

# PRESIDENTIAL COMMUNICATIONS OFFICE

#### Manila

## SUPPLEMENTAL BID BULLETIN NO. 1 22 April 2025

# SUPPLY AND DELIVERY OF COMMON-USE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE PCO FOR THE FY 2025 [PROCUREMENT/CONTRACT NO. 2025-04-028]

Anent to the scheduled Pre-Bid Conference to be held on **15 April 2025** for the abovecited procurement project by the Bids and Awards Committee, please be informed of the following clarifications made and the amendments on the Bidding Documents:

Amendments shall be highlighted in "red"

## I. Schedule of Activity

From	То			
The schedule of procurement activities for the aforementioned procurement project are as follows:	Please be guided on the updated procurement activities, as follows:			
Deadline for submission of Bids:	Deadline for submission of Bids:			
<del>29 April 2025 at 09:00 AM</del>	06 May 2025 at 09:00 AM			
Bid Opening:	Bid Opening:			
<del>29 April 2025 at 10:00 AM</del>	06 May 2025 at 10:00 AM			
Post-Qualification:	Post-Qualification:			
<del>12 May 2025</del>	18 May 2025			

## II. Bidding Documents

Clarification	Answer
Clarification whether Statement of ALL	No, it doesn't need any attachments. But
Ongoing Government and Private Contracts need any attachments	for Statement of the Single Largest Completed Contract (SLCC), it should
	include all contracts that are completed.
Clarification whether the SLCC is per line	The project is only for one lot and that the
item of the project	SLCC is not per line item but rather for
	the entirety of the project which requires
	any similar contract for office equipment
Clarified whether the purchase of Bid Docs	No, PCO does not have an online payment
can be done via online	for bid docs purchase. Please refer to the
	guidelines for PCO Bidding procedure for
	purchase of Bid Docs at this link:
	https://drive.google.com/file/d/1im-
	tCSgLpoW2KQxCbLDmc1L4zu5saZT3/vi
	ew?usp=drive_link
Clarification whether bids can be submitted	Yes, bid submission can be done through
physically	physical or online submission
Clarification if it is a one lot with multiple	This procurement consists of one (1) lot,
line items or multiple lots project	with multiple line items.





Clarification what to put if the item is offered	Dut Zong (0) on Doch () in the Drive
Clarification what to put if the item is offered for free in the Price Schedule Form	Put Zero (0) or Dash (-) in the Price Schedule form if you offer it for free
Inquire how long is the warranty period	Three (3) months for consumable office supplies and one (1) year for equipment and non-consumable supplies and other materials, after the acceptance of the End-User.
Inquire whether the delivery is one time or staggered delivery?	One-time delivery within thirty (30) Calendar Days upon issuance of Notice to Proceed
Clarified whether the Bid Forms, is GPPB Prescribed Template	Yes. Forms may be accessed through this link
	https://drive.google.com/drive/folders/ 11do3Yw5dNVD6tHZxnrSEhC9EPGt5Kzg <u>n</u>
Clarification for Balikbayan Box whether the 5 ply requirement can be lowered due to the 5 ply not being common.	No, the EU retains the original technical specification. Please refer to the photo below
	DOUBLE WALL
Clarification whether the Balikbayan Box is similar to a travel box?	No, the Balikbayan Box required is different from the usual travel box, since PCO requires heavy-duty specification, with at least 5-ply or double wall corrugated.
Whether the thickness of the Balikbayan Box is too thick (6-7MM)	The EU opted to stick with the existing specifications. See attached sample image
Clarification whether the Balikbayan Box size 23x23x23, is a job order/ customized box	The specifications required is for a customized box.
	DOUBLE WALL
Clarification for thickness of Ballpoint Pen of	Extra Fine Tip or 0.5mm
Ballpen Clarification to what is Plug Type A in	Plug type A is the plug which has two flat
reference to requirement under Battery charger	parallel pins

Clarification for the compatibility for the Bundy Clock Ribbon Dual model and what	Please refer to the existing model, <i>viz:</i>
Bundy Clock Ribbon Dual model and what is the print?	- Iwata 2CRH
Clarification whether Cardstock Paper is printed	- Iwata E2A The EU requires only yellow plain paper only
Clarification whether a sample photo for Certificate Frame, may be provided	

Clarification for the orientation of the Clipboard with Cover under double clip	Please see attached photo
Clarification whether the letter size under the measurement of 216 x 279? and how many pcs per pack	Yes, the measurement is 216 x 279, with additional 2cm tab-ears for labelling. The total quantity in 1 pack or bundle should be 100 pieces.

