

**SUPPLEMENTAL / BID BULLETIN NO. 02**

**TITLE :** Purchase and Delivery of Office Supplies for the use of DSWD-CAR Field Office and SWAD Offices  
**ITB NO. :** ITB 2023-DSWD-CAR-32  
**DATE :** 17 October 2023

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following:

Description	From	To																
<b>Availability of Bidding Documents</b>	03 October 2023 to 01:00 PM (PST) 23 October 2023	03 October 2023 to <b>01:00 PM (PST) 25 October 2023</b>																
<b>Deadline of Bid Submission</b>	1:00 PM (PST) of 23 October 2023	<b>1:00 PM (PST) of 25 October 2023</b>																
<b>Schedule of Bid Opening</b>	2:00 PM (PST) of 23 October 2023	<b>3:00 PM (PST) of 25 October 2023</b>																
<b>Technical Specifications (Lot 1)</b>	xxx <table border="1"> <tr> <td>43</td> <td>70</td> <td>piece</td> <td>Tape, Double-sided, 1", at least 24mm x 10M</td> </tr> <tr> <td>44</td> <td>70</td> <td>piece</td> <td>Tape, Double-sided, 2", at least 48mm x 10M</td> </tr> </table> xxx	43	70	piece	Tape, Double-sided, 1", at least 24mm x 10M	44	70	piece	Tape, Double-sided, 2", at least 48mm x 10M	xxx <table border="1"> <tr> <td>43</td> <td>70</td> <td>piece</td> <td>Tape, Double-sided, <b>tissue type</b>, 1", at least 24mm x 10M</td> </tr> <tr> <td>44</td> <td>70</td> <td>piece</td> <td>Tape, Double-sided, <b>tissue type</b>, 2", at least 48mm x 10M</td> </tr> </table> xxx	43	70	piece	Tape, Double-sided, <b>tissue type</b> , 1", at least 24mm x 10M	44	70	piece	Tape, Double-sided, <b>tissue type</b> , 2", at least 48mm x 10M
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<b>Price Schedule (Lot 1)</b>	xxx <table border="1"> <tr> <td>43</td> <td>70</td> <td>piece</td> <td>Sign Pen, Black, liquid/gel ink 0.3mm needle tip</td> </tr> </table>	43	70	piece	Sign Pen, Black, liquid/gel ink 0.3mm needle tip	xxx <table border="1"> <tr> <td>43</td> <td>70</td> <td>piece</td> <td><b>Tape, Double-sided, tissue type, 1", at least 24mm x 10M</b></td> </tr> </table>	43	70	piece	<b>Tape, Double-sided, tissue type, 1", at least 24mm x 10M</b>								
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Description	From				To			
	44	70	piece	STAMPING MACHINE, Self-inking with refillable ink pad, "CERTIFIED TRUE COPY", Maximum of 5mm Text Height	44	70	piece	<u>Tape, Double-sided, tissue type, 2", at least 48mm x 10M</u>
	45	70	piece	Staple Wire, Standard, #35, 5000s/box	45	70	piece	<u>Tape, Masking, 1", at least 24mm x 50M</u>
	46	70	piece	Stapler, Standard type, (#5000)	46	70	piece	<u>Tape, Packaging, 2", at least 48mm x 50M</u>
	47	70	piece	Tape, Double-sided, 1", at least 24mm x 10M	47	70	piece	<u>Tape, Transparent, 1", at least 24mm x 50M</u>
	48	20	bottle	Tape, Double-sided, 2", at least 48mm x 10M	48	To be deleted		
	XXX							

Please use the following revised forms as part of the bid bulletin:

- Technical Specifications
- Price Schedule for Goods Offered

Changes indicated in the Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

**ENGR. ENRIQUE H. GASCON JR.**

BAC Chairperson

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# 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>
<b>Lot 1: Purchase and Delivery of Office Supplies for the use of KC Staff</b>				
1	400	piece	BALLPOINT PEN, Retractable with Rubber Grip, black	
2	140	pack	CARTOLINA, assorted color (light color only), 20pcs/pack	
3	550	piece	Correction Tape, at least 10M	
4	140	piece	Document Stand File Box, Blue 125mmx 230mmx400mm	
5	22	pack	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/pack	
6	50	piece	Engineers Field book 18.40 X 14.40 X 1.03 CM	
7	98	piece	Flash Drive 64G, Compatibility USB 2.0	
8	140	pack	FOLDER, Standard White, Legal, 100 pcs/pack	

