

## Supplemental/Bid Bulletin

Addendum No. 1  
 December 2, 2022

ITB No. DSWD7-PB-2022-84

### Project Title: Supply and Delivery of Toner / Ink Supplies and Various ICT Equipment for DSWD Field Office VII

Issued pursuant to Section 22.5 of the IRR of Republic Act 9184 to clarify and/or amend certain provision on the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the Prebid Conference held on **December 01, 2022**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification												
<b>Section I.            Invitation to Bid</b>	<p>This supplemental / bid bulletin is issued to emphasize the changes on the allocation of approved budget cost per lot. Please see details below.</p> <table data-bbox="438 936 1165 1048"> <tr> <td>Lot 1 – Toner / Ink Supplies</td> <td><b>P2,012,000.00</b></td> </tr> <tr> <td>Lot 2 – Various ICT Equipment</td> <td><b><u>P2,855,180.00</u></b></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b><u>P4,867,180.00</u></b></td> </tr> </table> <p>The computation on the <b>Single Largest Completed Contract (SLCC)</b> similar to the Project, <b>at least 50% of the ABC is also changed. Details are as follows:</b></p> <table data-bbox="438 1189 1165 1301"> <tr> <td>Lot 1 – Toner / Ink Supplies</td> <td><b>P1,006,000.00</b></td> </tr> <tr> <td>Lot 2 – Various ICT Equipment</td> <td><b><u>P1,427,590.00</u></b></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b><u>P2,433,590.00</u></b></td> </tr> </table>	Lot 1 – Toner / Ink Supplies	<b>P2,012,000.00</b>	Lot 2 – Various ICT Equipment	<b><u>P2,855,180.00</u></b>	<b>TOTAL</b>	<b><u>P4,867,180.00</u></b>	Lot 1 – Toner / Ink Supplies	<b>P1,006,000.00</b>	Lot 2 – Various ICT Equipment	<b><u>P1,427,590.00</u></b>	<b>TOTAL</b>	<b><u>P2,433,590.00</u></b>
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<b>Funding Information</b>	<p>The GOP through the source of funding as indicated below for <b>CY 2022</b> in the amount of <b>Four Million Eight Hundred Sixty Seven Thousand One Hundred Eighty Pesos (₱4,867,180.00)</b>, consisting of two (2) lots, broken down below:</p> <table data-bbox="512 1507 1385 1727"> <thead> <tr> <th>Lot No.</th> <th>Category</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Toner / Ink Supplies</td> <td>Php 2,012,000.00</td> </tr> <tr> <td>2</td> <td>Various ICT Equipment</td> <td>Php 2,855,180.00</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td><b>Php 4,867,180.00</b></td> </tr> </tbody> </table>	Lot No.	Category	ABC	1	Toner / Ink Supplies	Php 2,012,000.00	2	Various ICT Equipment	Php 2,855,180.00	<b>TOTAL</b>		<b>Php 4,867,180.00</b>
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<b>Section III.            Bid Data Sheet</b>	<p>The figures found on the ITB Clause 14.1 have been affected by the change in the approved budget cost per lot to wit:</p> <p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p>												

	<p>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p> <table border="1" data-bbox="472 472 1342 647"> <thead> <tr> <th>Lot No.</th> <th>2% of the ABC</th> <th>5% of the ABC</th> </tr> </thead> <tbody> <tr> <td><b>1</b></td> <td><b>Php 40,240.00</b></td> <td><b>Php 100,600.00</b></td> </tr> <tr> <td><b>2</b></td> <td><b>Php 57,103.60</b></td> <td><b>Php 142,759.00</b></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>Php 97,343.60</b></td> <td><b>Php 243,359.00</b></td> </tr> </tbody> </table>	Lot No.	2% of the ABC	5% of the ABC	<b>1</b>	<b>Php 40,240.00</b>	<b>Php 100,600.00</b>	<b>2</b>	<b>Php 57,103.60</b>	<b>Php 142,759.00</b>	<b>TOTAL</b>	<b>Php 97,343.60</b>	<b>Php 243,359.00</b>
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<b>Section VI. Schedule of Requirements</b>	<p>a. Item No. 12 belonging to Lot 1 which is the '<b>Toner Cartridges – OEM (for printer offered by the supplier)</b>' with a quantity of 200 cart on Section VI is transferred to Lot 2.</p> <p>b. Functional description on each items found in Section VI Lot 2 were removed as those were already presented in Section VII Lot 2.</p> <p>c. The delivery schedule of Lot 2 found in the same section was changed from 30 days to 45 days to give leeway on the bidder's compliance to the delivery of the items.</p>												
<b>Section VII. Technical Specifications</b>	The same changes on paragraph a on Section VI of this bid bulletin has been applied to Section VII.												
<b>Financial Proposal Sheet</b>	The same changes on paragraph a on Section VI of this bid bulletin has been applied to Financial Proposal Sheet.												

