

BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 2024DJG-SBB002

This Supplemental Bid Bulletin is issued to modify/clarify the Technical Specifications in the Invitation to Bid for the **1 Lot Procurement of Regular Office Supplies for CY 2024** with an approved budget for the contract of **Three Million Eight Hundred Twenty-Six Thousand Three Hundred Ninety-Nine Pesos and 10/100 (Php 3,826,399.10)**, to wit:

SECTION VI. SCHEDULE OF REQUIREMENTS AND SECTION VII. TECHNICAL SPECIFICATIONS

1. To add another column for the unit of measure for all the items to be procured (see attached Annex A);
2. Item No. 4: “BOX - Sorting Box, Size: 15.5" x 12.5" x 11.2" with attached cover” to **BOX - Sorting Box, Corrugated, Size: 15.5"x 12.5" x 11.2" with attached cover;**
3. Item No. 12: “DATA FILE BOX - Closed ends with finger ring and pocket for label insert, material, at least 5"x9"x15-3/4”” to **DATA FILE BOX - Closed ends with finger ring and pocket for label insert, assorted color, material, at least 5"x9"x15-3/4”;**
4. Item No. 13: “DATA FILE BOX - Made of chipboard with cover, at least 5" x 11" x 15-3/4”” to **DATA FILE BOX - Made of chipboard with cover, assorted color, at least 5" x 11" x 15-3/4”;**
5. Item No. 20: “FELT PAPER - Assorted color” to **FELT PAPER - Assorted color, cartolina size;**
6. Item No. 25: “FOLDER - Tagboard for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack” to **FOLDER - Tagboard for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack, white;**
7. Item No. 26: “GLUE - 130 grams” to **GLUE - 130 grams, multi-purpose, white;**
8. Item No. 35: “PAPER - Colored, A4, Green” to **PAPER - Colored, A4, 10pcs/pack, Green;**
9. Item No. 36: “PAPER - Colored, A4, Yellow” to **PAPER - Colored, A4, 10pcs/pack, Yellow;**
10. Item No. 55: “STAMP PAD FELT - Made of metal, plastic or combination of plastic and metal, 60 mm x 100 mm” to **STAMP PAD FELT - Made of metal, plastic or combination of plastic and metal, 60 mm x 100 mm, clear;**
11. Item No. 62: “TAPE - Masking, Size 1" (24mm) x 100m”. **The bidder may provide the items equivalent to the total quantity required in any unit of measure available in the market;**

12. *Item No. 67: "TWINE - Plastic, one kilo per roll" to **TWINE - Plastic, one kilo per roll, any color;***
13. *All technical specifications are of minimum requirements, bidders may bid for higher specifications as applicable;*

This Supplemental Bid Bulletin shall form an integral part of the Bid Documents

For guidance and information of all concerned.

(Sgd.)

ATTY. DENNIS DJ. GUEVARA

BAC Chairperson

This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company

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.

Item Number	Description	Unit	Quantity	Total	Delivered, Weeks/Months
1	ART PAPER - Assorted color, 10 pcs/pack	pack	20	20	Within Thirty (30) calendar days from receipt of Notice to Proceed
2	BATTERY(non-ICS) - Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, No Mercury and Cadmium, size AA, 2 pcs/blister pack	packet	150	150	
3	BATTERY(non-ICS) - Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline/, size AAA, No Mercury and Cadmium Added, 2 pcs/blister pack	packet	200	200	
4	BOX - Sorting Box, <i>Corrugated</i> , Size: 15.5" x 12.5" x 11.2" with attached cover	set	2,500	2,500	
5	CALCULATOR(non-ICS) - Desktop, compact, electronic, LCD display, 12 digits, two-way power source (solar and cell), with English operating / user's manual	pc	36	36	
6	CERTIFICATE HOLDER - A4 Size	pc	300	300	
7	CLIPBOARD - For A4 size document	pc	10	10	
8	CLIPBOARD - For legal size document	pc	10	10	
9	CORKBOARD(non-ICS) - 18"x24" at 6mm thick sheet	pc	6	6	
10	CORRECTION TAPE - Disposable, dispensing mechanism, at least 5mm x 6m	pc	1,500	1,500	