<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Specification</b>	<b>Statement of Compliance</b>
9	50	piece	Glue, at least 118 ml	
10	17	piece	HP 119A Laser Toner Cartridge K (Black) for HP Color Laser 150NW, genuine	
11	17	piece	HP 119A Laser Toner Cartridge C (Cyan) for HP Color Laser 150NW, genuine	
12	17	piece	HP 119A Laser Toner Cartridge M (Magenta) for HP Color Laser 150NW, genuine	
13	17	piece	HP 119A Laser Toner Cartridge Y (Yellow) for HP Color Laser 150NW, genuine	
14	220	piece	INK Refill, Epson,003, Black, at least 65ml ,genuine	
15	145	piece	INK Refill, Epson,003, Cyan, at least 65ml, genuine	
16	145	piece	INK Refill, Epson,003, Magenta, at least 65ml, genuine	
17	105	piece	INK Refill, Epson,003, Yellow, at least 65ml, genuine	
18	20	piece	INK Refill, Brother, BT D60 BK, at least 108ml , genuine	
19	10	piece	INK Refill, Brother, BT 5000, Cyan, at least 48.8ml, genuine	
20	10	piece	INK Refill, Brother, BT 5000, Magenta, at least 48.8ml, genuine	
21	10	piece	INK Refill, Brother, BT 5000, Yellow, at least 48.8ml, genuine	
22	10	piece	INK Refill for Brother DCP T420W BT 5000 (Cyan), 41.8ml, genuine	
23	10	piece	INK Refill for Brother DCP T420W BT 5000 (Magenta), 41.8ml, genuine	
24	10	piece	INK Refill for Brother DCP T420W BT 5000 (Yellow), 41.8ml, genuine	

Item	Qty	Unit	Specification	Statement of Compliance
25	10	piece	INK Refill for Brother DCP T420W BT D60 (Black), 108ml, genuine	
26	205	pack	Manila Paper, 48GSM; 36"x 48" by 10 pcs/pack	
27	70	piece	MARKING PEN, Permanent, black, bullet type	
28	110	piece	MARKING PEN, Whiteboard, black, bullet type	
29	300	pad	Notepad, stick on, (3"x3"), 100s/pad	
30	70	box	Paper Clip, vinyl/plastic coat, 33mm, 100s/box	
31	70	box	Paper Clip, vinyl/plastic coat, 50mm, 100s/box	
32	860	ream	PAPER, multicopy, 210mm x 297 mm (A4) , 80 gsm	
33	690	ream	PAPER, multicopy, 216mm x 330 mm (Legal) , 80 gsm	
34	50	piece	Puncher, Two-holes, heavy duty	
35	35	pack	Premium Colored paper, assorted color, 8.5in x 11 in, 250 sheets	
36	275	piece	RECORD BOOK, 300 pages	
37	90	piece	Scissors, Symmetrical, 8", Stainless Steel, Heavy Duty	
38	20	piece	Scientific Calculator; Number of Functions: -Natural textbook display -Dot matrix display -Solar & Battery -Non Programmable	
39	280	piece	Sign Pen, Black, liquid/gel ink 0.3mm needle tip	
40	50	piece	STAMPING MACHINE, Self-inking with refillable ink pad, "CERTIFIED TRUE COPY", Maximum of 5mm Text Height	
41	300	<b>box</b>	Staple Wire, Standard, #35, 5000s/box	
42	120	piece	Stapler, Standard type, (#5000)	

