

SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Purchase and Delivery of Office Equipment for the 4Ps, Accounting Section and Social Technology Unit - Pag-abot Program Staff
ITB NO. : ITB 2024-DSWD-CAR-35
DATE : 18 October 2024

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

Description	From	To
Technical Specifications (Purchase of Office Equipment for the Social Technology Unit / Pag-abot Program Staff, item no. 1)	OFFICE DESK -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray Price should not exceed PhP 8,000.00 (no attached photo)	OFFICE DESK -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray Price should not exceed PhP 8,000.00 <u>see attached photo for your reference.</u>
Technical Specifications (Purchase of Office Equipment for the Social Technology Unit / Pag-abot Program Staff, item no. 2)	OFFICE CHAIR With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms Price should not exceed PhP 6, 000.00 (no attached photo)	OFFICE CHAIR With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms Price should not exceed PhP 6, 000.00 <u>see attached photo for your reference.</u>
Technical Specifications (Purchase of Office Equipment for the Social Technology Unit / Pag-abot Program Staff, item	MOBILE PEDESTAL CABINET -steel with powder finish, with three (3) central locking drawers, dimension: 40 X 56.5 X 65.5 cm, color: off white or light gray	MOBILE PEDESTAL CABINET -steel with powder finish, with three (3) central locking drawers, dimension: 40 X 56.5 X 65.5 cm, color: off white or light gray

Description	From	To
no. 3)	Price should not exceed PhP 3, 700.00 <u>(no attached photo)</u>	Price should not exceed PhP 3, 700.00 <u><i>see attached photo for your reference.</i></u>
Technical Specifications (Purchase of Office Equipment for the Social Technology Unit / Pag-abot Program Staff, item no. 4)	DISPLAY CABINET WITH SLIDING GLASS DOORS -steel with powder finish, with four (4) adjustable shelves, dimension: H 185 X W 90 X D 40cm, thickness: 0.6mm before painting, packing volume: 0.12 cu.m color: off white or light gray Price should not exceed PhP 10,000.00 <u>(no attached photo)</u>	DISPLAY CABINET WITH SLIDING GLASS DOORS -steel with powder finish, with four (4) adjustable shelves, dimension: H 185 X W 90 X D 40cm, thickness: 0.6mm before painting, packing volume: 0.12 cu.m color: off white or light gray Price should not exceed PhP 10,000.00 <u><i>see attached photo for your reference.</i></u>
Technical Specifications (Purchase of Office Equipment for the Pantawid Pamilyang Pilipino Program Staff, item no. 1)	OFFICE DESK -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray Price should not exceed PhP 8,000.00 <u>(no attached photo)</u>	OFFICE DESK -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray Price should not exceed PhP 8,000.00 <u><i>see attached photo for your reference.</i></u>
Technical Specifications (Purchase of Office Equipment for the Pantawid Pamilyang Pilipino Program Staff, item no. 2)	<u>EXECUTIVE CHAIR</u> With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight	<u>OFFICE CHAIR</u> With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms

Description	From	To
	capacity at least 120 kilograms Price should not exceed PhP 6, 500.00 <u>(no attached photo)</u>	Price should not exceed PhP 6, 500.00 <u>see attached photo for your reference.</u>
Technical Specifications (Purchase of Office Equipment for the Pantawid Pamilyang Pilipino Program Staff, item no. 3)	MULTIPURPOSE STEEL RACK - Five (5) layer, at least 300 kilograms capacity - Dimension: 1220 x 460 x 1830 mm - Metal, powder coated, black, heavy duty Price should not exceed PhP 4, 800.00 <u>(no attached photo)</u>	MULTIPURPOSE STEEL RACK - Five (5) layer, at least 300 kilograms capacity - Dimension: 1220 x 460 x 1830 mm - Metal, powder coated, black, heavy duty Price should not exceed PhP 4, 800.00 <u>see attached photo for your reference.</u>
Technical Specifications (Purchase of Office Equipment for the Pantawid Pamilyang Pilipino Program Staff, item no. 4)	VERTICAL FOUR (4) DRAWER CABINET - Dimension: Width 45.5 cm x Depth 62 cm X Height 131.5 cm - Color: Gray - Features: Anti-tilt mechanism for safety, with central locking system, made of 0.6mm cold rolled steel sheet in powder coated finish with sixteen (16) inches metal drawer slide; heavy duty; assembled Price shall not exceed PhP 9,200.00 <u>(no attached photo)</u>	VERTICAL FOUR (4) DRAWER CABINET - Dimension: Width 45.5 cm x Depth 62 cm X Height 131.5 cm - Color: Gray - Features: Anti-tilt mechanism for safety, with central locking system, made of 0.6mm cold rolled steel sheet in powder coated finish with sixteen (16) inches metal drawer slide; heavy duty; assembled Price shall not exceed PhP 9,200.00 <u>see attached photo for your reference.</u>