Item Number	Description	Unit	Quantity	Total	Delivered, Weeks/Months
11	CRAYONS - Non-toxic, 16 pcs/box	box	5	5	Within Thirty (30) calendar days from receipt of Notice to Proceed
12	DATA FILE BOX - Closed ends with finger ring and pocket for label insert, material, <i>assorted color</i> , at least 5" x 9" x 15-3/4"	pc	250	250	
13	DATA FILE BOX - Made of chipboard with cover, <i>assorted color</i> , at least 5" x 11" x 15-3/4"	pc	80	80	
14	DATA FOLDER - Chipboard: 2.5mm thick(min) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x 15"), with all steel lever arch file mechanism and taglia lock, spine is provided with finger ring and clear plastic pocket for label insert, spine made of PVC gamuza/PP Material or material of equivalent or superior quality, <i>assorted colors</i> (red, green, blue, brown and maroon)	pc	330	330	
15	DESK TRAY - Double wiremesh, 3 layer	pc	15	15	
16	ENVELOPE - Expanding Kraft Board, with smooth surface, size: 380mm x 250mm min. of 285gsm for legal size papers/documents, with string and eyelet, 100 pcs/box	box	25	25	
17	ENVELOPE - Mailing, White, window type, window: glassine paper/plastic, plain, 105mm x 241mm (4x9-1/2), 80 gsm, 500pcs/box	box	30	30	
18	ERASER - Plastic/Rubber for pencil/draft writing, approx. 58mm x 18mm x 8mm	pc	50	50	
19	FASTENER - Plastic Coated, 2 pc-clip, 70mm, 50 sets/box	box	150	150	
20	FELT PAPER - <i>Assorted color, cartolina size</i>	pc	10	10	
21	FLAG - Satin material, big 3' x 6'	pc	3	3	
22	FOLDER - Plastic with side fastener and transparent cover, A4	pc	25	25	

Item Number	Description	Unit	Quantity	Total	Delivered, Weeks/Months
23	FOLDER - Plastic with side fastener and transparent cover, Legal	pc	20	20	Within Thirty (30) calendar days from receipt of Notice to Proceed
24	FOLDER - Pressboard, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	box	15	15	
25	FOLDER - Tagboard for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack, <i>white</i>	pack	90	90	
26	GLUE - 130 grams, <i>multi-purpose, white</i>	bottle	50	50	
27	GLUE - All purpose, 200 grams (min.), with tapered applicator attached to the cap	jar	60	60	
28	ILLUSTRATION BOARD - Double-face, 762mm x 1016mm (30" x 40"), 2 ply	pc	15	15	
29	INK - For stamp pad with applicator, color: Purple or Violet, 50ml	pc	50	50	
30	LEAD - For mechanical pencil, 0.5mm, 12 pcs/tube	tube	10	10	
31	MARKER - Fluorescent, flat, chisel point, assorted colors, 3 pcs/set	set	150	150	
32	MARKER - Permanent Pen, Black, broad tip, non-toxic	pc	80	80	
33	MARKER - Permanent Pen, Blue, broad tip, non-toxic	pc	120	120	
34	NUMBER STAMP - Regular, 6-digit	pc	5	5	
35	PAPER - Colored, A4, <i>10pcs/pack, Green</i>	pack	5	5	
36	PAPER - Colored, A4, <i>10pcs/pack, Yellow</i>	pack	5	5	
37	PAPER - Multicopy, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	ream	9,335	9,335	
38	PAPER - Multicopy, Legal, for laser printer 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	ream	700	700	
39	PAPER - Parchment, A4, 297mm x 210mm, Multi-purpose, 75 gsm, fine,	ream	35	35	

