

**SUPPLEMENTAL / BID BULLETIN NO. 01**

**TITLE** : Supply and Delivery of Laptops for 4Ps City/Municipal Links  
**ITB NO.** : 2025-08-28  
**DATE** : 27 August 2025

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 during the Pre-bid Conference**

PARTICULARS	QUESTIONS AND CLARIFICATIONS	RESPONSE
<b>Delivery Period</b>	There's a note indicating "not later than November 6, 2025." Since the bid opening is on September 3, there's a timeline to follow for the post-qualification, and awarding. We're concerned we might be tight on schedule if the delivery deadline is only until November 6. Delivery from Manila to CDO usually takes 2 to 3 weeks, assuming there are no typhoons.	We have set the timeline to 30–45 calendar days upon receipt of the Notice to Proceed (NTP). Given the strict schedule, we are calling on all prospective bidders to strictly comply with this delivery timeline. We will also review the timeline to assess if the November 6, 2025 deadline is feasible.
<b>Office Productivity Software</b>	Is it okay for the Microsoft applications and licenses to be activated upon delivery?	The winning bidder may have the option to either install the Microsoft Office application prior to delivery and activate it upon delivery, or to perform both the installation and activation upon delivery. In either case, the winning bidder shall provide a qualified technical staff who will be responsible for the proper installation and activation of the software. This shall be done in compliance with the required

		timeline of 30 to 45 calendar days for full delivery and installation.
	What version?	Latest Version: 2024
<b>Demo Units</b>	Are demo units required during the post-qualification?	Yes, the laptop offered during the bid opening shall be the same unit to be presented during the post qualification.
<b>Processor</b>	Since the requirement states "at least the latest release," and the latest is the 14th generation, does this mean that the 13th generation is no longer acceptable?	If the 14th generation is not yet available in the Philippines, the 13th generation is acceptable.
<b>Battery Warranty</b>	Is the battery warranty included in the 3-year hardware warranty, or is it covered only for 1 year?	The battery warranty shall be included in the 3-year hardware warranty.
<b>Payment of Bidding Documents</b>	Do you accept online payments?	No, online payment is not yet available. The payment shall be made in cash at the Cash Section.
<b>Statement of all ongoing contracts</b>	Should the Notice of Award (NOA) and Notice to Proceed (NTP) be included in the attachments, or are they not required?	Bidders may attach the documents.

### **Amendments/Changes in the Bidding Documents**

#### **Section I. Invitation to Bid**

<b>PARTICULARS</b>	<b>FROM</b>	<b>TO</b>
<b>Processor</b>	Base Speed Frequency: 1.8 GHz up to 4.7 GHz	Base Speed Frequency: 1.2 GHz to 4.7 GHz
<b>Office Productivity Software</b>	<p>a. Activation: Product Activated</p> <p>b. Version: Home or Business version, inclusive of Word Processor, Spreadsheet, and Presentation.</p> <p>c. Delivery Method: Activation/Product keys must be processed via Electronic Software Delivery (ESD) directly from the software provider.</p>	<p>a. Activation: Perpetual License</p> <p>b. Version: The latest Home or Business version, inclusive of Word Processor, Spreadsheet, and Presentation software.</p> <p>c. Delivery Method: Activation/Product keys must be processed via Electronic Software Delivery (ESD) directly from the software provider.</p>

		d. Certification: A certification from a Microsoft distributor confirming that the bidder is an accredited reseller via Electronic Software Delivery (ESD) is required to attest to the authenticity of the software being offered.
<b>Delivery Schedule</b>	Complete delivery with full installation of the required DSWD Boot-up Logo and Microsoft Office Applications shall be made within thirty (30) to Forty-Five (45) calendar days upon receipt of the Notice to Proceed (NTP), and shall not be later than November 6, 2025, whichever comes first.	Complete delivery with full installation of the required DSWD Boot-up Logo and Microsoft Office Applications shall be made within thirty (30) to Forty-Five (45) calendar days upon receipt of the Notice to Proceed (NTP), and shall not be later than November 17, 2025, whichever comes first.

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

  
**BELLENE L. AHMAD**

*Chairperson, Bids and Awards Committee*

**Please accomplish the portion below and email at [bac.fo10@dswd.gov.ph](mailto:bac.fo10@dswd.gov.ph).**

Received from DSWD FO X, **Supplemental/Bid Bulletin No. 01** for the Supply and Delivery of Laptops for 4Ps City/Municipal Links (ITB No. 2025-08-28)

**RECEIVED BY** : \_\_\_\_\_ **DATE:** \_\_\_\_\_  
(SIGNATURE OVER PRINTED NAME)

**DESIGNATION** : \_\_\_\_\_

**COMPANY** : \_\_\_\_\_

JPT/cm