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Inquiry for what is Spaghetti Coil Matting?	An outdoor mat that allows dirt and water to drain and filter through it
	Please see reference photo below

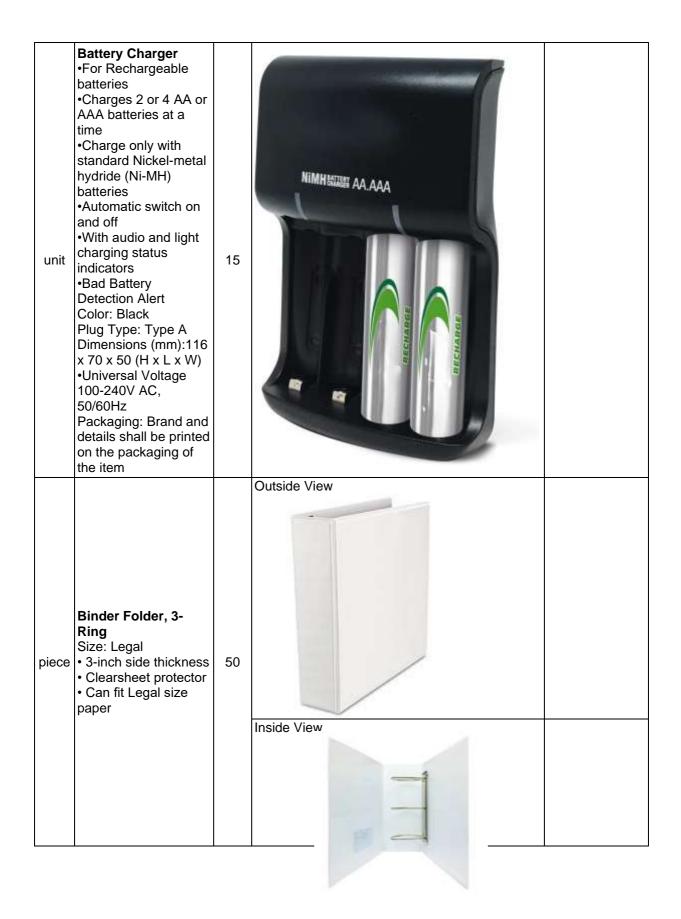
III. Section VII. Technical Specifications (Please refer to the updated Technical Specifications)

Bidders must state **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of each "Specifications."

'Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and crossreferenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).'

Suppl	Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 [Procurement/Contract No. 2025-04-028]			
Unit	Items	Qty	Reference Photo	Statement of Compliance
piece	<b>3-Layer File Tray</b> Material: metal • Heavy duty Color: Black •Fits long paper size Packaging: Individually wrap to prevent against damage	60		
piece	Balikbayan Box, 20x20x20 Material: Corrugated, double wall, 5 ply Dimension: L20 x W20 x H20 inches Thickness: 6 -7 mm Supported Weight (min): 50kg Packaging: Individual wrap to prevent against damage	215	DOUBLE WALL	
piece	Balikbayan Box, 23x23x23 Material: Corrugated, double wall, 5 ply Dimension: L23 x W23x H23 inches Thickness: 6 -7 mm Supported Weight (min): 50kg Packaging: Individual wrap to prevent against damage	300	DOUBLE WALL	

piece	Ballpen, black • Ballpoint Pen Ink Color: black Tip: 0.5mm Type: Retractable or with cap Packaging: 12 pieces per box or standard packaging of the manufacturer	5,00	
piece	<b>Ballpen, blue</b> • Ballpoint Pen Ink Color: blue Tip: 0.5mm Type: Retractable or with cap Packaging: 12 pieces per box or standard packaging of the manufacturer	5,00 0	



pack	<b>Board Paper, A4</b> • Vellum Board Paper Grammage: 220gsm Size: A4 Color: White Packaging Size: 10 sheets per pack	280	
pack	<b>Board Paper, Letter</b> • Vellum Board Paper Grammage: 220gsm Size: Letter Color: White Packaging Size: 10 sheets per pack	50	
roll	<b>Bubble Wrap</b> Size: 20 inches (W) x 50 meters (L) Color: white • 2-ply Packaging: Individually wrapped	3	