Item Number	Description	Unit	Quantity	Total	Delivered, Weeks/Months
	translucent, suitable for pen and ink drawing, 100 sheets per ream				
40	PAPER - Thermal paper, various type, 80mm x 70mm	pc	750	750	Within Thirty (30) calendar days from receipt of Notice to Proceed
41	PAPER CLIP - 33mm (min), vinyl/plastic coated, assorted colors, 100s/box or 53g (min) (net of box)	box	150	150	
42	PAPER CLIP - 50mm, vinyl/plastic coated, assorted colors, 100s/box or 120g (min) (net of box)	box	100	100	
43	PAPER CLIP - Backfold, 19mm, all metal, clamping length: 19mm(-1mm), clamping depth: 10mm(min.), thickness of metal: 0.20mm(min.), 12 pcs/box	box	40	40	
44	PAPER CLIP - Backfold, 25mm, all metal, clamping length: 25mm(-1mm), clamping depth: 13mm(min.), thickness of metal: 0.22mm(min.), 12 pcs/box	box	40	40	
45	PAPER CLIP - Backfold, 50mm, all metal, clamping length: 50mm(-1mm), clamping depth: 25mm(min.), thickness of metal: 0.33mm(min.), 12 pcs/box	box	120	120	
46	PASTE - Solid, with water well and applicator, 200gms	jar	30	30	
47	PEN - Ball point pen, Blue, Fine point	pc	2,600	2,600	
48	PEN - Ball point pen, Frontline ballpen with string and stand	pc	50	50	
49	PEN - Sign pen, Blue, gel type, 0.7mm	pc	2,500	2,500	
50	PEN - Sign pen, Blue, liquid/gel ink, 0.5mm, needle tip	pc	2,000	2,000	
51	PEN HOLDER - Metal mesh, Round or Square, standard size	pc	10	10	
52	PHOTO PAPER - Glossy A4, 10s/pack	pack	30	30	
53	PHOTO PAPER - Premium Grade A4, 15s/pack	pack	30	30	
54	RUBBER BAND - No. 18, 350 grams (min) (net weight)	box	60	60	

Item Number	Description	Unit	Quantity	Total	Delivered, Weeks/Months
55	STAMP PAD FELT - Made of metal, plastic or combination of plastic and metal, 60 mm x 100 mm, <i>clear</i>	pc	40	40	Within Thirty (30) calendar days from receipt of Notice to Proceed
56	STAPLE WIRE - For Standard Stapler, 26/6, no.35, 500s/box	box	100	100	
57	STICKER PAPER - A4, 10 pcs/pack	pack	70	70	
58	STICK-ON NOTE PAD - 2"x2", 51mm x 51mm, 100 sheets per pad, assorted colors	pad	50	50	
59	STICK-ON NOTE PAD - 3"x3" (min), 76mm x 76mm, 70 gsm (min), 100 sheets per pad, assorted colors	pad	180	180	
60	STICK-ON NOTE PAD - 3"x4" (min), 76mm x 100mm, 70 gsm (min), 100 sheets/pad, assorted colors	pad	50	50	
61	STICKY NOTE - Small Flags (Eartag), 1/2 in. wide, assorted colors, 100's/dispenser	pad	150	150	
62	TAPE - Masking, Size 1" (24mm) x 100m	roll	100	100	
63	TAPE - Packaging, Size: 2" (48mm) x 100m	roll	320	320	
64	TAPE - Transparent, Size: 1" (24mm) x 100m	roll	650	650	
65	TAPE - Transparent, Size: 2" (48mm) x 100m	roll	80	80	
66	TAPE DISPENSER - Heavy duty for 24mm (1") width transparent tape	pc	12	12	
67	TWINE - Plastic, one kilo per roll, <i>any color</i>	roll	65	65	

This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company

Section VII. Technical Specifications

Item	Specification	Unit	Quantity	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. 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>			
1	ART PAPER - Assorted color, 10 pcs/pack	pack	20	
2	BATTERY(non-ICS) - Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline, No Mercury and Cadmium, size AA, 2 pcs/blister pack	packet	150	
3	BATTERY(non-ICS) - Dry Cell, 1.5 volts, Premium/Ultra/Super Alkaline/Alkaline/, size AAA, No Mercury and Cadmium Added, 2 pcs/blister pack	packet	200	
4	BOX - Sorting Box, <i>Corrugated</i> , Size: 15.5" x 12.5" x 11.2" with attached cover	set	2,500	
5	CALCULATOR(non-ICS) - Desktop, compact, electronic, LCD display, 12 digits, two-way power source (solar and cell), with English operating / user's manual	pc	36	
6	CERTIFICATE HOLDER - A4 Size	pc	300	
7	CLIPBOARD - For A4 size document	pc	10	

