

SUPPLEMENTAL / BID BULLETIN NO. 1

TITLE : Supply and Delivery of Office Furniture for POO and MOO Staff
IB NO. : 2025-09-29
DATE : 12 September 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:

Amendments/Changes in the Bidding Documents
Section VI. Schedule of Requirements

PARTICULARS	FROM	TO
PAYMENT TERMS	Payment terms shall be made upon complete delivery of the items.	Payment shall be made upon complete delivery of the items per province.

Section VII. Technical Specifications

PARTICULARS	FROM	TO
TABLE 1	Dimensions: 120cm x 60cm x 70cm	Dimensions: 120cm x 60cm x at least 70cm (height)
TABLE 2	Dimensions: 100cm x 50cm x 72cm	Dimensions: 100cm x 50cm x at least 72cm (height)

Question/Clarification of the Prospective Bidders

PARTICULARS	QUESTIONS AND CLARIFICATIONS	RESPONSE
Awarding	Will the awarding be on a per lot basis?	Yes, the awarding shall be on a per lot basis.
Delivery Period	The delivery period is only 30 calendar days. May it be extended considering the production time and the numerous delivery sites?	The delivery period shall remain 30 calendar days, as prescribed by the end-user, in view of the requirement to obligate and disburse the fund before December 31, 2025.
Submission of Technical and Financial	How should the bid form be prepared? If the awarding will be on a per lot basis, will there only be one set of eligibility documents, with separate bid forms and price schedules for each lot?	The complete set of documents shall be submitted per lot. Thus, if a bidder is participating in four lots, there should be separate envelopes for the Technical and Financial Documents for each lot.
Project Title	For the project title, since it specifies the lot to be bid – e.g., 'Supply and Delivery of Office Furniture for POO	Yes, the lot to be bid must be clearly specified.

	and MOO Staff – Bukidnon” – should this be used as the project title?	Lot 1: Supply and Delivery of Office Furniture for POO and MOO Staff – Bukidnon Lot 2: Supply and Delivery of Office Furniture for POO and MOO Staff – Misamis Oriental, Camiguin, and RPMO Lot 3: Supply and Delivery of Office Furniture for POO and MOO Staff – Lanao del Norte Lot 4: Supply and Delivery of Office Furniture for POO and MOO Staff – Misamis Occidental
Payment of Bidding Documents	Regarding the bidding documents, where can payment be made?	Payment shall be made in Cash at Cash Section. Bidders must first proceed to the BAC Secretariat office to fill out the intake sheet before making payment at the cashier.
Checklist of Technical and Financial Documents	Should we only attach the PhilGEPS Certificate? Are the other documents, such as permits and tax clearance, no longer required?	Yes. Upon bid opening the Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR of RA No. 9184, shall only be attached.
Table Dimension	Clarification for the table dimension, Table 1 is listed as 70cm and Table 2 as 72cm in height. Are these the required specifications? This is to ensure compatibility with chairs that have a seat height of 44cm, as the tables may otherwise be too low for average users. Would it be acceptable to provide tables with heights slightly above the listed specifications?	Please be informed that the height requirements for Table 1 and Table 2 have been amended. As per the revised specifications stated in Amendments/Changes in the Bidding Documents provided above, the required dimensions are now " at least 70 cm (in height) " for Table 1 and " at least 72 cm (in height) " for Table 2. In this regard, it would be acceptable to provide tables with heights slightly above the originally listed specifications, provided that the design remains suitable for use with chairs having a seat height of 44 cm and ensures user comfort and functionality.
Paper Size	What is the required paper size for the documents to be submitted?	Bidders can use whether short, A4, and Long bond papers.
Funding	In the event that the 30-calendar-day delivery cannot be met, will the budget/fund be reverted, or will it still be obligated for the next year?	There is no provision for carrying over the fund, as it will no longer be valid. Since this pertains to continuing appropriations, the fund is only valid until December 31, 2025.
Secretary Certificate	May we inquire if the four lots may be validly encompassed within a single Secretary's	Yes, all four lots may be encompassed in a single Secretary's Certificate, provided

	Certificate?	that the corresponding project title and lot number are clearly specified.
Delivery Schedule	In the event that we are unable to meet the 30-calendar day delivery period, would it be permissible to request an extension?	Requests for extension shall be subject to the discretion and approval of the Head of the Procuring Entity.
Payment Terms	Once the delivery has been completed, how many months does it usually take to process the payment? Is it possible for payment to be made within 30 days?	Payment shall be made upon complete delivery of the items per province. The processing of payment may take up to two weeks, provided that all required documents have been duly submitted and found to be complete and in order.
Delivery Receipts	Does each municipality or city (delivery site) require individual Delivery Receipt?	Yes, because the inspection and acceptance will be conducted by different personnel for each POO or MAT.
Sales Invoice	Is it acceptable to issue one sales invoice per lot?	Yes, submission of sales invoice shall be on a per lot basis.
Documents	Are there any additional documents that we need to obtain from the acceptor upon delivery, such as an acknowledgement or certificate of acceptance for each delivery site?	We do not issue a separate acceptance document upon delivery, as the second copy of the Delivery Receipts serves as your copy, while the original copy remains with us.

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.

Received from DSWD FO X, **Supplemental/Bid Bulletin No. 1** for the Supply and Delivery of Office Furniture for POO and MOO Staff (IB No. 2025-09-29).

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

DESIGNATION : _____

COMPANY : _____

SPT/chk