Description	From	To
<p>Technical Specifications (Purchase of Office Equipment for the Pantawid Pamilyang Pilipino Program Staff, item no. 5)</p>	<p>FOLDING TABLE - Dimension: at least 122.4 CM (L) x 60.9 CM (W) x 73.6 (H)</p> <ul style="list-style-type: none"> - Rust resistant powder coated steel frame - Gross weight: at least 11.2 kg - Net weight: at least 9.2 kg - Table top make: UV Protected High Density Polyethylene <p>Price should not exceed PhP 2, 800.00</p> <p><u>(no attached photo)</u></p>	<p>FOLDING TABLE - Dimension: at least 122.4 CM (L) x 60.9 CM (W) x 73.6 (H)</p> <ul style="list-style-type: none"> - Rust resistant powder coated steel frame - Gross weight: at least 11.2 kg - Net weight: at least 9.2 kg - Table top make: UV Protected High Density Polyethylene <p>Price should not exceed PhP 2, 800.00</p> <p><u>see attached photo for your reference.</u></p>
<p>Technical Specifications (Purchase and Delivery of Semi-expendable Office Equipment for the Financial Management Division – Accounting Section (Liquidation Unit), item no. 1)</p>	<p>OFFICE DESK</p> <ul style="list-style-type: none"> -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: at least 120 X 70 X 76 cm - Color: Off white / light gray <p><u>Price should not exceed PhP 7,000.00</u></p> <p><u>(no attached photo)</u></p>	<p>OFFICE DESK</p> <ul style="list-style-type: none"> -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray <p><u>Price should not exceed PhP 8,000.00</u></p> <p><u>see attached photo for your reference.</u></p>
<p>Technical Specifications (Purchase and Delivery of Semi-expendable Office Equipment for the Financial Management Division – Accounting Section (Liquidation Unit), item no. 2)</p>	<p>OFFICE CHAIR</p> <p>With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms</p> <p><u>Price should not exceed PhP 7, 000.00</u></p>	<p>OFFICE CHAIR</p> <p>With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms</p> <p><u>Price should not exceed PhP 6, 000.00</u></p>

Description	From	To
	(no attached photo)	<u>see attached photo for your reference.</u>
Price Schedule for Goods Offered from Within the Philippines		<u>Please see attached revised Price Schedule.</u>

Please refer to the attached revised forms:

1. **Technical Specifications**
2. **Price Schedule for Goods Offered from Within the Philippines**

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

Please be guided accordingly.

RINA CLAIRE L. REYES
BAC Chairperson

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>
			<p>Purchase of Office Equipment for the Social Technology Unit / Pag-abot Program Staff</p>	
1	5	unit	<p>OFFICE DESK</p> <ul style="list-style-type: none"> -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray 	

Item	Qty	Unit	Specification	Statement of Compliance
			<p>Price should not exceed PhP 8,000.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	
2	5	unit	<p>OFFICE CHAIR</p> <p>With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms</p> <p>Price should not exceed PhP 6,000.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	
3	1	unit	<p>MOBILE PEDESTAL CABINET</p> <p>-steel with powder finish, with three (3) central locking drawers, dimension: 40 X 56.5 X 65.5 cm, color: off white or light gray</p> <p>Price should not exceed PhP 3,700.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	
4	1	unit	<p>DISPLAY CABINET WITH SLIDING GLASS DOORS</p> <p>-steel with powder finish, with four (4) adjustable shelves, dimension: H 185 X W 90 X D 40cm, thickness: 0.6mm before painting, packing volume: 0.12 cu.m color: off white or light gray</p> <p>Price should not exceed PhP 10,000.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	

