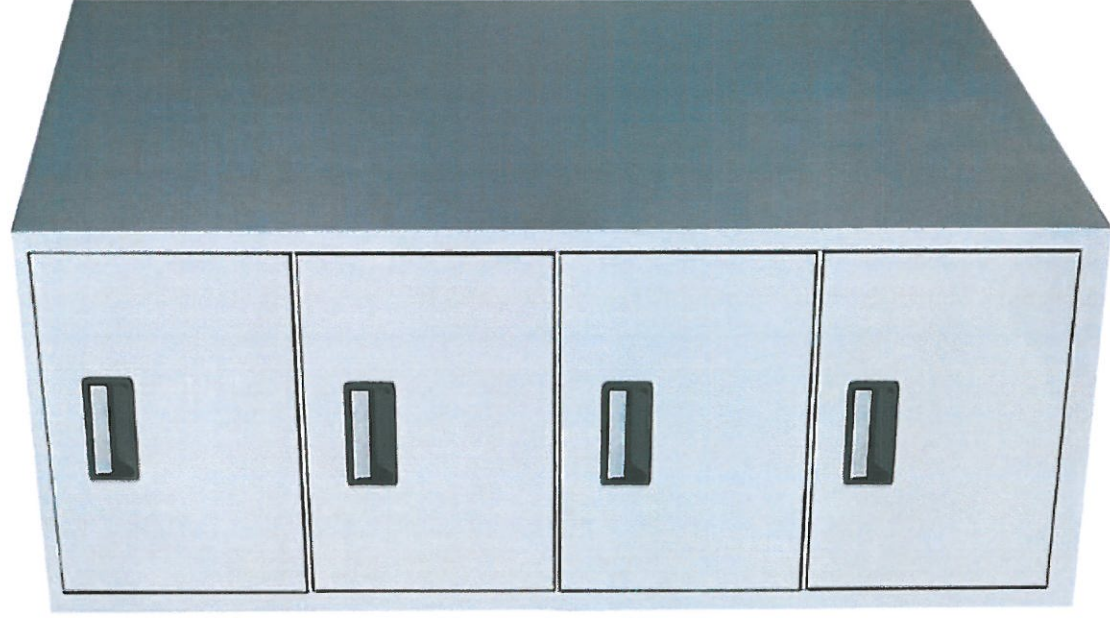
6.GLASS SLIDING CABINET: CABINET-SLIDING GLASS DOOR; Inside:
4 adjustable shelves, Size: H 1850 x W 900 x D 400mm, Thickness: 0.6mm before
painting, Color: Gray, Packing volume: 0.12cbm



7. Multi-Purpose 5 Layer Steel Rack - Metal Powder Coated Shelf (LXWXXH):
4ft x 1ft x 5ft),
Materials: all metal, black



8. STEEL CABINET: GRAY 4-DRAWERS Centralized lock for drawers Heavy
duty construction Smooth-finished 62 x 46 x 133cm



9. LOCKER CABINET ,21-door locker

- Overall Dimension: 72"Height x 36"Width x 18"D
- High quality cold-rolled steel
- Recessed handles, card holder, air ventilation and padlock hasp (padlock not included)
- Finish: Smooth Plain Enamel (Standard Color: Beige, Blue, Flat Brown, Gray and Green)

Size per opening: 9.25"Height x 10.5"Width