Attached herewith is the revised **Section I. Invitation to Bid, Funding Information, Section III. Bid Data Sheet, Section VI. Schedule of Requirements, Section VII. Technical Specifications and Financial Proposal Sheet.**

For guidance and information of all concerned.

**Sgd. PATRICIA R. MEGALBIO**  
 Chairperson, Bids and Awards Committee II

## Section I. Invitation to Bid

### Project Title: Supply and Delivery of Toner / Ink Supplies and Various ICT Equipment for DSWD Field Office VII

#### Project Identification No.: ITB No. DSWD7-PB-2022-84

- The Department of Social Welfare and Development, Field Office VII (DSWD-FO VII), through the authorized appropriations for Fiscal Year 2022 General Appropriations Act intends to apply the sum of **Four Million Eight Hundred Sixty Seven Thousand One Hundred Eighty Pesos (₱ 4,867,180.00)** as payment under the contract for the **Supply and Delivery of Toner / Ink Supplies and Various ICT Equipment for DSWD Field Office VII**, consisting of two (2) lots, broken down below:

Lot No.	Category	ABC
1	Toner / Ink Supplies	Php 2,012,000.00
2	Various ICT Equipment	Php 2,855,180.00
<b>TOTAL</b>		<b>Php 4,867,180.00</b>

Bids received in excess of the ABC shall be automatically rejected at bid opening.

- The DSWD Field Office VII now invites bids from **PhilGEPS registered suppliers**. Delivery of the goods is required within **Section VI. Schedule of Requirements**. Bidders should have completed, within *three (3) years* from the date of submission and receipt of bids, a **Single Largest Completed Contract (SLCC)** similar to the Project, **at least 50% of the ABC. Details are as follows:**

Lot No.	50% of SLCC
1	Php 1,006,000.00
2	Php1,427,590.00
<b>Total</b>	<b>Php 2,433,590.00</b>

The SLCC should be supported with the following documents:

- Either of Contract, Purchase Order, Notice of Award or Notice to Proceed, and
  - Either of Certificate of Completion, Certificate of Acceptance, Inspection and Acceptance, Official Receipt / Collection Receipt or Sales Invoice.
- The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
  - Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

5. Prospective Bidders may obtain further information from *Department of Social Welfare and Development Field Office VII* and inspect the Bidding Documents at the address given below during *office hours, 8:00 AM – 5:00 PM*.
6. A complete set of Bidding Documents may be acquired by interested Bidders on **November 24, 2022** from the given address and website below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of:*

<i>Approved Budget for the Contract</i>	<i>Bidding Document Fee</i>	
Lot 1	<b>Php 2,012,000.00</b>	Php 5,000.00
Lot 2	<b>Php 2,855,180.00</b>	Php 5,000.00
<i>ALL LOTS</i>	<b>Php 4,867,180.00</b>	<i>Php 5,000.00</i>

The Procuring Entity shall allow the bidder to present its proof of payment for the fees, they may present in person or through electronic means.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

As stated in GPPB Resolution No. 09-2020, dated 7 May 2020, PEs to maximize the use of existing rules under RA No. 9184, its IRR and related issuances on the conduct of procurement activities, particularly those meant to streamline, simplify and expedite the conduct of procurement and address the challenges and disruptions brought by calamities and crisis such as the COVID-19 pandemic, such as use of videoconferencing, webcasting and similar technology in the conduct of any of the meetings and determination of quorum by the BAC.

7. The *DSWD Field Office VII* will hold a Pre-Bid Conference on **December 01, 2022, Thursday, 10:30 AM** at *DSWD Field Office VII Conference Room, Cebu City* and/or through *video-conferencing via Google Meet using the code: procurement7*, which shall be open to prospective bidders.