Item	Specification	Unit	Quantity	Statement of Compliance
8	CLIPBOARD - For legal size document	pc	10	
9	CORKBOARD(non-ICS) - 18"x24" at 6mm thick sheet	pc	6	
10	CORRECTION TAPE - Disposable, dispensing mechanism, at least 5mm x 6m	pc	1,500	
11	CRAYONS - Non-toxic, 16 pcs/box	box	5	
12	DATA FILE BOX - Closed ends with finger ring and pocket for label insert, material, <i>assorted color</i> , at least 5" x 9" x 15-3/4"	pc	250	
13	DATA FILE BOX - Made of chipboard with cover, <i>assorted color</i> , at least 5" x 11" x 15-3/4"	pc	80	
14	DATA FOLDER - Chipboard: 2.5mm thick(min) leatherette paper and/or polypropylene (PP) material made of linen design for outside cover, coated paper for inside cover including spine portion, size: 75mm x 230mm x 380mm (3" x 9" x 15"), with all steel lever arch file mechanism and taglia lock, spine is provided with finger ring and clear plastic pocket for label insert, spine made of PVC gamuza/PP Material or material of equivalent or superior quality, <i>assorted colors</i> (red, green, blue, brown and maroon)	pc	330	
15	DESK TRAY - Double wiremesh, 3 layer	pc	15	
16	ENVELOPE - Expanding Kraft Board, with smooth surface, size: 380mm x 250mm min. of 285gsm for legal size papers/documents, with string and eyelet, 100 pcs/box	box	25	

Item	Specification	Unit	Quantity	Statement of Compliance
17	ENVELOPE - Mailing, White, window type, window: glassine paper/plastic, plain, 105mm x 241mm (4x9-1/2), 80 gsm, 500pcs/box	box	30	
18	ERASER - Plastic/Rubber for pencil/draft writing, approx. 58mm x 18mm x 8mm	pc	50	
19	FASTENER - Plastic Coated, 2 pc-clip, 70mm, 50 sets/box	box	150	
20	FELT PAPER - Assorted color, <i>cartolina size</i>	pc	10	
21	FLAG - Satin material, big 3' x 6'	pc	3	
22	FOLDER - Plastic with side fastener and transparent cover, A4	pc	25	
23	FOLDER - Plastic with side fastener and transparent cover, Legal	pc	20	
24	FOLDER - Pressboard, plain, for legal size papers/documents, 242mm x 369mm, color: cream, green, or maroon, etc., 100 pcs/box	box	15	
25	FOLDER - Tagboard for legal size papers/documents, 0.342mm thickness, 240mm x 365mm, smooth finish and non-blot on both sides, 100 pcs/pack, <i>white</i>	pack	90	
26	GLUE - 130 grams, <i>multi-purpose, white</i>	bottle	50	
27	GLUE - All purpose, 200 grams (min.), with tapered applicator attached to the cap	jar	60	
28	ILLUSTRATION BOARD - Double-face, 762mm x 1016mm (30" x 40"), 2 ply	pc	15	

Item	Specification	Unit	Quantity	Statement of Compliance
29	INK - For stamp pad with applicator, color: Purple or Violet, 50ml	pc	50	
30	LEAD - For mechanical pencil, 0.5mm, 12 pcs/tube	tube	10	
31	MARKER - Fluorescent, flat, chisel point, assorted colors, 3 pcs/set	set	150	
32	MARKER - Permanent Pen, Black, broad tip, non-toxic	pc	80	
33	MARKER - Permanent Pen, Blue, broad tip, non-toxic	pc	120	
34	NUMBER STAMP - Regular, 6-digit	pc	5	
35	PAPER - Colored, A4, 10pcs/pack, Green	pack	5	
36	PAPER - Colored, A4, 10pcs/pack, Yellow	pack	5	
37	PAPER - Multicopy, A4, for laser printer/ink-jet printer, high speed, copier, 210mm x 297 mm (A-4), 80 gsm.	ream	9,335	
38	PAPER - Multicopy, Legal, for laser printer 80gsm, size: 216mm x 330mm, 500 sheets per ream, thickness: 0.09mm min	ream	700	
39	PAPER - Parchment, A4, 297mm x 210mm, Multi-purpose, 75 gsm, fine, translucent, suitable for pen and ink drawing, 100 sheets per ream	ream	35	
40	PAPER - Thermal paper, various type, 80mm x 70mm	pc	750	

