
SUPPLEMENTAL / BID BULLETIN
Addendum No. 1

TITLE : Supply, Delivery and Installation of Furniture and Fixtures for the Office Improvement of DSWD Field Office Negros Island Region

ITB NO. : DSWD7-PB-2025-41

DATE : 13 August 2025

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-bidding Conference held on **August 11, 2025**, and shall form an integral part thereof, viz:

Subject	Amendment/Agreement/Clarification
This supplemental/bid bulletin is issued to emphasize amendments on the bidding document for the following sections, to wit:	
Section III. Bid Data Sheet	Modifications/enhancement on the technical specifications are reflected in this section, that is to say: As stipulated in the pre-bid agreement, each bidder is required to submit two (2) sets (comprising an original and one (1) copy) of both the first and second components of the bidding documents.
Section VI. Schedule of Requirements	The specific area of delivery is now clearly indicated as Daro , Dumaguete City, Negros Oriental.
Section VII. Technical Specifications	For reference, the project/office layout has been attached to provide guidance on the installation and set-up requirements.
All changes are reflected in this bid bulletin.	

Attached herewith are the revised sections of the bidding documents reflecting the above modifications.

This Bid Bulletin shall form part of the bidding documents.

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

Thank you.

- Signed -

PATRICIA R. MEGALBIO
Chairperson, Bids and Awards Committee I

Revised 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, Delivery and Installation of Furniture and Fixtures for the Office Improvement of DSWD Field Office Negros Island Region</i>, similar contracts shall refer to <i>“Supply/ Delivery/ Installation of Furniture and Fixtures”</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> or equivalent to <i>Php44,030.00</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> or equivalent to <i>Php110,075.00</i>, if bid security is in Surety Bond.</p>
15	<i>Each Bidder shall submit two (2) sets (comprising an original and one (1) copy) of the first and second components of its bid.</i>
19.2	<p><i>Detailed Evaluation and Comparison of Bids</i></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>
19.3	<i>Supply, Delivery and Installation of Furniture and Fixtures for the Office Improvement of DSWD Field Office Negros Island Region</i> consists of four (4) items.

<p>20.1</p>	<p><i>Post-Qualification</i></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 BDS.</p> <p><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></p>
<p>20.2</p>	<p><i>This project shall be awarded as one (1) project.</i></p>
<p>21.2</p>	<ol style="list-style-type: none"> 1. SEC/DTI Registration Certificate, Valid Business Permit, Tax Clearance, Latest Audited Financial Statement with ITR and proof of payment 2. Latest Income and Business Tax Returns, filed and paid through Electronic Filing and Payments System (EFPS), consisting of the following: <ol style="list-style-type: none"> a. Income Tax Return with proof of payment, and b. VAT Returns (Form 2550Q) with proof of payment covering the period.

Revised Section VI. Schedule of Requirements

ITB No. DSWD7-PB-2025-41

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

Supply, Delivery and Installation of Furniture and Fixtures for the Office Improvement of DSWD Field Office Negros Island Region				
Item No.	Item Description	Unit	Qty.	Schedule of Delivery
1.	OFFICE CUBICLE	57	set	Delivery and installation shall be completed within 30 calendar days from receipt of Notice to Proceed at the Daro, Dumaguete City, Negros Oriental.
2.	CLERICAL CHAIR	57	piece	
3.	MOBILE DRAWER	123	set	
4.	STOOL HIGH CHAIR	1	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: _____