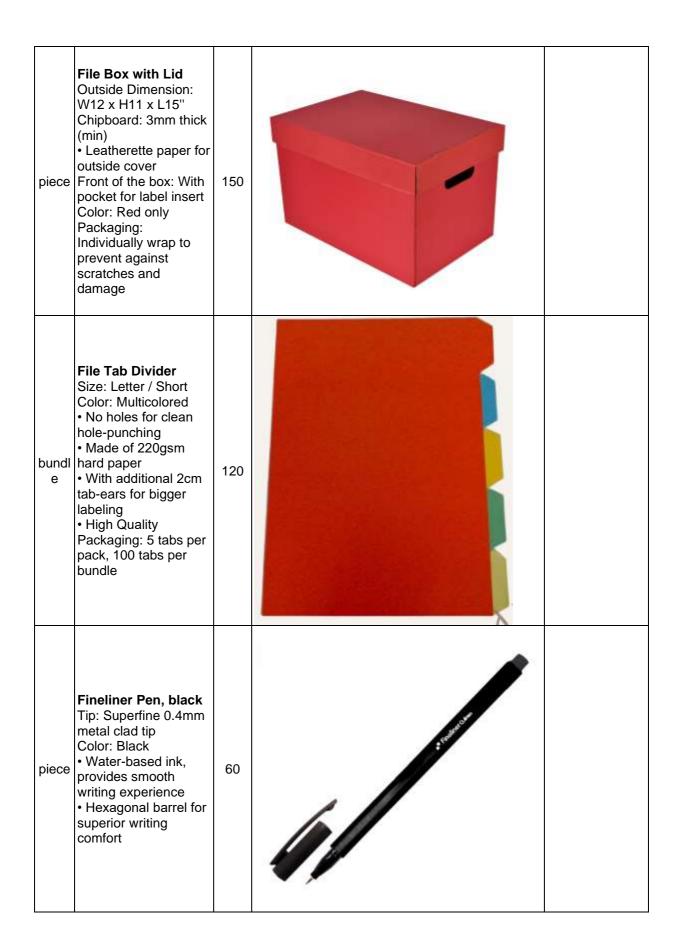
pack	<b>Cartolina</b> Size (-3mm): 572mm x 724mm Color: White Grammage (min.): 100gsm Packaging: Ten (10) pieces per pack, should be wrapped in a kraft paper to avoid dust/damage (do not fold or roll)	50	
piece	Certificate (Diploma) Frame Size: A4 Color: blue only Frame: PVC frame with glass • With wall hanger and stand • Fits A4 size paper/certificate Packaging: Individually wrap to prevent against scratches	4,00 0	

piece	<b>Certificate Holder</b> Size: A4 Color: blue only • With flap to prevent certificates from falling off • With 2 hangers for portrait and landscape orientations Packaging: Individually wrap to prevent against scratches	500	Front CERTIFICATE HOLDER CERTIFICATE HOLDER
piece	Clipboard with Cover Size: Legal Color: Black Material: Plastric, Polypropylene Foam Fastener Material: Metal • Double Clip (vertical and horizontal) Packaging: Individually packed to prevent against dust and damage	50	Double Clip SIZE LONG 35*23CM Black C

ream	<b>Colored Paper</b> • Assorted pastel colors Size: 8.5x 11" Letter Substance: 24 (80gsm) Packaging: 250 sheets per ream	8	
piece	Dater Stamp, mini Size: 3.8mm tall font size • Black Ink only • Four band date and 12 year band Date Format: MMM- DD-YYYY • Self-inking stamp pad • With locking Mechanism • With removable and refillable ink pad, single color Packaging: One (1) piece, individually box	20	APR 28 2019
bottle	Dishwashing Liquid • 500ml • Bottle with pump • Can remove grease, fats and oils • Effectively kills germs and bacteria from dishes, pots, pans, and other kitchen utensils • Mild and gentle to the hands • Assorted variants (ex. Lemon, Kalamansi, Anti-bac, etc.) Packaging: Individually wrapped to avoid leakage	120	Liquid Ise was hereited

