






## Supplemental/Bid Bulletin

**Addendum No. 1**  
**December 2, 2022**

**ITB No. DSWD7-PB-2022-86**

**Project Title: SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR KC-  
NCDDP FOR CY 2022**

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 2, 2022** and shall form an integral part thereof, viz:

<b>Subject</b>	<b>Amendment/Agreement/Clarification</b>
<b>Section VI. Schedule of Requirements</b>	 Specifications reflected in Section VII. Technical Specification shall be reflected in this section.
<b>Section VII. Technical Specifications</b>	There were additional specifications for the following items:  Item No. 11, Paper, Multi-Purpose, A4, 70gsm, <b>500 sheets / per</b>  Item No. 12, Tape, Packaging, 48mm ( <b>2"</b> ), 50-meters length, <b>tan in color</b>  Item No. 14, Tape, Masking, 24mm ( <b>1"</b> ), 50 meters length
<b>Financial Proposal Sheet</b>	 Specifications reflected in Section VII. Technical Specification shall be reflected in this template.

Attached herewith are the revised **Section VI. Schedule of Requirements, Section VII. Technical Specifications and Financial Proposal Sheet.**

For guidance and information of all concerned.

**Sgd. ROSEMARIE S. SALAZAR**  
Presider / Chairperson, Bids and Awards Committee I

# *Revised 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 No.	Item Description	Unit	Qty.	Delivery Schedule
1	<b>Ballpoint Pen, Black, 0.5mm tip</b>	Piece	3,000	Delivery is within 30 days after receipt of Notice to Proceed to Property and Supply Section (PSS), DSWD Field Office VII, Carreta, Cebu City
2	<b>Ballpoint Pen, Blue, 0.5mm tip</b>	Piece	3,000	
3	<b>Sign Pen, Black, 0.5mm tip</b>	Piece	3,000	
4	<b>Sign Pen, Blue, 0.5mm tip</b>	Piece	2,500	
5	<b>Sign Pen, Green, 0.5mm tip</b>	Piece	1,000	
6	<b>Sign Pen, Black, 0.7mm tip</b>	Piece	100	
7	<b>Sign Pen, Blue, 0.7mm tip</b>	Piece	100	
8	<b>Sign Pen, Black, 0.10mm tip</b>	Piece	100	
9	<b>Sign Pen, Blue, 0.10mm tip</b>	Piece	100	
10	<b>Folder, Legal White, 100pcs/pack</b>	Pack	1,018	
11	<b>Paper, Multi-Purpose, A4, 70gsm, 500 sheets / ream</b>	Ream	5,759	
12	<b>Tape, Packaging, 48mm (2"), 50 meters length, in tan color</b>	Roll	500	
13	<b>Tape, Transparent, 24mm (1"), 50 meters length</b>	Roll	1,000	
14	<b>Tape, Masking, 24mm (1"), 50 meters length</b>	Roll	1,000	
15	<b>Paper Clip, Gem Type, 48mm (2"), 100pcs/box</b>	Box	1,000	
16	<b>Multi-Purpose Glue, 130g minimum</b>	Bottle	1,600	
17	<b>Envelope, expanding, Kraft board, legal, 100pcs/box</b>	Box	250	
18	<b>Staple Wire, Standard, No. 35</b>	Box	1,100	
19	<b>Permanent Marker, Black, Broad Tip, 12pcs/box</b>	Box	1,000	
20	<b>Fastener, Metal, Non-sharp Edges, 50 sets, 2" thick</b>	Box	1,200	
21	<b>Fastener, Plastic, 50 sets, 70mm</b>	Box	1,000	
22	<b>Highlighter, Fluorescent, Assorted Colors</b>	Piece	600	

<b>Item No.</b>	<b>Item Description</b>	<b>Unit</b>	<b>Qty.</b>	<b>Delivery Schedule</b>
23	<b>Rubber Band, 70mm minimum lay flat length, #18, 350 grams/box</b>	<b>Box</b>	<b>350</b>	<b>Delivery is within 30 days after receipt of Notice to Proceed to Property and Supply Section (PSS), DSWD Field Office VII, Carreta, Cebu City</b>
24	<b>Horizontal ID Badge with garterized lanyard, hard transparent plastic</b>	<b>Piece</b>	<b>51</b>	
25	<b>Correction Tape, 5mm x 8 meters usable length</b>	<b>Piece</b>	<b>5,000</b>	
26	<b>Record Book, 300 pages, 214mm x 278mm</b>	<b>Piece</b>	<b>300</b>	
27	<b>Certificate Paper, Cream/Flesh, A4, 500 sheets/ream, 90gsm</b>	<b>Ream</b>	<b>200</b>	
28	<b>Note Pad, stick-on, 1" x 3", 100 sheets/pad</b>	<b>Pad</b>	<b>131</b>	
29	<b>Note Pad, stick-on, 3" x 4", 100 sheets/pad</b>	<b>Pad</b>	<b>500</b>	
30	<b>Steno Notebook, 40 leaves, spiral</b>	<b>Piece</b>	<b>3,000</b>	
31	<b>Folder, Legal Size (Pink), 100 pcs/pack</b>	<b>Pack</b>	<b>10</b>	
32	<b>Folder, Legal Size (Yellow), 100 pcs/pack</b>	<b>Pack</b>	<b>10</b>	
33	<b>Folder, Legal Size (Red), 100 pcs/pack</b>	<b>Pack</b>	<b>10</b>	
34	<b>Folder, Legal Size (Orange), 100 pcs/pack</b>	<b>Pack</b>	<b>10</b>	
35	<b>Stapler, standard size: No. 35, heavy duty, with remover</b>	<b>Piece</b>	<b>50</b>	
36	<b>Puncher, Heavy-Duty, Standard, with 2-hole guide</b>	<b>Piece</b>	<b>50</b>	
37	<b>Sticker Paper, Orange, A4 size, 150gsm, High Quality, 20sheets/pack</b>	<b>Pack</b>	<b>10</b>	