Revised Section VII. Technical Specifications

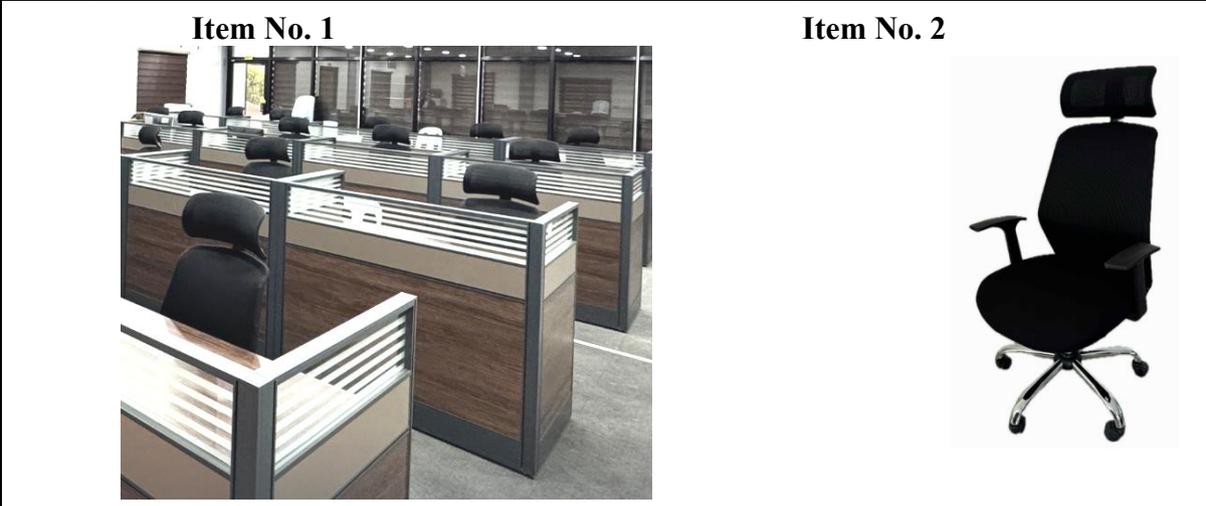
ITB No. DSWD7-PB-2025-41

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 bids.

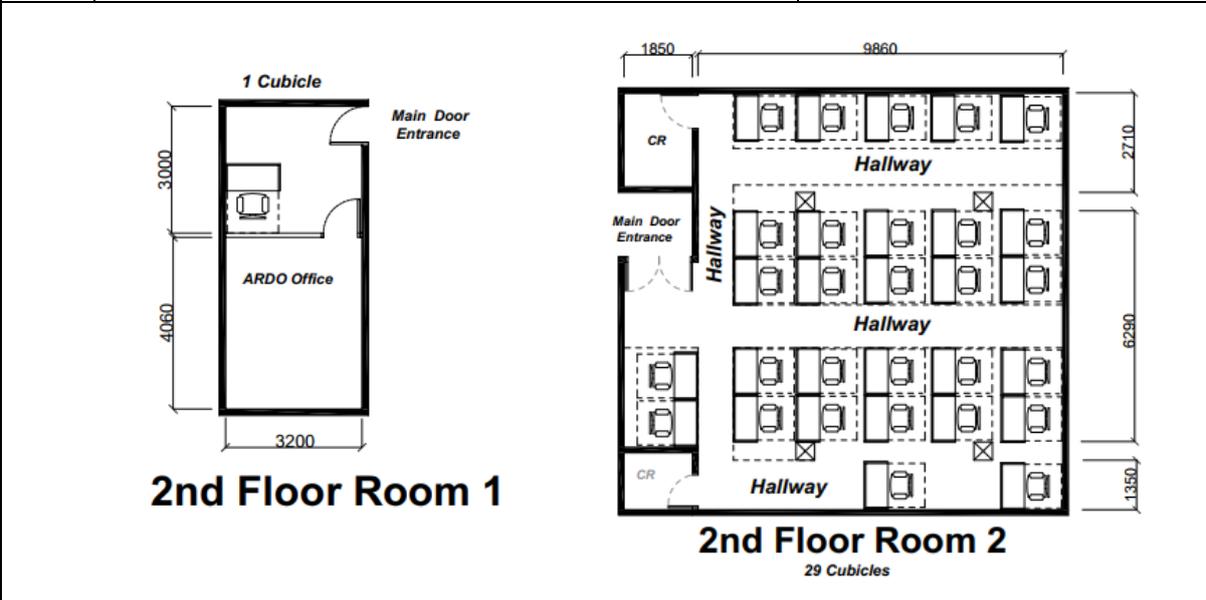
Supply, Delivery and Installation of Furniture and Fixtures for the Office Improvement of DSWD Field Office Negros Island Region			
Item No.	Item Description	Statement of Compliance	Bidder’s Remarks
1.	OFFICE CUBICLE Table Top Dimension (mm): 1200L x 600W x 25D Partition Thickness (mm): 42 With glass in stripe line Melamine Partition Wall in Black Aluminum Framing Height (mm): 1050 Cable Management: Bottom Raceway Color: Kano Grey, King Walnut, Black Aluminum		
2.	CLERICAL CHAIR Dimension (cm): 60W x 62D x H120-128 Color: Black Ergonomic with armrest, gas lift and tilting mechanism Adjustable headrest High density foam in mesh fabric upholstery Chrome-coated metal base with caster		
3.	MOBILE DRAWER Dimension (mm): 370 x 450 x 610 Color: refer to attached image Material: Melamine Laminated 3 drawers with casters Central locking key		
4.	STOOL HIGH CHAIR Modern bar stool with ergonomic design, featuring a 360-degree swivel seat and adjustable height via air-lift mechanism Made with a durable chrome-plated steel base, padded PU leather seat with backrest, and a built-in footrest for comfort Height adjustable from approximately 60-80cm Ideal for reception areas, pantry counters or bar-style set-up		
Additional Requirements:		Statement of Compliance	
a.	Free delivery and installation.		