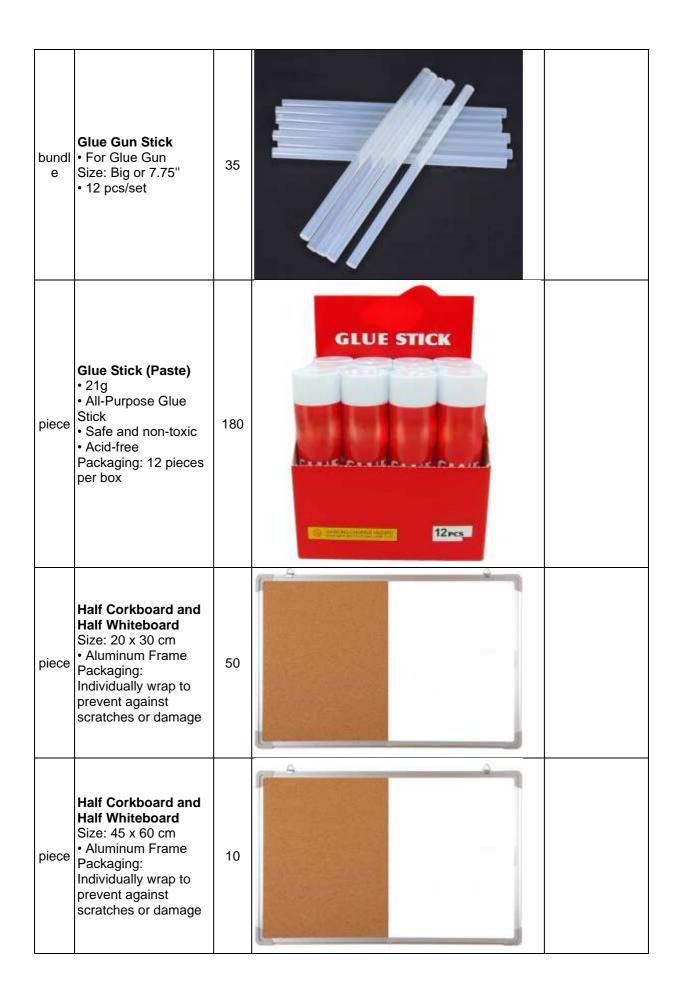
box	<b>Disposable Gloves</b> • Synthetic vinyl Color: blue only Size: Large • Latex-free and Pwder Free • Heavy Duty Packaging: 100 pcs/box	5	
piece	Door Hasp Size (min): 4 inches Material: Stainless Steel Color: Silver • Stainless safety hasp Packaging: Individually packed	18	
piece	Eco bag, Sando bag type • Eco Sando Bag Size: Small: 10W x 15.5H x 5.5D inches Material: Non-woven fabric Color: Plain Blue • Made of recyclable, non-toxic, allergy-free and non-reactive to human skin Capacity: can carry at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150	