Item	Specification	Unit	Quantity	Statement of Compliance
41	PAPER CLIP - 33mm (min), vinyl/plastic coated, assorted colors, 100s/box or 53g (min) (net of box)	box	150	
42	PAPER CLIP - 50mm, vinyl/plastic coated, assorted colors, 100s/box or 120g (min) (net of box)	box	100	
43	PAPER CLIP - Backfold, 19mm, all metal, clamping length: 19mm(-1mm), clamping depth: 10mm(min.), thickness of metal: 0.20mm(min.), 12 pcs/box	box	40	
44	PAPER CLIP - Backfold, 25mm, all metal, clamping length: 25mm(-1mm), clamping depth: 13mm(min.), thickness of metal: 0.22mm(min.), 12 pcs/box	box	40	
45	PAPER CLIP - Backfold, 50mm, all metal, clamping length: 50mm(-1mm), clamping depth: 25mm(min.), thickness of metal: 0.33mm(min.), 12 pcs/box	box	120	
46	PASTE - Solid, with water well and applicator, 200gms	jar	30	
47	PEN - Ball point pen, Blue, Fine point	pc	2,600	
48	PEN - Ball point pen, Frontline ballpen with string and stand	pc	50	
49	PEN - Sign pen, Blue, gel type, 0.7mm	pc	2,500	
50	PEN - Sign pen, Blue, liquid/gel ink, 0.5mm, needle tip	pc	2,000	
51	PEN HOLDER - Metal mesh, Round or Square, standard size	pc	10	
52	PHOTO PAPER - Glossy A4, 10s/pack	pack	30	

Item	Specification	Unit	Quantity	Statement of Compliance
53	PHOTO PAPER - Premium Grade A4, 15s/pack	pack	30	
54	RUBBER BAND - No. 18, 350 grams (min) (net weight)	box	60	
55	STAMP PAD FELT - Made of metal, plastic or combination of plastic and metal, 60 mm x 100 mm, <i>clear</i>	pc	40	
56	STAPLE WIRE - For Standard Stapler, 26/6, no.35, 500s/box	box	100	
57	STICKER PAPER - A4, 10 pcs/pack	pack	70	
58	STICK-ON NOTE PAD - 2"x2", 51mm x 51mm, 100 sheets per pad, assorted colors	pad	50	
59	STICK-ON NOTE PAD - 3"x3" (min), 76mm x 76mm, 70 gsm (min), 100 sheets per pad, assorted colors	pad	180	
60	STICK-ON NOTE PAD - 3"x4" (min), 76mm x 100mm, 70 gsm (min), 100 sheets/pad, assorted colors	pad	50	
61	STICKY NOTE - Small Flags (Eartag), 1/2 in. wide, assorted colors, 100's/dispenser	pad	150	
62	TAPE - Masking, Size 1" (24mm) x 100m	roll	100	
63	TAPE - Packaging, Size: 2" (48mm) x 100m	roll	320	
64	TAPE - Transparent, Size: 1" (24mm) x 100m	roll	650	

Item	Specification	Unit	Quantity	Statement of Compliance
65	TAPE - Transparent, Size: 2" (48mm) x 100m	roll	80	
66	TAPE DISPENSER - Heavy duty for 24mm (1") width transparent tape	pc	12	
67	TWINE - Plastic, one kilo per roll, <i>any color</i>	roll	65	

This is to certify that we will comply with the above Terms of Reference.

Printed Name and Signature

Designation

Company