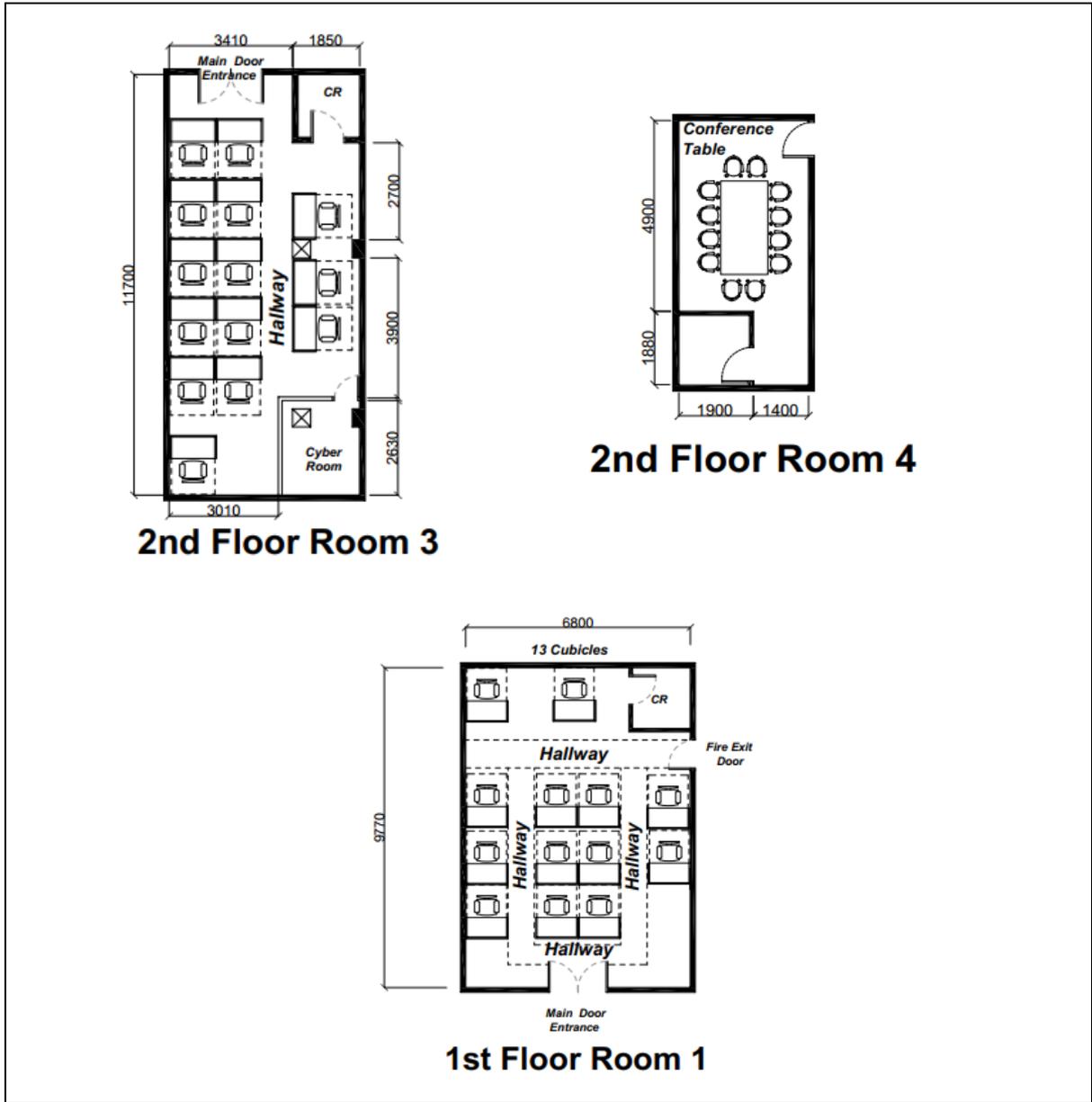
b. The service provider shall provide a warranty of at least one (1) year from the date of final project completion, covering all materials supplied and all labor/workmanship performed.

c. Please see the attached images for reference.



d. Please see the attached layout for the office cubicle.





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: _____