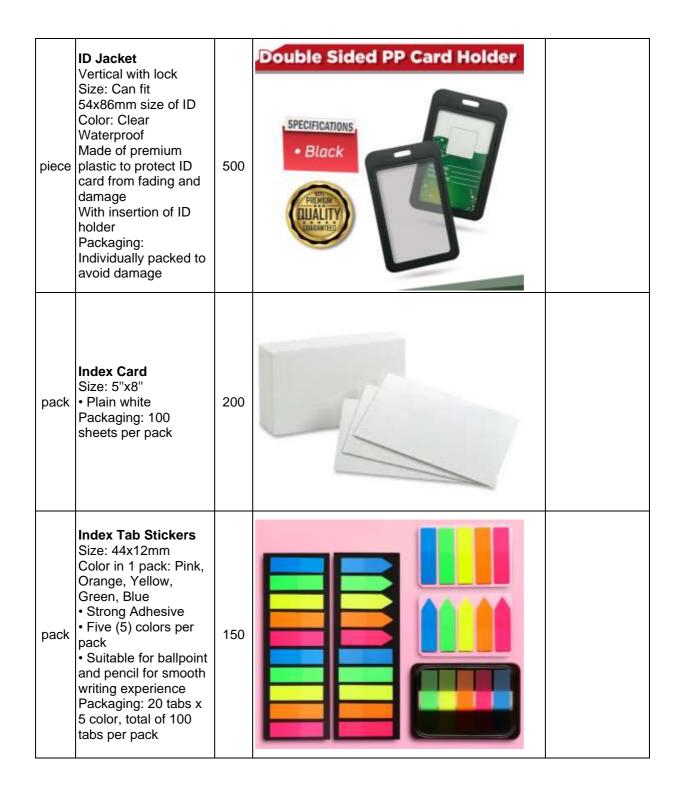
piece	Eco bag, Sando bag type • Eco Sando Bag Size: Large: 13.5W x 23.5H x 7D inches Material: Non-woven fabric Color: Plain Blue • Made of recyclable, non-toxic, allergy-free and non-reactive to human skin Capacity: at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150	
piece	Eco bag, Shoulder bag type • Expandable Shoulder Bag Size: Jumbo or L20 x H16 x 8 Gusset inches Material: Non-woven fabric Color: Plain Blue • Made of recyclable, non-toxic, allergy-free and non-reactive to human skin Capacity: at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150	
unit	External Hard Drive • Portable Hard Drive Storage Capacity: 4 TB System Requirements: Compatible with most Windows, macOS and Chrome OS systems Compatibility: USB 2.0 and USB 3.0 connection options Packaging: Individually wrap to prevent against damage	10	