**Note:**

DSWD Field Office is implementing health screening and temperature checks for all personnel, visitors and clients. For your protection, please wear your mask at all times during your visit. Also, kindly fill-out the Health Checklist Form for visitors / clients and submit to the PE's security guard prior to entering the premises.

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before **December 13, 2022, Tuesday, 8:45 AM**. Late bids shall not be accepted.

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
10. Bid opening shall be on **December 13, 2022, Tuesday, 9:00 AM** at **DSWD Field Office VII Conference Room, Cebu City** and/or **via Google Meet using the code: procurement7**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
11. As stated in Section 22.5.1 of the IRR of RA 9184, request for clarifications on any part of the Bidding Documents or for an interpretation must be in writing and submitted to the BAC of the Procuring Entity concerned at least ten (10) calendar days before the deadline set for the submission and receipt of bids. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin, duly signed by the BAC Chairperson, to be made available to all those who have properly secured the Bidding Documents, at least seven (7) calendar days before the deadline for the submission and receipt of bids.
12. The *DSWD Field Office VII* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

**MS. LILIBETH A. CABIARA**

*Head, BAC Secretariat*

*DSWD – Field Office VII*

*M.J. Cuenco corner Gen. Maxilom Avenue, Cebu City*

*Tel. Nos. (032) 2338785 local 17140 and 17149*

*Email Add: [bac.fo7@dswd.gov.ph](mailto:bac.fo7@dswd.gov.ph)*

*Website: <https://fo7.dswd.gov.ph/>*

**November 23, 2022**

**Sgd. PATRICIA R. MEGALBIO**

*Chairperson, Bids and Awards Committee II*

# General

## 1. Scope of Bid

The Procuring Entity, *DSWD Field Office VII* wishes to receive Bids for the *Supply and Delivery of Toner / Ink Supplies and Various ICT Equipment for DSWD Field Office VII*, with identification number *ITB No. DSWD7-PB-2022-84*.

The Procurement Project is composed of *two (2) lots*, the details of which are described in **Section VII. Technical Specifications**.

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2022** in the amount of *Four Million Eight Hundred Sixty Seven Thousand One Hundred Eighty Pesos (₱ 4,867,180.00)*, consisting of two (2) lots, broken down below:

Lot No.	Category	ABC
1	Toner / Ink Supplies	Php 2,012,000.00
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<b>TOTAL</b>		<b>Php 4,867,180.00</b>

2.2 The source of funding is NGA, the General Appropriations Act or Special Appropriations.

## 3. Bidding Requirements

The Bidding for the Projects shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary sources thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including the other factors that may affect the cost, duration and execution or implementation of the contract, project or work and examine all instructions, forms, terms and project requirements in the Bidding Documents.

#### **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the project.

#### **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically and financially capable will be evaluated.

5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:

- (a) When a Treaty or International or Executive Agreement as provided in Section 4 of the RA 9184 and its 2016 revised IRR allow foreign bidders to participate;
- (b) Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
- (c) When the Goods sought to be procured are not available from local suppliers; or
- (d) When there is a need to prevent situations that defeat competition or restrain trade.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of A No. 9184 the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

- (a) For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.



## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

7.1 The Bidder may subcontract portions of the project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the project.

The Procuring Entity has prescribed that:

(a). Subcontracting is not allowed.

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding maybe changed during the implementation of this contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults or negligence, or those of its agents, servants or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this project on **December 01, 2022, Thursday, 10:30 AM** at **DSWD Field Office VII Conference Room, Cebu City** and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.



## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity either at its given address or through electronic mail indicated in the **IB**, at least ten (10) days before the deadline set for the submission and receipt of Bids.

## 10. Documents Comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *[3 years – relevant period as provided in paragraph 2 of the **IB**]* prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents Comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination<sup>18</sup> in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be in **Philippine Pesos**.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

- 14.2. The Bid and bid security shall be valid until **120 calendar days** from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking Bids**

*Each Bidder shall submit one copy of the first and second components of its Bid.*

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidder's representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated *“passed,”* using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purpose of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

Option 1 – One Project having several items shall be awarded as one contract.

