

SUPPLEMENTAL / BID BULLETIN NO. 2024-06-13-06

TITLE : Supply and Delivery of Non-Common Use Supplies and Equipment (Non-CSE) for DSWD FO X Staff (ABC: ₱1,979,662.38)

ITB NO. : 2024-06-13

DATE : 28 JUNE 2024

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the Response on the Question/Clarification of the Prospective Bidders, and the Amendments/Changes in the Bidding Documents, to wit:

Question/Clarification of the Prospective Bidders

Section VII. Technical Specifications

PARTICULARS	QUESTIONS AND CLARIFICATIONS	RESPONSE
Item No. 16 TONER REFILL, FOR KYOCERA TASKALFA 2510I, 1KG	This type of toner is not existing in the market.	to change from Kyocera Taskalfa 2510I to Kyocera Taskalfa TK-7205
Item No. 33 Clear Folder (Color Blue)	What are the sizes?	Legal size
Item No. 34 Report Cover Folder (Built-in Plastic Fastener) - Color Red	What are the sizes?	Legal size
Item No. 45 Ring Binder, plastic, 32 mm, 10 pcs per bundle, size 1/2	What is the size? 32mm or 1/2?	Size 1/2
Item No. 46 Ring Binder, plastic, 32 mm, 10 pcs per bundle, size 1	What is the size? 32mm or 1?	Size 1
Item No. 47 Ring Binder, plastic, 32 mm, 10 pcs per bundle, size 1.5	What is the size? 32mm or 1.5?	Size 1.5
Item No. 63 I.D Holder with Lace	What is the size of the ID Holder?	ID Card for Horizontal Card, can fit ID size up to 4 inches x 3 inches, clear colorless transparent, stretchable string drop length from neck = approx. 12 inches
Item No. 64 ID HOLDER WITH LACE	What is the size of the ID Holder?	ID Card for Horizontal Card, can fit ID size up to 4 inches x 3 inches, clear colorless transparent, stretchable string drop length from neck = approx. 12 inches

		Given that they are exactly the same, item no. 64 will be added to item no. 63.
Item No. 66 Name Tag	What are the specifications for the Name Tag?	Name Tag will be added to item no. 63 (ID Holder with Lace)
Item No. 81 Scientific Calculator	What are the specifications of the scientific calculator?	10 digits

Amendments/Changes in the Bidding Documents

Section VII. Technical Specifications

PARTICULARS	FROM	TO
Item No. 16	- TONER REFILL, FOR KYOCERA TASKALFA 2510I, 1KG	- TONER REFILL, FOR KYOCERA TASKALFA TK -7205 , 1KG
Item No. 20	- SPECIAL PAPER FOR CERTIFICATES, BEIGE	- SPECIAL PAPER FOR CERTIFICATES, BEIGE (A4 Size: 210mm x 297mm)
Item No. 22	- Stationery Paper (Specialty Paper Thick)	- Stationery Paper (Specialty Paper Thick) (A4 Size: 210 x 297mm)
Item No. 23	- QTY: 10 pieces Purple - Total Qty: 40 pieces	- QTY: 40 pieces Purple - Total QTY: 70 pieces
Item No. 28	- Manila Paper	- Wrapping Paper/Manila Paper
Item No. 29	- QTY: 156 pieces	- QTY: 206 pieces
Item No. 31	- Clear Folder (Color Blue)	- Clear Folder (Color Blue) Legal size: 8 ½ x 14 inches
Item No. 32	- Report Cover Folder (Built-in Plastic Fastener) - Color Red	- Report Cover Folder (Built-in Plastic Fastener) - Color Red (Legal size: 8 ½ x 14 inches)
Item No. 37	- Expanded Envelope with Handle	- Expanded Envelope with Handle (folio) 38cm x 27cm
Item No. 43	- Ring Binder, plastic, 32 mm, 10 pcs per bundle, size ½	- Ring Binder, plastic, Thickness: 12 mm, 10 pcs per bundle, size ½
Item No. 44	- Ring Binder, plastic, 32 mm, 10 pcs per bundle, size 1	- Ring Binder, plastic, Thickness: 25 mm, 10 pcs per bundle, size 1
Item No. 45	- Ring Binder, plastic, 32 mm, 10 pcs per bundle, size 1.5	- Ring Binder, plastic, Thickness: 38 mm, 10 pcs per bundle, size 1.5
Item No. 49	- QTY: 1298 pieces	- QTY: 1358 pieces
Item No. 52	- QTY: 28 packs	- QTY: 38 packs
Item No. 59	- QTY: 180 pieces - I.D Holder with Lace	- QTY: 466 pieces - I.D Holder with Lace : ID Card for Horizontal Card, can fit ID size up to 4 inches x 3 inches, clear colorless transparent, stretchable string drop length from neck = pprox.. 12 inches
Item No. 74	- Scientific Calculator	- Scientific Calculator (10 digits)