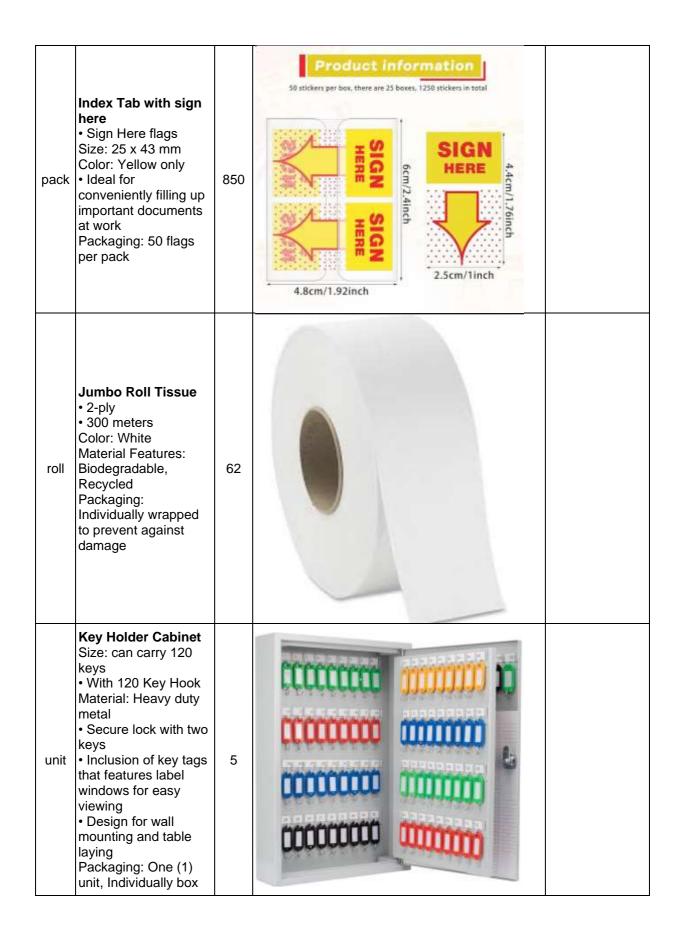


piece	<b>Fineliner Pen, blue</b> Tip: Superfine 0.4mm metal clad tip Color: Blue • Water-based ink, provides smooth writing experience • Hexagonal barrel for superior writing comfort	60	
piece	Flash Drive Capacity: 16gb USB 3.0, with built-in USB Compatibility: • All photocopying machines for scan purposes • Desktops and Laptops • With carrying strap (neck or wrist) Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer	200	
piece	Flash Memory Card • Micro SD Card Size: 64 GB Compatibility: Compatible with all microSDHC, microSDXC supporting host devices • Works with Smartphones and Tablets • Transfer Speeds of up to 100MB/S Packaging: Individually packed to avoid damage	2	microSDHC" microSDHC HE

piece	Folder, Thermal Binding Cover, short, 18mm Paper/Thermal Size: 8.5 x 11" or Letter Spines Color: Black • Made with a reversible clear cover • Heat resistant (Thermal binding) • Heat-activated steel spines Packaging: 50 pieces per box or 25 pieces per pack	200	
piece	Folder, Thermal Binding Cover, A4, 12mm Paper/Thermal Size: A4 Spines Color: Black • Made with a reversible clear cover • Heat resistant (Thermal binding) • Heat-activated steel spines Packaging: 50 pieces per box or 25 pieces per pack	50	
unit	Glue Gun Size: Big • Ideal for use on fabrics, wood, jewelries and more • With on and off feature Voltage: 60W Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer	10	



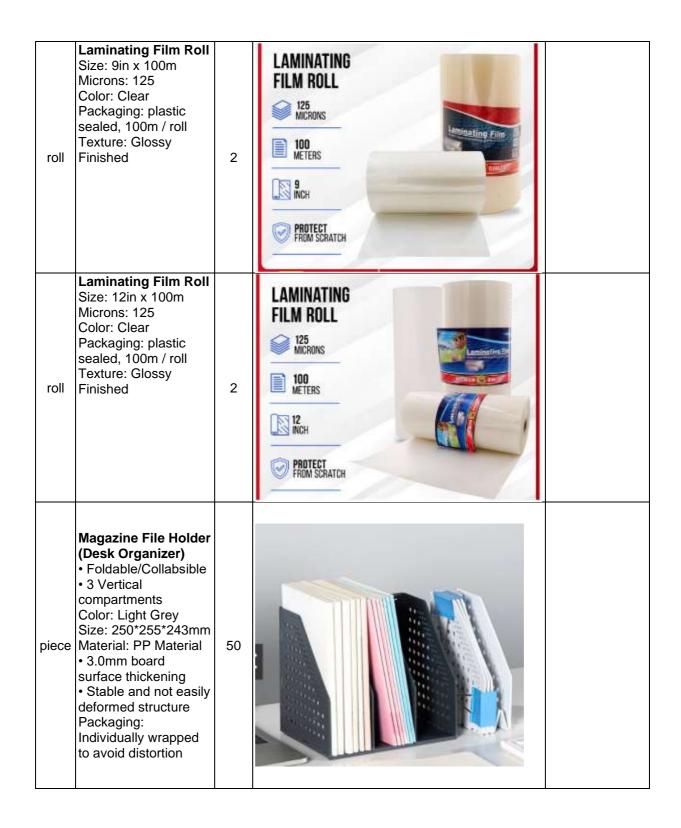












piece	Marker, Permanent Ink Color: Black Tip Size: Fine Point Marker • With cap • Quick-drying ink, waterproof, smearproof and fade- resistant Packaging: 12 pcs per box	144	E C	
pad	Note Pad, 2x2 Size: 51 x 51 mm or 2 x 2 inches (mini cube) Color: Assorted Colors Adhesive Strength: Standard Ability: Stick and re- stick • Adhesive must stick for at least 30 days from the first use • Must be easily removed from pad/surface without adhesive transfer Packaging: 250 sheets per cube	400	Notes Cube	
pad	Note Pad, 4x6 Size: 4 x 6 inches • Sticky notes with lines Adhesive Strength: Standard Ability: Stick and re- stick • Adhesive must stick for at least 30 days from the first use • Must be easily removed from pad/surface without adhesive transfer Packaging: 100 sheets per pad	350		

piece	<b>Pen Holder</b> • Round Material: Metal Color: black Packaging: Individually packed to avoid damage or scratches	50	
pack	Photo Paper, Glossy Size: A4 • Glossy Packaging: 10 sheets per pack	150	<complex-block></complex-block>
piece	Plastic Envelope Expanding with Handle Size: Legal • With Grid Lines Design/Checkered • With Handle Color: Black • Zipper Lock • Fits Legal size documents • With front and rear pockets for organizing and storing files or documents	10	