## 20. Post-Qualification

- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

*Participating bidders are encouraged to have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.*

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## *Section III. Bid Data Sheet*

ITB Clause													
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. The name of the Contract is <i>Supply and Delivery of Toner / Ink Supplies and Various ICT Equipment for DSWD Field Office VII</i>, similar contracts shall refer to <i>Supply and Delivery of Toner / Ink Supplies for Lot 1</i> and <i>Supply and Delivery of Various ICT Equipment for Lot 2</i>.</p> <p>b. completed within three (3) years prior to the deadline for the submission and receipt of bids.</p>												
7.1	<i>Subcontracting is not allowed.</i>												
12	The price of the Goods shall be quoted DDP (state place of destination) or the applicable International Commercial Terms (INCOTERMS) for this Project.												
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than <i>two percent (2%) of ABC</i>, if bid security is in cash, cashier's/manager's check, bank draft / guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <i>five percent (5%) of ABC</i> if bid security is in Surety Bond.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: #FFD700;">Lot No.</th> <th style="background-color: #FFD700;">2% of the ABC</th> <th style="background-color: #FFD700;">5% of the ABC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;"><b>Php 40,240.00</b></td> <td style="text-align: center;"><b>Php 100,600.00</b></td> </tr> <tr> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;"><b>Php 57,103.60</b></td> <td style="text-align: center;"><b>Php 142,759.00</b></td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>Php 97,343.60</b></td> <td style="text-align: center;"><b>Php 243,359.00</b></td> </tr> </tbody> </table>	Lot No.	2% of the ABC	5% of the ABC	<b>1</b>	<b>Php 40,240.00</b>	<b>Php 100,600.00</b>	<b>2</b>	<b>Php 57,103.60</b>	<b>Php 142,759.00</b>	<b>TOTAL</b>	<b>Php 97,343.60</b>	<b>Php 243,359.00</b>
Lot No.	2% of the ABC	5% of the ABC											
<b>1</b>	<b>Php 40,240.00</b>	<b>Php 100,600.00</b>											
<b>2</b>	<b>Php 57,103.60</b>	<b>Php 142,759.00</b>											
<b>TOTAL</b>	<b>Php 97,343.60</b>	<b>Php 243,359.00</b>											
15	<i>Each Bidder shall submit ONLY one (1) original copy of the first and second components of its bid.</i>												
19.2	<p><b><i>Detailed Evaluation and Comparison of Bids</i></b></p> <p>Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.</p> <p>In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.</p>												

20.1	<p><b><i>Post-Qualification</i></b></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment (eFPS) and other appropriate licenses and permits required by law and stated in the <b>BDS</b>.</p> <p><b><i>Participating bidders are encouraged to have an existing Landbank of the Philippines (LBP) Account in compliance to DBM Circular Letter No. 2013-16.</i></b></p>
20.2	<p><i>This project shall be awarded by lot.</i></p>
29.2	<p>1. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following:</p> <ul style="list-style-type: none"> <li>a. Income Tax Return with proof of payment, and</li> <li>b. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the period.</li> </ul>

## *Section VI. Schedule of Requirements*

The delivery schedule expressed in the number of days after receipt of Notice to Proceed stipulates hereafter the delivery date.

<b>LOT 1 – TONER / INK SUPPLIES</b>				
<b>ITEM</b>		<b>QTY.</b>	<b>UNIT</b>	<b>SCHEDULE OF DELIVERY</b>
<b>NO</b>	<b>DESCRIPTION</b>			
1	Toner for HP, LaserJet MPF M236sdw, OEM or Compatible	80	cartridge	Delivery is within 45 days after receipt of Notice to Proceed
2	Toner Cartridge for Pantum M6600NW, EV-210, OEM or Compatible	300	cartridge	
3	INK Cartridge, HP Deskjet, (HP680), Black, OEM	75	cartridge	
4	INK Cartridge, HP Deskjet, (HP680), Tricolor, OEM	75	cartridge	
5	Ink Cartridge for Canon Pixma Ink Efficient E4270 Printer, Black, OEM	65	cartridge	
6	Ink for HP Inkjet 615 Printer, black, cyan, magenta, yellow, OEM or Compatible	109	set	
7	Ink for HP Inkjet 615 Printer, black, OEM or Compatible	100	bottle	
8	Toner for Hp Laserjet pro MFP M479dw – <b>BLACK</b> , OEM or Compatible	6	cart	
9	Toner for Hp Laserjet pro MFP M479dw – <b>CYAN</b> , OEM or Compatible	5	cart	
10	Toner for Hp Laserjet pro MFP M479dw – <b>YELLOW</b> , OEM or Compatible	6	cart	
11	Toner for Hp Laserjet pro MFP M479dw – <b>MAGENTA</b> , OEM or Compatible	4	cart	