Attached is the Revised Schedule of Requirements and Technical Specifications with corresponding changes. Submission of documents that did not reflect the amendment/changes shall be ground for disqualification.

Schedule of Requirements

Supply and Delivery of Non-Common Use Supplies and Equipment (Non-CSE) for DSWD FO X Staff

ITEM NO.	PARTICULARS	UNIT	QTY PER MONTH	
			JULY	AUGUST
1	Ink Brother BT5000 Magenta	Bottles	65	64
2	Ink Brother BT5000 Cyan	Bottles	71	70
3	Ink Brother BT5000 Yellow	Bottles	67	67
4	Ink Brother D60 BK Black	Bottles	73	73
5	Epson 003 Ink , Black	Bottles	366	366
6	Epson 003 Ink, Cyan	Bottles	338	338
7	Epson 003 Ink, Magenta	Bottles	344	344
8	Epson 003 Ink, Yellow	Bottles	340	340
9	HP GT52 Ink Cyan	Cart	54	
10	HP GT52 Ink Magenta	Cart	54	
11	HP GT52 Ink Yellow	Cart	54	
12	HP GT53 XL Ink Black	Cart	4	
13	INK, HP GT53, BLACK.	Bottles	56	
14	Epson Ink 774, Black	Bottles	6	
15	TONER CARTRIDGE, CANON NPG-51, BLACK	Cart	2	
16	TONER REFILL, FOR KYOCERA TASKALFA TK-7205 , 1KG	pcs	5	
17	Epson T664 ink refill [120 bottle (Black), 120 bottle (Cyan), 120 bottle (Magenta) & 120 bottle (Yellow)]	bottle	240	240
18	INK REFILL, BLACK, TRODAT STAMP INK 7011, ORIGINAL	Bottle	8	
19	Multipurpose Paper Short (1 box/5 ream per box) 80 gsm	Box	6	
20	SPECIAL PAPER FOR CERTIFICATES, BEIGE [A4 size : 210 mm x 297 mm]	Pack	30	
21	Special Paper (GSM 180) A4 White	Pack	60	
22	Stationery Paper (Specialty Paper Thick) (A4 size : 210 x 297mm)	Packs	10	
23	Cartolina [10 pcs (Red), 40 pcs (Purple), 10pcs (White), 10 pcs Black]	Piece	70	
24	CARTOLINA, ASSORTED COLORS, 20 PCS/SET	Set	10	
25	Glossy Photo Paper, A4 size, 20 pcs per pack	Packs	30	
26	Photo Paper Premium Long	Pack	18	
27	Vellum Board Paper (A4)	Piece	226	
28	Wrapping Paper/Manila Paper	Piece	263	
29	Spiral Notebook (60 leaves)	Piece	206	

