

SUPPLEMENTAL / BID BULLETIN**Addendum No. 1**

TITLE : Supply and Delivery of Instant Coffee Mix (3-in-1) and Instant Choco Malt Drink of Visayas Disaster Resource Center (VDRC)

ITB NO. : DSWD7-PB-2023-46

DATE : 21 June 2023

Issued pursuant to Section 22.5 of the IRR of Republic Act No. 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 Pre-bid Conference held on **June 16, 2023**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
Section I. Invitation to Bid	<ul style="list-style-type: none">➤ This supplemental/bid bulletin is issued to emphasize the change of the Bid Opening date from June 28, 2023, Wednesday, 9:00AM to June 29, 2023, Thursday, 9:00AM.➤ It has also been highlighted during the pre-bidding conference that 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 25% of the ABC. <i>However, it can also be an aggregate of two or more similar completed contracts, provided that there is one contract equivalent to at least half of the 25% of the ABC.</i>
Section VI. Schedule of Requirements	<ul style="list-style-type: none">➤ The schedule of delivery with corresponding quantity per delivery is reflected in this section.
Section VII. Technical Specifications	<ul style="list-style-type: none">➤ The End-user, with the approval of the BAC in the presence of the TWG, have presented minor changes on the item specifications based on the updated Book of Standards from the National Resource and Logistics Management Bureau (NRLMB), VDRC's mother bureau, on the following:<ul style="list-style-type: none">a. Label/Marking Requirementsb. Packagingc. Expirationd. Shelf Lifee. Number of years in the marketf. Food and Drug Administration (FDA) Certificationg. Other specifications

Attached herewith are the revised **Section I. Invitation to Bid**, **Section VI. Schedule of Requirements** and **Section VII. Technical Specifications**.

This Bid Bulletin shall form part of the bidding documents.

This is for the guidance and information of all concerned. Please be guided accordingly.

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

Revised Section I. Invitation to Bid

Project Title: Supply and Delivery of Instant Coffee Mix (3-in-1) and Instant Choco Malt Drink of Visayas Disaster Resource Center (VDRC)

Project Identification No.: ITB No. DSWD7-PB-2023-46

- The *Department of Social Welfare and Development, Field Office VII (DSWD-FO VII)*, through the *authorized appropriations for Fiscal Year 2023 General Appropriations Act* intends to apply the sum of **Thirteen Million Three Hundred Twenty-One Thousand Eight Hundred Sixty-Six Pesos Only (Php13,321,866.00)** as payment under the contract for the *Supply and Delivery of Instant Coffee Mix (3-in-1) and Instant Choco Malt Drink of Visayas Disaster Resource Center (VDRC)*, consisting of *two (2) lots*, broken down below:

Lot No.	Category	ABC
1	Instant Coffee Mix (3-in-1)	Php 5,935,136.00
2	Instant Choco Malt Drink	Php 7,386,730.00
TOTAL		Php 13,321,866.00

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 25% of the ABC**. However, it can also be an **aggregate of two or more similar completed contracts, provided that there is one contract equivalent to at least half of the 25% of the ABC**. Details are as follows:

Lot No.	SLCC (25% of ABC)	50% of SLCC (Single contract if aggregate)
1	Php 1,483,784.00	Php 741,892.00
2	Php 1,846,682.50	Php 923,341.25
Total	Php 3,330,466.50	Php 1,665,233.25

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 ***June 08, 2023*** 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	Php 5,935,136.00	Php 10,000.00
Lot 2	Php 7,386,730.00	Php 10,000.00

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 ***June 16, 2023, Friday, 9:00 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.

8. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***June 29, 2023, Thursday, 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 ***June 29, 2023, Thursday, 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:

MR. GRAEME FERDINAND D. ARMECIN

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

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

June 8, 2023

Sgd. PATRICIA R. MEGALBIO

Chairperson, Bids and Awards Committee II

Revised 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.

LOT 1 – INSTANT COFFEE MIX (3-IN-1)					
ITEM		QUANTITY	UNIT	SCHEDULE OF DELIVERY	
NO	DESCRIPTION				
1	INSTANT COFFEE MIX (3-IN-1)	741,892	sachet	Delivery point will be at Visayas Disaster Resource Center (VDRC), Tingub, Mandaue City and should be delivered in increment based on schedule below with full delivery completed within 30 calendar days from receipt of Notice to Proceed	
				Schedule of Delivery	Quantity
				Day 1 to Day 7 upon receipt of NTP	185,473
				Day 8 to Day 15 upon receipt of NTP	185,473
				Day 16 to Day 21 upon receipt of NTP	185,473
				Day 22 to Day 30 upon receipt of NTP	185,473

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 VI. Schedule of Requirements

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

LOT 2 – INSTANT CHOCO MALT DRINK															
ITEM		QUANTITY	UNIT	SCHEDULE OF DELIVERY											
NO	DESCRIPTION														
1	INSTANT CHOCO MALT DRINK	738,673	sachet	<p>Delivery point will be at Visayas Disaster Resource Center (VDRC), Tingub, Mandaue City and should be delivered in increment based on schedule below with full delivery completed within 30 calendar days from receipt of Notice to Proceed</p> <table><tr><th>Schedule of Delivery</th><th>Quantity</th></tr><tr><td>Day 1 to Day 7 upon receipt of NTP</td><td>184,668</td></tr><tr><td>Day 8 to Day 15 upon receipt of NTP</td><td>184,668</td></tr><tr><td>Day 16 to Day 21 upon receipt of NTP</td><td>184,668</td></tr><tr><td>Day 22 to Day 30 upon receipt of NTP</td><td>184,669</td></tr></table>		Schedule of Delivery	Quantity	Day 1 to Day 7 upon receipt of NTP	184,668	Day 8 to Day 15 upon receipt of NTP	184,668	Day 16 to Day 21 upon receipt of NTP	184,668	Day 22 to Day 30 upon receipt of NTP	184,669
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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**” in the **Statement of Compliance** column to each indicated parameter or specification. The bidder’s offered item must also be indicated in the **Bidder’s Remarks** column. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids.