I hereby certify to comply and deliver the goods within the above-stated period.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

Date: \_\_\_\_\_



## *Section VI. Schedule of Requirements*

The delivery schedule expressed in the number of days after receipt of Notice to Proceed stipulates hereafter the delivery date.

<b>LOT 2 – VARIOUS ICT EQUIPMENT</b>				
<b>ITEM</b>		<b>QTY.</b>	<b>UNIT</b>	<b>SCHEDULE OF DELIVERY</b>
<b>NO</b>	<b>DESCRIPTION</b>			
1	<b>Laser Printer (Monochrome)</b>	10	unit	Delivery is within 45 days after receipt of Notice to Proceed
1.1	<b>Toner Cartridges – OEM (for printer offered by the supplier in Lot 2 Item#1)</b>	200	cart	
2	<b>Portable Hard Disk Drive</b>	17	unit	
3	<b>Laptop Computer</b>	22	piece	
4	<b>Digital Voice Recorder</b>	5	unit	
5	<b>All-in-one Ink Tank Printer</b>	32	unit	

I hereby certify to comply and deliver the goods within the above-stated period.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder's Signature over Printed Name

Date: \_\_\_\_\_

## *Section VII. Technical Specifications*

Bidders must state either “**Comply**” or “**Not Comply**” at the **Statement of Compliance** column against each of the individual parameters of each Specification. **Brand of the offered item may be indicated in the Bidder’s Remarks.**

Item No.	Specification	Statement of Compliance	Bidder’s Remarks
<b>LOT 1: TONER / INK SUPPLIES</b>			
1	Toner for HP, LaserJet MPF M236sdw, OEM or Compatible		
2	Toner Cartridge for Pantum M6600NW, EV-210, OEM or Compatible		
3	INK Cartridge, HP Deskjet, (HP680), Black, OEM		
4	INK Cartridge, HP Deskjet, (HP680), Tricolor, OEM		
5	Ink Cartridge for Canon Pixma Ink Efficient E4270 Printer, Black, OEM		
6	Ink for HP Inkjet 615 Printer, black, cyan, magenta, yellow, OEM or Compatible		
7	Ink for HP Inkjet 615 Printer, black, OEM or Compatible		
8	Toner for Hp Laserjet pro MFP M479dw – <b>BLACK</b> , OEM or Compatible		
9	Toner for Hp Laserjet pro MFP M479dw – <b>CYAN</b> , OEM or Compatible		
10	Toner for Hp Laserjet pro MFP M479dw – <b>YELLOW</b> , OEM or Compatible		
11	Toner for Hp Laserjet pro MFP M479dw – <b>MAGENTA</b> , OEM or Compatible		

I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder’s Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Bidder’s Signature over Printed Name

Date: \_\_\_\_\_

## *Section VII. Technical Specifications*

Bidders must state either “Comply” or “Not Comply” at the **Statement of Compliance** column against each of the individual parameters of each Specification. **Brand of the offered item may be indicated in the Bidder’s Remarks.**