30	Laid Paper, A4, 85 gsm, laser & inkjet compatible, 20 pcs/pack	Pack	40	
31	Clear Folder (Color Blue) Legal size : 8 1/2 x 14 inches	Piece	30	
32	Report Cover Folder (Built-in Plastic Fastener) - Color Red [Legal size : 8 1/2 x 14 inches]	Piece	30	
33	White Folder (Legal)	Piece	1000	
34	White Folder Legal size (100/pack)	Pack	100	100
35	FOLDER, EXPANDING, 10's /pack [90 pack (Pink), 25 pack (Yellow), 20 pack (Orange) & 20 pack Green)]	Pack	155	
36	Expanding Coloured Folder [20 pcs (Blue), 20 pcs (Green), 20 pcs (Orange), 20 pcs (Pink) 7& 20 pcs (Yellow)]	Piece	100	
37	Expanded Envelope with Handle (folio) [38 cm x 27 cm]	Piece	240	
38	FOLDER, TAGBOARD, FOR LEGAL SIZE DOCUMENT	Pack	12	
39	Pressboard Expanded Folder, Long, [19 pcs (Pink) & 40 pcs (Green)]	Piece	59	
40	CERTIFICATE HOLDER, (LEGAL)	Piece	160	
41	CERTIFICATE HOLDER, (A4)	Piece	123	
42	RING BINDER, PLASTIC, 32MM,84 RINGS	Bundle	1	
43	Ring Binder, plastic, 12 mm, 10 pcs per bundle, size 1/2	Bundle	1	
44	Ring Binder, plastic, 25 mm, 10 pcs per bundle, size 1	Bundle	2	
45	Ring Binder, plastic, 38 mm, 10 pcs per bundle, size 1.5	Bundle	2	
46	Arch file ring binder with hard cover long	Piece	2	
47	Black Ballpen (.5 Black Color) 100 pcs	Box	16	
48	Ballpen (0.5) [Black & Blue Assorted]	Piece	15	
49	Ballpen (gel type, back)	Piece	1358	
50	Sign Pen (0.3) Black	Piece	20	
51	Sign Pen Black, Liquid gel/gel, ink, 55mm needle tip	Piece	20	
52	Sticker Paper, A4 size, white, 20 sheets per pack, non-glossy	Pack	38	
53	PUSH PINS, ASSORTED COLORS, 100 PCS/BOX	pack/box	9	
54	PAPER TRAY, METAL, 3 LAYERS, GRAY	Unit	15	
55	Double Sided Tape 1 inch (tissue type)	Roll	34	
56	INDEX TAB, SELF-ADHESIVE, TRANSPARENT	Box	2	
57	Adhesive Tape (18 mm)	Piece	16	
58	TAPE, DUCT, WIDTH; 48mm (±1mm) 10mm	Roll	3	
59	I.D Holder with Lace : ID Card for Horizontal Card, can fit ID size up to 4 inches x 3 inches, clear colorless transparent, stretchable string drop length from neck = approx. 12 inches	Piece	466	
60	Flat Rubber Band, RB-700 350G	Box	100	

61	Stapler with staple wire removed (standard type)	Piece	100	
62	CUTTER BLADE, for heavy duty cutter	Tube	2	
63	Dating and Stamping Machine, heavy duty	Piece	1	
64	Glue, stick paste, all purpose, white (15g)	Piece	10	
65	Glue (130g)	Piece	5	
66	Stick Glue (Big)	Piece	30	
67	Glue Gun (Big)	Piece	2	
68	Paper Cutter, 18" x 15"-inch, metal, heavy duty, anti-slip for easy cutting, ergonomic handle for comfort cutting, adjustable paper guide	Piece	1	
69	Paper Fastener, plastic, vinyl coated, 7 cm	Box	21	
70	Plastic Cover #3	Piece	5	
71	Crayon non-toxic #16	Pack	10	
72	Ruler 12 inch	Piece	5	
73	Flash Drive, 32GB, USB 3.0	Piece	30	
74	Scientific Calculator (10 digits)	Piece	1	
75	Battery, Alkaline, 9V	Piece	2	
76	Light-Emitting Diode (LED) Light Bulb, 7 watts	Piece	25	

DELIVERY SCHEDULE

Delivery shall be made starting July until August 2024.

DELIVERY SITE

DSWD Field Office X, Masterson Avenue. Upper Carmen, Cagayan de Oro City

TERMS OF PAYMENT

➤ Payments shall be made within a reasonable time from the submission of “Certificate of Completed Delivery” issued by DSWD FO X in a monthly basis.