Item	Qty	Unit	Specification	Statement of Compliance
43	70	piece	Tape, Double-sided, <b>tissue type</b> , 1", at least 24mm x 10M	
44	70	piece	Tape, Double-sided, <b>tissue type</b> 2", at least 48mm x 10M	
45	70	piece	Tape, Masking, 1", at least 24mm x 50M	
46	70	piece	Tape, Packaging, 2", at least 48mm x 50M	
47	70	piece	Tape, Transparent, 1", at least 24mm x 50M	
<b>Lot 2 : Purchase and Delivery of Office Supplies - Ink Refills for the Use of DSWD Staff</b>				
48	900	piece	INK Refill, Epson, 001, Black, at least 127 ml, genuine	
49	400	piece	INK Refill, Epson, 001, Cyan, at least 70ml, genuine	
50	400	piece	INK Refill, Epson, 001, Magenta, at least 70ml, genuine	
51	400	piece	INK Refill, Epson, 001, Yellow, at least 70ml, genuine	
52	20	piece	INK Refill, Epson, 003, Black, at least 65ml, genuine	
53	20	piece	INK Refill, Epson, 003, Cyan, at least 65ml, genuine	
54	20	piece	INK Refill, Epson, 003, Magenta, at least 65ml, genuine	
55	20	piece	INK Refill, Epson, 003, Yellow, at least 65ml, genuine	
60	20	piece	Ink Refill for HP Printer, Black, GT53, at least 90 ml, genuine	
61	20	piece	Ink Refill for HP Printer, Cyan, GT52, at least 90 ml, genuine	
62	20	piece	Ink Refill for HP Printer, Magenta, GT52, at least 90 ml, genuine	
63	20	piece	Ink Refill for HP Printer, Yellow, GT52, at least 90 ml, genuine	

**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. 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. **Attachment of photo is mandatory for the offered item.**

Example:

Specification	Statement of Compliance
BALLPOINT PEN, Retractable with Rubber Grip, black	Comply, brand x, photo or brochure of the offered item

### TERMS AND CONDITIONS

		Statement of Compliance
1	The bidder can comply <b><u>with the attached Schedule of Requirements.</u></b>	
2	Items found not within the technical specifications will be returned to the winning bidder after inspection. The winning bidder shall replace the items within three (3) - seven (7) working days upon inspection depending on the nature of the item upon notification by the end user/inspection officer.	
3	Warranty: At least three (3) months <b><u>from the date of delivery.</u></b>	
4	Winning bidder should be responsible for the loading and unloading of the goods to the delivery site with at least 5-7 haulers.	
5	Place of delivery shall be at DSWD CAR, 40 North Drive Baguio City	
6	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.	
7	Payment Term: Payment will be processed upon complete delivery	

**Notes:**

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:

<b>Terms and Conditions:</b>	<b>Statement of Compliance</b>
The bidder can comply <b><u>with the attached Schedule of Requirements.</u></b>	<b>Comply</b>



**Price Schedule for Goods Offered from Within the Philippines**

Name of Bidder : \_\_\_\_\_  
 Invitation to Bid No. ITB 2023-DSWD-CAR-32

Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10.00
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
<b>Lot 1: Purchase and Delivery of Office Supplies for the use of KC Staff</b>									
1	BALLPOINT PEN, Retractable with Rubber Grip, black	-	400	piece	-	-	-	-	-
2	CARTOLINA, assorted color (light color only), 20pcs/pack	-	140	pack	-	-	-	-	-
3	Correction Tape, at least 10M	-	550	piece	-	-	-	-	-
4	Document Stand File Box, Blue 125mmx 230mmx400mm	-	140	piece	-	-	-	-	-
5	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/pack	-	22	pack	-	-	-	-	-
6	Engineers Field book 18.40 X 14.40 X 1.03 CM	-	50	piece	-	-	-	-	-
7	Flash Drive 64G, Compatibility USB 2.0	-	98	piece	-	-	-	-	-
8	FOLDER, Standard White, Legal, 100 pcs/pack	-	140	pack	-	-	-	-	-
9	Glue, at least 118 ml	-	50	piece	-	-	-	-	-
10	HP 119A Laser Toner Cartridge K (Black) for HP Color Laser 150NW, genuine	-	17	piece	-	-	-	-	-
11	HP 119A Laser Toner Cartridge C (Cyan) for HP Color Laser 150NW, genuine	-	17	piece	-	-	-	-	-
12	HP 119A Laser Toner Cartridge M (Magenta) for HP Color Laser 150NW, genuine	-	17	piece	-	-	-	-	-
13	HP 119A Laser Toner Cartridge Y (Yellow) for HP Color Laser 150NW, genuine	-	17	piece	-	-	-	-	-
14	INK Refill, Epson,003, Black, at least 65ml ,genuine	-	220	piece	-	-	-	-	-
15	INK Refill, Epson,003, Cyan, at least 65ml, genuine	-	145	piece	-	-	-	-	-
16	INK Refill, Epson,003, Magenta, at least 65ml, genuine	-	145	piece	-	-	-	-	-
17	INK Refill, Epson,003, Yellow, at least 65ml, genuine	-	105	piece	-	-	-	-	-
18	INK Refill, Brother, BT D60 BK, at least 108ml , genuine	-	20	piece	-	-	-	-	-
19	INK Refill, Brother, BT 5000, Cyan, at least 48.8ml, genuine	-	10	piece	-	-	-	-	-