Item No.	Specification	Statement of Compliance	Bidder’s Remarks
<b>LOT 2: VARIOUS ICT EQUIPMENT</b>			
1	<p><b>Laser Printer (Monochrome)</b></p> <p><b>Functions:</b> Print, Copy, Scan (ADF)  <b>Output Type:</b> Black and White, Monochrome  <b>Compatibility:</b> Compatible with Windows and PC Linux  <b>Connectivity Technology:</b> USB 2.0, Wireless, Fast Ethernet  <b>Memory:</b> ≥ 32MB  <b>Processor Spec:</b> ≥ 600 MHz  <b>Black Print Speed:</b> ≥ 20 ppm  <b>Monthly Duty Cycle:</b> ≥ 10,000 impressions  <b>Technology:</b> Laser  <b>Black Resolution:</b> ≥ 1,200 x 1,200 dpi  <b>Max Media Size:</b> Oficio  <b>Warranty:</b> 1-year Hardware Warranty            Supplier to indicate the brand of the printer being offered.</p>		
1.1	<p><b>Toner Cartridges – OEM (for printer offered by the supplier in Lot 2 Item#1)</b></p>		
2	<p><b>Portable Hard Disk Drive</b></p> <p><b>Capacity:</b> at least 2TB  <b>Size:</b> 2.5”  <b>Compatibility:</b> Windows and MAC OS  <b>Connectivity:</b> at least USB 3.0  <b>Warranty:</b> at least 1 year</p>		

3	<p><b>Laptop Computer</b></p> <p>1. Processor: Processor model should at least be the latest release Base Speed Frequency: 2.4 GHz, up to at least 4.2 GHz Cores: at least 4 Cores, Threads: at least 8, Cache: at least 8MB</p> <p>2. Operating System: Latest Stable Proprietary OS 64-bit Version: Professional version A certificate of Authenticity (COA), Genuine Label or Equivalent of the license from the OS provider should be provided (Holographic Image Sticker)</p> <p>3. Memory: Capacity: at least 8Gb</p> <p>4. Keyboard: Integrated</p> <p>5. Graphics Controller: integrated</p> <p>6. I/O Ports: All ports should be INTEGRATED/BUILT-IN(no USB conversions/extension/adapters), at least 2 x USB 3.2 Type A port, 1 x USB 3.2 Type C port, 2 x Audio Jack, 1 x RJ-45 LAN port, 1 x HDMI</p> <p>7. Pointing Devices: Touchpad with multi-gesture and scrolling function</p> <p>8. Display: at least 14 inch LCD Display with a built-in webcam</p> <p>9. Hard Drive: at least 256Gb</p> <p>10. Sound Controller: Integrated/built-in Hi-Def Audio system</p> <p>12. Power Supply: Manufacturer Standard Power Supply</p> <p>14. Communication: MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension) Gigabit Ethernet, Bluetooth, Wireless AX</p> <p>15. Warranty: At least two (2) years Hardware Warranty, One (1) year on Mouse, Keyboard</p> <p>16. To protect DSWD from unreliable and unproven products the following is required: <b>Manufacturer</b> of the proposed brand should be ISO 9000 certified or better <b>Proposed BRAND</b> should be Energy Star Compliant, should have an existing technical web support system where the brand providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support <b>Manufacturer's proposed brand</b> is an International Brand Name, which means that the brand is known and marketed globally and has an international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the brand should be sold and marketed continuously in the Philippines for the last ten (10) years"</p>	
4	<p><b>Digital Voice Recorder</b></p> <p>Memory: &gt; 4GB Built-in-Memory PC Connectivity: USB 2.0 - 3.1 Power &amp; Charging: PC – USB or LED USB Power Adapter Recording Format: MP3 / WMA or Linear PCM Recording Time: for LPCM up to 5:20 hours and MP3 192kbps (STEREO) up to 39:45 hours Playback Format: WAV/MP3/WMA/AAC/ASF or LPCM Battery: Built – In Lithium- ion Accessories: Earphone, USB Cable, User Manual Warranty: 1-year Hardware Warranty</p>	

5	<p><b>All-in-one Ink Tank Printer</b></p> <p>Functions: Print, Scan, Copy, Fax          Printer Type: Inkjet Printer  <b>PRINTING</b>          Print Speed: Up to 28.0 (Mono) / 28.0 (Color) ipm                            FPOT: 4.4 (Mono) / 4.6 (Color) Seconds          Print Resolution: Up to 1200 × 4800 dpi  <b>Scanning</b>          Scan Size Max: A3          File Format Supported: PDF, TIFF, JPEG  <b>Document and Media Handling</b>          Document Feeder Sheet Capacity: up to 50 Sheets          Document Feeder Max Size Capacity: A3          Max Copy Size: A3          Paper Tray Sheet Capacity: up to 250 sheets of 80 gsm          Paper Tray Max Size Capacity: A3  <b>PC Connectivity</b>          Connection: Hi Speed USB 2.0; WIFI          Warranty: 1 year Hardware Warranty</p>		
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I hereby certify that all statements indicated under the **Statement of Compliance** and **Bidder's Remarks** are true and correct, otherwise, if found untrue and incorrect either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