Item	Qty	Unit	Specification	Statement of Compliance
Purchase of Office Equipment for the Pantawid Pamilyang Pilipino Program Staff				
1	29	unit	<p>OFFICE DESK</p> <p>-Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal</p> <p>- Dimensions: 120 X 70 X 76 cm</p> <p>- Color: Off white / light gray</p> <p>Price should not exceed PhP 8,000.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	
2	28	unit	<p>OFFICE CHAIR</p> <p>With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms</p> <p>Price should not exceed PhP 6,500.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	
3	12	unit	<p>MULTIPURPOSE STEEL RACK</p> <ul style="list-style-type: none"> - Five (5) layer, at least 300 kilograms capacity - Dimension: 1220 x 460 x 1830 mm - Metal, powder coated, black, heavy duty <p>Price should not exceed PhP 4,800.00</p>	

Item	Qty	Unit	Specification	Statement of Compliance
			<p><u><i>see attached photo for your reference.</i></u></p>	
4	8	unit	<p>VERTICAL FOUR (4) DRAWER CABINET</p> <ul style="list-style-type: none"> - Dimension: Width 45.5 cm x Depth 62 cm X Height 131.5 cm - Color: Gray - Features: Anti-tilt mechanism for safety, with central locking system, made of 0.6mm cold rolled steel sheet in powder coated finish with sixteen (16) inches metal drawer slide; heavy duty; assembled <p>Price shall not exceed PhP 9,200.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	
5	2	unit	<p>FOLDING TABLE</p> <ul style="list-style-type: none"> - Dimension: at least 122.4 CM (L) x 60.9 CM (W) x 73.6 (H) - Rust resistant powder coated steel frame - Gross weight: at least 11.2 kg - Net weight: at least 9.2 kg - Table top make: UV Protected High Density Polyethylene <p>Price should not exceed PhP 2,800.00</p> <p><u><i>see attached photo for your reference.</i></u></p>	

Item	Qty	Unit	Specification	Statement of Compliance
Purchase and Delivery of Semi-expendable Office Equipment for the Financial Management Division – Accounting Section (Liquidation Unit)				
1	3	Unit	<p>OFFICE DESK</p> <p>-Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal</p> <p>- Dimensions: at least 120 X 70 X 76 cm</p> <p>- Color: Off white / light gray</p> <p><u>Price should not exceed PhP 8,000.00</u></p> <p><u>see attached photo for your reference.</u></p>	
2	3	Unit	<p>OFFICE CHAIR</p> <p>With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms</p> <p><u>Price should not exceed PhP 6, 000.00</u></p> <p><u>see attached photo for your reference.</u></p>	

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).

Example:

Specification	Statement of Compliance
----------------------	--------------------------------

<p>MULTIPURPOSE STEEL RACK</p> <ul style="list-style-type: none"> - Five (5) layer, at least 300 kilograms capacity - Dimension: 1220 x 460 x 1830 mm - Metal, powder coated, black, heavy duty <p>Price should not exceed PhP 4, 800.00</p> <p><u>see attached photo for your reference.</u></p>	<p>Comply, brand x, photo or brochure of the offered item</p>
--	---

TERMS AND CONDITIONS

		Statement of Compliance
1	The bidder can comply <u>with the attached Schedule of Requirements.</u>	
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 five (5) working days upon notification by the end user/inspection officer	
3	Warranty: One (1) year from the date of delivery	
4	The winning bidder must be able to respond to the concerns regarding the warranty claims within twenty four (24) hours upon receipt of report from the Procuring Entity.	
5	The winning bidder must be able to resolve reported warranty claims or provide repair/replacement of the defective items within seven (7) days upon receipt the request for repair / warranty claims / replacement.	
6	Bidder should be responsible for the loading and unloading of the goods to the delivery site with at least four (4) haulers.	
7	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.	