LIQUIDATED DAMAGES

If the Supplier fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the Contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under the Contract and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE TECHNICAL SPECIFICATIONS*****



Technical Specifications

Supply and Delivery of Non-Common Use Supplies and Equipment (NON-CSE) for DSWD FO X Staff

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 Specifications 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.	PARTICULARS	UNIT	TOTAL QTY	STATEMENT OF COMPLIANCE (Bidder’s Specification)
1	Ink Brother BT5000 Magenta	Bottles	129	
2	Ink Brother BT5000 Cyan	Bottles	141	
3	Ink Brother BT5000 Yellow	Bottles	134	
4	Ink Brother D60 BK Black	Bottles	146	
5	Epson 003 Ink , Black	Bottles	732	
6	Epson 003 Ink, Cyan	Bottles	676	
7	Epson 003 Ink, Magenta	Bottles	688	
8	Epson 003 Ink, Yellow	Bottles	680	
9	HP GT52 Ink Cyan	Cart	54	
10	HP GT52 Ink Magenta	Cart	54	
11	HP GT52 Ink Yellow	Cart	54	
12	HP GT53 XL Ink Black	Cart	4	
13	INK, HP GT53, BLACK.	Bottles	56	
14	Epson Ink 774, Black	Bottles	6	
15	TONER CARTRIDGE, CANON NPG-51, BLACK	Cart	2	
16	TONER REFILL, FOR KYOCERA TASKALFA TK -7205 , 1KG	pcs	5	
17	Epson T664 ink refill [120 bottle (Black), 120 bottle (Cyan), 120 bottle (Magenta) & 120 bottle (Yellow)]	bottle	480	
18	INK REFILL, BLACK, TRODAT STAMP INK 7011, ORIGINAL	Bottle	8	
19	Multipurpose Paper Short (1 box/5 ream per box) 80 gsm	Box	6	
20	SPECIAL PAPER FOR CERTIFICATES, BEIGE [A4 size : 210 mm x 297 mm]	Pack	30	
21	Special Paper (GSM 180) A4 White	Pack	60	
22	Stationery Paper (Specialty Paper Thick) (A4 size : 210 x 297mm)	Packs	10	
23	Cartolina [10 pcs (Red), 40 pcs (Purple), 10pcs (White), 10 pcs Black)	Piece	70	
24	CARTOLINA, ASSORTED COLORS, 20 PCS/SET	Set	10	

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31	Clear Folder (Color Blue) Legal size : 8 1/2 x 14 inches	Piece	30	
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63	Dating and Stamping Machine, heavy duty	Piece	1	
64	Glue, stick paste, all purpose, white (15g)	Piece	10	
65	Glue (130g)	Piece	5	
66	Stick Glue (Big)	Piece	30	
67	Glue Gun (Big)	Piece	2	
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69	Paper Fastener, plastic, vinyl coated, 7 cm	Box	21	
70	Plastic Cover #3	Piece	5	
71	Crayon non-toxic #16	Pack	10	
72	Ruler 12 inch	Piece	5	
73	Flash Drive, 32GB, USB 3.0	Piece	30	
74	Scientific Calculator (10 digits)	Piece	1	
75	Battery, Alkaline, 9V	Piece	2	
76	Light-Emitting Diode (LED) Light Bulb, 7 watts	Piece	25	

I hereby certify to comply and deliver all the above requirements within the delivery schedule.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

GLOFELIA J. UAYAN
1st Vice-Chairperson, Bids and Awards Committee

Please accomplish the portion below and email at bac.fo10@dswd.gov.ph.

Received from DSWD, **Supplemental/Bid Bulletin No. 2024-06-13-06** for the Supply and Delivery of Non-Common Use Supplies and Equipment (Non-CSE) for DSWD FO X Staff (ITB No. 2024-06-13)

RECEIVED BY : _____ **DATE:** _____
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : _____

COMPANY : _____

JPT/cmik