\_\_\_\_\_

Name of Company/Bidder

\_\_\_\_\_

Bidder's Signature over Printed Name

Date: \_\_\_\_\_

## **FINANCIAL PROPOSAL SHEET**

**Project Identification No.: ITB No. DSWD7-PB-2022-84**  
**Lot 1 – Toner / Ink Supplies**

Date: \_\_\_\_\_

**The Bids and Awards Committee**  
 DSWD-Field Office VII  
 M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid price per trip per destination from the point of origin:

Item No.	Items/Descriptions	Qty.	Unit	Unit Cost	Total Price
<b>LOT 1 – TONER / INK SUPPLIES</b>					
1	Toner for HP, LaserJet MPF M236sdw, OEM or Compatible	80	cartridge		
2	Toner Cartridge for Pantum M6600NW, EV-210, OEM or Compatible	300	cartridge		
3	INK Cartridge, HP Deskjet, (HP680), Black, OEM	75	cartridge		
4	INK Cartridge, HP Deskjet, (HP680), Tricolor, OEM	75	cartridge		
5	Ink Cartridge for Canon Pixma Ink Efficient E4270 Printer, Black, OEM	65	cartridge		
6	Ink for HP Inkjet 615 Printer, black, cyan, magenta, yellow, OEM or Compatible	109	set		
7	Ink for HP Inkjet 615 Printer, black, OEM or Compatible	100	bottle		

8	Toner for Hp Laserjet pro MFP M479dw – <b>BLACK</b> , OEM or Compatible	6	cart		
9	Toner for Hp Laserjet pro MFP M479dw – <b>CYAN</b> , OEM or Compatible	5	cart		
10	Toner for Hp Laserjet pro MFP M479dw – <b>YELLOW</b> , OEM or Compatible	6	cart		
11	Toner for Hp Laserjet pro MFP M479dw – <b>MAGENTA</b> , OEM or Compatible	4	cart		
<b>BID PRICE (IN FIGURES)</b>					

**BID PRICE (IN WORDS)**

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\_\_\_\_\_.

Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Name/Signature of Authorized Representative



## **FINANCIAL PROPOSAL SHEET**

**Project Identification No.: ITB No. DSWD7-PB-2022-84**  
**Lot 2 – Various ICT Equipment**

Date: \_\_\_\_\_

**The Bids and Awards Committee**  
 DSWD-Field Office VII  
 M.J. Cuenco Ave., Cebu City

Sir/Madam:

After having carefully read and accepted the terms and conditions in your Bidding Documents, hereunder is our bid price per trip per destination from the point of origin:

Item No.	Items/Descriptions	Qty.	Unit	Unit Cost	Total Price
<b>LOT 2 – VARIOUS ICT EQUIPMENT</b>					
1	<b>Laser Printer (Monochrome)</b>  <b>Functions:</b> Print, Copy, Scan (ADF) <b>Output Type:</b> Black and White, Monochrome <b>Compatibility:</b> Compatible with Windows and PC Linux <b>Connectivity Technology:</b> USB 2.0, Wireless, Fast Ethernet <b>Memory:</b> ≥ 32MB <b>Processor Spec:</b> ≥ 600 MHz <b>Black Print Speed:</b> ≥ 20 ppm <b>Monthly Duty Cycle:</b> ≥ 10,000 impressions <b>Technology:</b> Laser <b>Black Resolution:</b> ≥ 1,200 x 1,200 dpi <b>Max Media Size:</b> Officio <b>Warranty:</b> 1-year Hardware Warranty	10	unit		