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: \_\_\_\_\_

## *Revised 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.**

No.	Item Description	Quantity	Statement of Compliance	Bidder’s Remarks
1	Ballpoint Pen, Black, 0.5mm tip	3,000		
2	Ballpoint Pen, Blue, 0.5mm tip	3,000		
3	Sign Pen, Black, 0.5mm tip	3,000		
4	Sign Pen, Blue, 0.5mm tip	2,500		
5	Sign Pen, Green, 0.5mm tip	1,000		
6	Sign Pen, Black, 0.7mm tip	100		
7	Sign Pen, Blue, 0.7mm tip	100		
8	Sign Pen, Black, 0.10mm tip	100		
9	Sign Pen, Blue, 0.10mm tip	100		
10	Folder, Legal White, 100pcs/pack	1,018		
11	Paper, Multi-Purpose, A4, 70gsm, 500 sheets / ream	5,759		
12	Tape, Packaging, 48mm (2”), 50 meters length, in tan color	500		
13	Tape, Transparent, 24mm (1”), 50 meters length	1,000		
14	Tape, Masking, 24mm (1”), 50 meters length	1,000		
15	Paper Clip, Gem Type, 48mm (2”), 100pcs/box	1,000		
16	Multi-Purpose Glue, 130g minimum	1,600		

<b>No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Statement of Compliance</b>	<b>Bidder's Remarks</b>
17	Envelope, expanding, Kraft board, legal, 100pcs/box	250		
18	Staple Wire, Standard, No. 35	1,100		
19	Permanent Marker, Black, Broad Tip, 12pcs/box	1,000		
20	Fastener, Metal, Non-sharp Edges, 50 sets, 2" thick	1,200		
21	Fastener, Plastic, 50 sets, 70mm	1,000		
22	Highlighter, Fluorescent, Assorted Colors	600		
23	Rubber Band, 70mm minimum lay flat length, #18, 350 grams/box	350		
24	Horizontal ID Badge with garterized lanyard, hard transparent plastic	51		
25	Correction Tape, 5mm x 8 meters usable length	5,000		
26	Record Book, 300 pages, 214mm x 278mm	300		
27	Certificate Paper, Cream/Flesh, A4, 500 sheets/ream, 90gsm	200		
28	Note Pad, stick-on, 1" x 3', 100 sheets/pad	131		
29	Note Pad, stick-on, 3" x 4", 100 sheets/pad	500		
30	Steno Notebook, 40 leaves, spiral	3,000		
31	Folder, Legal Size (Pink), 100 pcs/pack	10		
32	Folder, Legal Size (Yellow), 100 pcs/pack	10		
33	Folder, Legal Size (Red), 100 pcs/pack	10		
34	Folder, Legal Size (Orange), 100 pcs/pack	10		
35	Stapler, standard size: No. 35, heavy duty, with remover	50		

No.	Item Description	Quantity	Statement of Compliance	Bidder's Remarks
36	<b>Puncher, Heavy-Duty, Standard, with 2-hole guide</b>	<b>50</b>		
37	<b>Sticker Paper, Orange, A4 size, 150gsm, High Quality, 20sheets/pack</b>	<b>10</b>		
<b>ADDITIONAL SPECIFICATIONS</b>			<b>STATEMENT OF COMPLIANCE</b>	
a. Damaged items or supplies should be replaced within 15 days upon receipt of the request to replace from the end-user.				
b. Payment shall be processed after delivery is completed and after submission of complete and correct sales documents (Delivery Receipt and Sales/Charge Invoice) by the Supplier				

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: \_\_\_\_\_

# *Revised Financial Proposal Sheet*

*ITB No. DSWD7-PB-2022-86*

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:

No.	Item Description	Unit	Qty.	Unit Price	Total Price
1	Ballpoint Pen, Black, 0.5mm tip	Piece	3,000		
2	Ballpoint Pen, Blue, 0.5mm tip	Piece	3,000		
3	Sign Pen, Black, 0.5mm tip	Piece	3,000		
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No.	Item Description	Unit	Qty.	Unit Price	Total Price
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35	Stapler, standard size: No. 35, heavy duty, with remover	Piece	50		
36	Puncher, Heavy-Duty, Standard, with 2-hole guide	Piece	50		
37	Sticker Paper, Orange, A4 size, 150gsm, High Quality, 20sheets/pack	Pack	10		
<b><i>TOTAL BID PRICE (In Figures)</i></b>					

***TOTAL BID PRICE (In Words)*** \_\_\_\_\_

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

Very truly yours,

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

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