

## SUPPLEMENTAL / BID BULLETIN NO. 1

**TITLE** : Supply and Delivery of Office Supplies for 4Ps Staff (Early Procurement Activity)  
**IB NO.** : DSWD10-2025-06-EPA  
**DATE** : 23 October 2025

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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

PARTICULARS	QUESTIONS AND CLARIFICATIONS	RESPONSE
<b>Technical Specifications</b>	Should the aftersales warranty period be indicated?	Yes, the aftersales warranty period should be indicated. For expendable supplies, the warranty period shall be at least three (3) months.

### Amendments/Changes in the Bidding Documents

PARTICULARS	FROM	TO
<b>Checklist of Technical and Financial Documents</b>		<i>**Please see the UPDATED CHECKLIST provided below</i>

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- a) PhilGEPS Certificate of Registration (Platinum Membership) (all pages) in accordance with Section 20 of the IRR of RA No. 12009;

#### Technical Documents

- b) Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- c) Statement of the bidder's SLCC similar to the procurement project, except under conditions provided for in Sections 52.4.1.3 and 52.4.2.4 of the IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents;
- d) Original Copy of Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15;
- e) Conformity with the Technical Specifications, which shall include production or delivery schedule, manpower requirements, and after-sales warranty;
- f) Original duly signed Omnibus Sworn Statement (OSS);  
In the case of a corporation, partnership or cooperative, an Original Notarized Secretary's Certificate or Board Resolution authorizing the representative; or Original Notarized Special Power of Attorney of all members of the joint venture giving full power and authority to its authorized representative to sign the OSS; or Original Notarized Special Power of Attorney executed in favor of the authorized representative in case of sole-proprietorship to do acts to represent the Bidder.

#### Financial Documents

- g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

- h) If applicable, a valid joint venture agreement (JVA), in case the joint venture is already in existence; **or** in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful;

## II. FINANCIAL COMPONENT ENVELOPE

- a) Original of duly signed and accomplished Financial Bid Form; and

- b) Original of duly signed and accomplished Price Schedules in accordance with ITB Clause 13.1.

Other documentary requirements under RA No. 12009 (as applicable)

- a) For foreign Bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product;
- b) *[if applicable]* Certificate of Domestic Preference, in accordance with ITB Clause 25.

**Note:** The bidder must carefully read the full description of the above requirements, and submit the said requirements as specified.

The bidders are required to provide a Table of Contents, and corresponding label for each submitted Technical and Financial Component document to ensure that the submitted requirements are complete.

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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. 1** for the **Supply and Delivery of Office Supplies for 4Ps Staff (Early Procurement Activity) (IB No. DSWD10-2025-06-EPA)**.

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

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

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