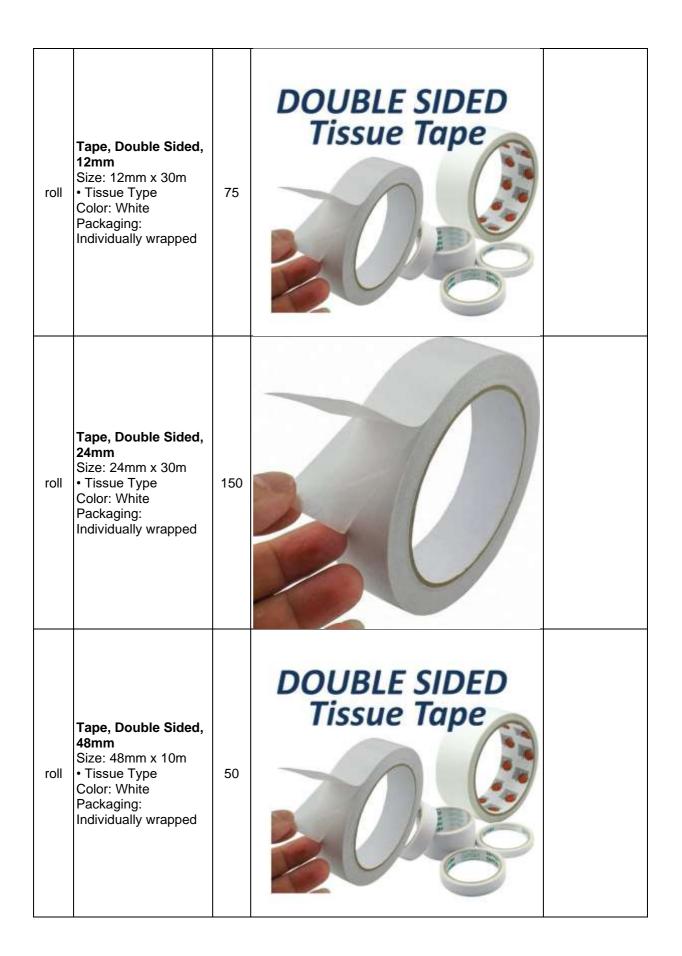
	Packaging: Individually wrap to avoid scratches or damage		
piece	Plastic Envelope Expanding with Handle Size: Short • With Grid Lines Design/Checkered • With Handle Color: Black • Zipper Lock • Fits Short or A4 size documents • With front and rear pockets for organizing and storing files or documents Packaging: Individually wrap to avoid scratches or damage	10	
pack	Rechargeable AA Battery Type: Nickel-metal hydride batteries (NiMH) Capacity: 2000- 2300mAh Voltage: 1.2V Packaging: Two (2) pieces per blister pack	50	

pack	Rechargeable AAA Battery Type: Nickel-metal hydride batteries (NiMH) Capacity: 800mAh Voltage: 1.5V Packaging: Two (2) pieces per blister pack	50	
piece	<b>Ring Bind Spines,</b> <b>plastic, A4 size</b> Comb size: 8mm Sheet Capacity: 40 Color: black only	100	
piece	<b>Ring Bind Spines,</b> <b>plastic, A4 size</b> Comb size: 12mm Sheet Capacity: 80 Color: black only	100	
piece	<b>Ring Bind Spines,</b> <b>plastic, A4 size</b> Comb size: 16mm Sheet Capacity: 120 Color: black only	100	