Item No.	Specification		Statement of Compliance	Bidder's Remarks
LOT 1 : INSTANT COFFEE MIX (3-IN-1)				
1	Type	Instant Coffee Mix, 3-in-1 Mix (Coffee, Sugar and Creamer)		
2	Weight	At least 20 grams per sachet		
3	Label/Marking Requirements	Certification: Certified Halal Product printed on the product label. Nutrition Information: With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labeling of Prepackaged Food Products Distributed in the Philippines.” Expiration Date (to be printed on the Product Packaging)		
4	Packaging	In strips of 5 or 10 sachets and in single sachets.		
5	Expiration	Should indicate Expiry Date of not less than one (1) year from the date of delivery.		
6	Shelf Life	Must have a shelf life of not less than one (1) year from the time of delivery.		
7	FDA Certification	Supplier to submit a copy of the latest Food and Drug Administration (FDA) Certificate of Product Registration showing issuance and Expiry Date.		
8	Others	The brand must be existing in the Philippine Market for at least 5 years . Supplier to submit certification from the manufacturer that the product has been in the market for at least five (5) years.		

		<p>Damaged or defective items/goods shall be replaced within 30 days upon receipt by the supplier of the notice to replace from the VDRC.</p> <p>Replacement period for damaged or defective items/goods shall be within 6 months from the delivery date.</p> <p>Sachets must be packed in boxes.</p> <p>Supplier must provide manual labor to unload and palletize the goods upon delivery.</p> <p>Supplier should have at least 2 Very Satisfactory rating in the performance evaluation within the last 3 years.</p>												
9	Place of Delivery	VDRC, Tingub, Mandaue City												
10	Delivery Schedule	<table><tr><th>Schedule of Delivery</th><th>Quantity</th></tr><tr><td>Day 1 to Day 7 upon receipt of NTP</td><td>185,473</td></tr><tr><td>Day 8 to Day 15 upon receipt of NTP</td><td>185,473</td></tr><tr><td>Day 16 to Day 21 upon receipt of NTP</td><td>185,473</td></tr><tr><td>Day 22 to Day 30 upon receipt of NTP</td><td>185,473</td></tr></table>	Schedule of Delivery	Quantity	Day 1 to Day 7 upon receipt of NTP	185,473	Day 8 to Day 15 upon receipt of NTP	185,473	Day 16 to Day 21 upon receipt of NTP	185,473	Day 22 to Day 30 upon receipt of NTP	185,473		
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11	Payment	Shall be processed after delivery is completed and the required documents are submitted.												

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 Section VII. Technical Specifications

Bidders must state either “**Comply**” or “**Not Comply**” in the **Statement of Compliance** column to each indicated parameter or specification. The bidder’s offered item must also be indicated in the **Bidder’s Remarks** column. Ensure that the offered item/s must all be compliant to the indicated parameter/s or specification/s to avoid failure of your bids.

Item No.	Specification	Statement of Compliance	Bidder’s Remarks
LOT 2 : INSTANT CHOCO MALT DRINK			
1	Type	Instant Choco Malt Drink	
2	Weight	At least 20 grams per sachet	
3	Label/Marking Requirements	<p>Certification: Certified Halal Product printed on the product label.</p> <p>Nutrition Information: With Nutritional information in the label based on the nutritional daily allowance intake based on DOH AO No. 2014-0030, otherwise known as the "Rules and Regulations Governing the Labeling of Prepackaged Food Products Distributed in the Philippines.”</p> <p>Expiration Date (to be printed on the Product Packaging)</p>	
4	Packaging	In strips of 5 or 10 sachets and in single sachets.	
5	Expiration	Should indicate Expiry Date of not less than Nine (9) months from the date of delivery.	
6	Shelf Life	Must have a shelf life of not less than Nine (9) months from the time of delivery.	
7	FDA Certification	Supplier to submit a copy of the latest Food and Drug Administration (FDA) Certificate of Product Registration showing issuance and Expiry Date.	
8	Others	<p>The brand must be existing in the Philippine Market for at least 3 years.</p> <p>Supplier to submit certification from the manufacturer that the product has been in the market for at least three (3) years.</p>	

		<p>Damaged or defective items/goods shall be replaced within 30 days upon receipt by the supplier of the notice to replace from the VDRC.</p> <p>Replacement period for damaged or defective items/goods shall be within 6 months from the delivery date.</p> <p>Sachets must be packed in boxes.</p> <p>Supplier must provide manual labor to unload and palletize the goods upon delivery.</p> <p>Supplier should have at least 2 Very Satisfactory rating in the performance evaluation within the last 3 years.</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: _____