SAMPLE PHOTOS

OFFICE TABLE



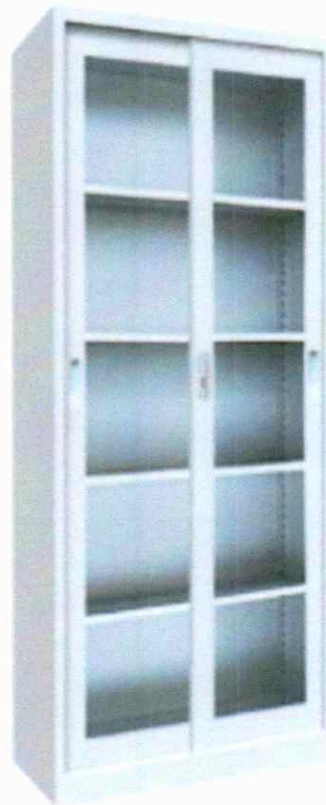
OFFICE CHAIR



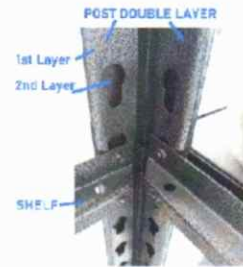
MOBILE PEDESTAL CABINET



DISPLAY CABINET WITH SLIDING GLASS DOORS



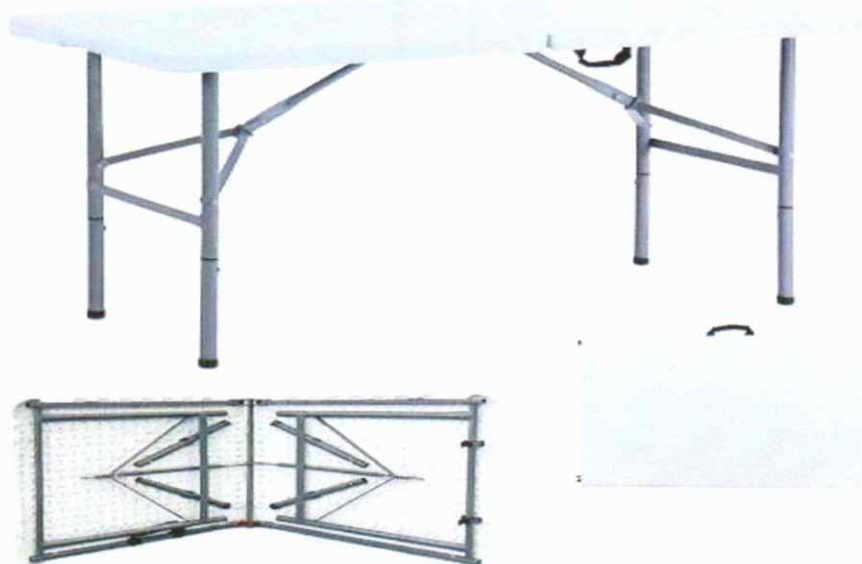
MULTIPURPOSE STEEL RACK



VERTICAL FOUR (4) DRAWER CABINET



FOLDING TABLE



1	2	3	4		5	6	7	8	9	10
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)
5	OFFICE DESK -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: 120 X 70 X 76 cm - Color: Off white / light gray Price should not exceed PhP 8,000.00	-	29	unit	-	-	-	-	-	-
6	OFFICE CHAIR With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms Price should not exceed PhP 6, 500.00	-	28	unit	-	-	-	-	-	-
7	MULTIPURPOSE STEEL RACK - Five (5) layer, at least 300 kilograms capacity - Dimension: 1220 x 460 x 1830 mm - Metal, powder coated, black, heavy duty Price should not exceed PhP 4, 800.00	-	12	unit	-	-	-	-	-	-
8	VERTICAL FOUR (4) DRAWER CABINET - Dimension: Width 45.5 cm x Depth 62 cm X Height 131.5 cm - Color: Gray - Features: Anti-tilt mechanism for safety, with central locking system, made of 0.6mm cold rolled steel sheet in powder coated finish with sixteen (16) inches metal drawer slide; heavy duty; assembled Price shall not exceed PhP 9,200.00	-	8	unit	-	-	-	-	-	-

1	2	3	4		5	6	7	8	9	10
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)
9	FOLDING TABLE - Dimension: at least 122.4 CM (L) x 60.9 CM (W) x 73.6 (H) - Rust resistant powder coated steel frame - Gross weight: at least 11.2 kg - Net weight: at least 9.2 kg - Table top make: UV Protected High Density Polyethylene Price should not exceed PhP 2, 800.00	-	2	unit	-	-	-	-	-	-
10	OFFICE DESK -Laminated wood top, with built in center drawer, side drawers with centralized lock, shelf near the underside, with cable hole / desk power grommet, metal - Dimensions: at least 120 X 70 X 76 cm - Color: Off white / light gray Price should not exceed PhP 8,000.00	-	3	unit	-	-	-	-	-	-
11	OFFICE CHAIR With cushioned arm rest, ergonomic, with premium black polyurethane (PU) leather finish, five –star nylon base with polyurethane casters, gas lift and tilt control, weight capacity at least 120 kilograms Price should not exceed PhP 6, 000.00	-	3	unit	-	-	-	-	-	-
Total										-

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: _____