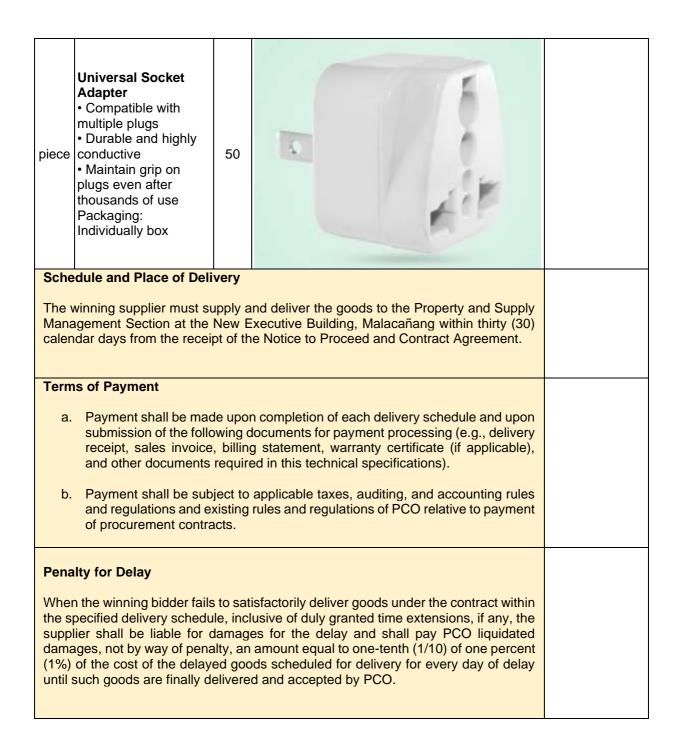






roll	<b>Tape, Double Sided, 24mm</b> Size: 24mm x 10m • Foam Type Color: White Packaging: Individually wrapped	24	
roll	Tape, Duct, 48mmSize: 48mm x 50mColor: Gray or Silver• PE (Polyethylene)ClothAdhesive Type:Synthetic RubberAdhesive• Heavy-duty• Extra Strength holdPackaging:Individually wrapped	500	ABronn y 50m Silver Diret Tape CDEV DIFCT TAPE 50m
unit	Thermal Binding Machine *Manually operated binder Bind documents up to 50 mm (both soft and hard covers) Document size: A5 to A3 Landscape System Capacity: Binds up to 500 sheets of 80gsm paper Document spine width: From 1.5 to 50mm Machine Finishing: PTC, Metal Material Power supply: 230V, 50/60Hz, 700W, 3.2A (maximum)	2	

roll	Trash Bag (Garbage bag) • Disposable Drawstring Size: Small or can fit in a trash bin with a size of H12xW10xD8 inches) Color: Black Material: Plastic • With string/rope for easy closing Packaging: 15 bags in one roll. Individually packed per roll	1,20 0	
unit	Trash Bin with Iid • With Iid included • With folding handle Measurement: Lower outer measure, depth: 14.7cm (5 3/4") Lower outer measure, width: 20.1cm (7 7/8") Upper outer measure, depth: 21.2cm (8 3/8") Upper outer measure, width: 26.3cm (10 3/8") Height: 32.6cm (12 7/8") Volume: 10 Liters (3 gallon) • Stackable to save space Material: Bucket/ Lid/Hinge/Ring: Polypropylene plastic (min. 20% recycled) Handle: Reinforced polyamide plastic (min. 20% recycled) Packaging: One (1) piece, Individually box	50	



Conforme:

Full Name and Signature of Bidder/Authorized Rep		
	:	
Designation	:	
Name of Company	:	

Pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, this Supplemental/Bid Bulletin is issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued for said the project.

Should you have further concerns, you may contact the BAC Secretariat through the details below:

### BIDS AND AWARDS COMMITTEE SECRETARIAT

Presidential Communications Office New Executive Building, JP Laurel St., San Miguel, Manila, Metro Manila, Philippines (02) 8734-5968 Email: bac1@pco.gov.ph Website: https://pco.gov.ph

For information and guidance.

Original Signed ASEC. JOSE MARIA M. VILLARAMA II Chairperson Bids and Awards Committee