	Supplier to indicate the brand of the printer being offered.				
1.1	<b>Toner Cartridges – OEM</b> (for printer offered by the supplier)	200	cart		
2	<b>Portable Hard Disk Drive</b>  <b>Capacity:</b> at least 2TB <b>Size:</b> 2.5” <b>Compatibility:</b> Windows and MAC OS <b>Connectivity:</b> at least USB 3.0 <b>Warranty:</b> at least 1 year	17	unit		
3	<b>Laptop Computer</b>  <b>1. Processor:</b> Processor model should at least be the latest release <b>Base Speed Frequency:</b> 2.4 GHz, up to at least 4.2 GHz <b>Cores:</b> at least 4 Cores, <b>Threads:</b> at least 8, <b>Cache:</b> at least 8MB <b>2. Operating System:</b> Latest Stable Proprietary OS 64-bit <b>Version:</b> Professional version A certificate of Authenticity (COA), Genuine Label or Equivalent of the licence from the OS provider should be provided (Holographic Image Sticker) <b>3. Memory:</b> Capacity: at least 8Gb <b>4. Keyboard:</b> Integrated <b>5. Graphics Controller:</b> integrated	22	piece		

<p><b>6. I/O Ports:</b> All ports should be INTEGRATED/BUILT-IN(no USB conversions/extension/adapters), at least 2 x USB 3.2 Type A port, 1 x USB 3.2 Type C port, 2 x Audio Jack, 1 x RJ-45 LAN port, 1 x HDMI</p> <p><b>7. Pointing Devices:</b> Touchpad with multi-gesture and scrolling function</p> <p><b>8. Display:</b> at least 14 inch LCD Display with a built-in webcam</p> <p><b>9. Hard Drive:</b> at least 256Gb</p> <p><b>10. Sound Controller:</b> Integrated/built-in Hi-Def Audio system</p> <p><b>12. Power Supply:</b> Manufacturer Standard Power Supply</p> <p><b>14. Communication:</b> MUST BE INTEGRATED / BUILT-IN (no USB conversions/extension) Gibagit Ethernet, Bluetooth, Wireless AX</p> <p><b>15. Warranty:</b> At least two (2) years Hardware Warranty, One (1) year on Mouse, Keyboard</p> <p><b>16. To protect DSWD from unreliable and unproven products the following is required:</b> <b>Manufacturer</b> of the proposed brand should be ISO 9000 certified or better <b>Proposed BRAND</b> should be Energy Star Compliant, should have an existing technical web support system where the brand</p>				
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	<p>providers/ bidders can log-in and key-in product service codes/ item codes for faster tracking of defective / RMA products and faster turn-around of technical support</p> <p><b>Manufacturer's proposed brand</b> is an International Brand Name, which means that the brand is known and marketed globally and has an international presence (physical stores, centers, or satellite offices) in at least 5 countries. Further, the brand should be sold and marketed continuously in the Philippines for the last ten (10) years"</p>				
4	<p><b>Digital Voice Recorder</b></p> <p>Memory: &gt; 4GB Built-in-Memory  PC Connectivity: USB 2.0 - 3.1  Power &amp; Charging: PC – USB or LED USB Power Adapter  Recording Format: MP3 / WMA or Linear PCM  Recording Time: for LPCM up to 5:20 hours and MP3 192kbps (STEREO) up to 39:45 hours  Playback Format: WAV/MP3/WMA/AAC /ASF or LPCM  Battery: Built – In Li-ion  Accessories: Earphone, USB Cable, User Manual</p>	5	unit		

	Warranty: 1-year Hardware Warranty				
5	<b>All-in-one Ink Tank Printer</b>  Functions: Print, Scan, Copy, Fax Printer Type: Inkjet Printer <b>PRINTING</b> Print Speed: Up to 28.0 (Mono) / 28.0 (Color) ipm FPOT: 4.4 (Mono) / 4.6 (Color) Seconds Print Resolution: Up to 1200 × 4800 dpi Scanning Scan Size Max: A3 File Format Supported: PDF, TIFF, JPEG Document and Media Handling Document Feeder Sheet Capacity: up to 50 Sheets Document Feeder Max Size Capacity: A3 Max Copy Size: A3 Paper Tray Sheet Capacity: up to 250 sheets of 80 gsm Paper Tray Max Size Capacity: A3 PC Connectivity Connection: Hi Speed USB 2.0; WIFI Warranty: 1 year Hardware Warranty	32	unit		
<b>BID PRICE (IN FIGURES)</b>					

**BID****PRICE****(IN****WORDS)**


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Note: The above quoted prices are VAT inclusive and delivery cost.

Very truly yours,

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Name of Company / Bidder

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Name/Signature of Authorized Representative