1	2	3	4		5	6	7	8	9	10.00
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
20	INK Refill, Brother, BT 5000, Magenta, at least 48.8ml, genuine	-	10	piece	-	-	-	-	-	-
21	INK Refill, Brother, BT 5000, Yellow, at least 48.8ml, genuine	-	10	piece	-	-	-	-	-	-
22	INK Refill for Brother DCP T420W BT 5000 (Cyan), 41.8ml, genuine	-	10	piece	-	-	-	-	-	-
23	INK Refill for Brother DCP T420W BT 5000 (Magenta), 41.8ml, genuine	-	10	piece	-	-	-	-	-	-
24	INK Refill for Brother DCP T420W BT 5000 (Yellow), 41.8ml, genuine	-	10	piece	-	-	-	-	-	-
25	INK Refill for Brother DCP T420W BT D60 (Black), 108ml, genuine	-	10	piece	-	-	-	-	-	-
26	Manila Paper, 48GSM; 36"x 48" by 10 pcs/pack	-	205	pack	-	-	-	-	-	-
27	MARKING PEN, Permanent, black, bullet type	-	70	piece	-	-	-	-	-	-
28	MARKING PEN, Whiteboard, black, bullet type	-	110	piece	-	-	-	-	-	-
29	Notepad, stick on, (3"x3"), 100s/pad	-	300	pad	-	-	-	-	-	-
30	Paper Clip, vinyl/plastic coat, 33mm, 100s/box	-	70	box	-	-	-	-	-	-
31	Paper Clip, vinyl/plastic coat, 50mm, 100s/box	-	70	box	-	-	-	-	-	-
32	PAPER, multicopy, 210mm x 297 mm (A4), 80 gsm	-	860	ream	-	-	-	-	-	-
33	PAPER, multicopy, 216mm x 330 mm (Legal), 80 gsm	-	690	ream	-	-	-	-	-	-
34	Puncher, Two-holes, heavy duty	-	50	piece	-	-	-	-	-	-
35	Premium Colored paper, assorted color, 8.5in x 11 in, 250 sheets	-	35	pack	-	-	-	-	-	-
36	RECORD BOOK, 300 pages	-	275	piece	-	-	-	-	-	-
37	Scissors, Symmetrical, 8", Stainless Steel, Heavy Duty	-	90	piece	-	-	-	-	-	-

1	2	3	4		5	6	7	8	9	10.00
Item	Description	Country of origin	Quantity		Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
38	Scientific Calculator; Number of Functions: -Natural textbook display -Dot matrix display -Solar & Battery -Non Programmable	-	20	piece	-	-	-	-	-	-
39	Sign Pen, Black, liquid/gel ink 0.3mm needle tip	-	280	piece	-	-	-	-	-	-
40	STAMPING MACHINE, Self-inking with refillable ink pad, "CERTIFIED TRUE COPY", Maximum of 5mm Text Height	-	50	piece	-	-	-	-	-	-
41	Staple Wire, Standard, #35, 5000s/box	-	300	box	-	-	-	-	-	-
42	Stapler, Standard type, (#5000)	-	120	piece	-	-	-	-	-	-
43	Tape, Double-sided, tissue type, 1", at least 24mm x 10M	-	70	piece	-	-	-	-	-	-
44	Tape, Double-sided, tissue type 2", at least 48mm x 10M	-	70	piece	-	-	-	-	-	-
45	Tape, Masking, 1", at least 24mm x 50M	-	70	piece	-	-	-	-	-	-
46	Tape, Packaging, 2", at least 48mm x 50M	-	70	piece	-	-	-	-	-	-
47	Tape, Transparent, 1", at least 24mm x 50M	-	70	piece	-	-	-	-	-	-
									<b>TOTAL</b>	-

**NOTES:**

1. In case a column is not applicable for an offered item, just indicate "-" or "0".
2. Leaving columns 5,6,7,8, as blank or indicating other symbol/s such as "Not Applicable", "NA", etc. shall be automatically deemed as not responsive.

Name: \_\_\_\_\_  
 Legal Capacity: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_