



**Bid Bulletin No. 1**  
**06 November 2023**

**PUBLIC BIDDING NO. 23-127-2**

**SUPPLY AND DELIVERY OF PAPER, MULTIPURPOSE, A4 and LEGAL  
FOR THE PROCUREMENT SERVICE (PS)**

Issued pursuant to Sec. 22.5 of the IRR of R.A. 9184 to clarify and/or amend certain provisions in the Bidding Documents issued for this project, considering the issues and requests raised during the **Pre-bid Conference** held on **27 October 2023**, likewise response to prospective bidders' written queries received within the prescriptive period for filing.

**I. AMENDMENTS/INCLUSIONS**

<b>NO.</b>	<b>REFERENCE</b>	<b>BASES FOR AMENDMENT</b>
<b>1.</b>	<b>Section III. Bid Data Sheet</b> <b>Clause 20.2</b> <b>Page 23</b>  <b>xxx</b> 4. Technical dossier from the manufacturer with evidence that the Elemental Chlorine Free (RECF) is met. <b>xxx</b>	To amend the requirement due to typographical error.

**Section VI. Schedule of Requirements  
Page 34**

**xxx**

<b>ITEM 1</b>		
<b>DESCRIPTION: PAPER, MULTIPURPOSE, A4</b>		
<b>MAXIMUM QUANTITY: 2,626,527 REAMS</b>		
<b>QUANTITY</b>	<b>DELIVERY SITE</b>	<b>DELIVERY PERIOD</b>
280,000 reams  <i>(The exact quantity will be determined for each Call-Off)</i>	Biliran Depot Calbayog Depot Catarman Depot Maasin Depot Tacloban Depot Borongan Depot  <i>See SCC Clause 1 for the Addresses</i>	Within <del>ten (10)</del> <b>twenty 20</b> Calendar Days (CD) upon receipt of Call-Off

**2.**

Please refer and use the amended form herein attached as "**Appendix 1**".

**xxx**

**Section VI. Schedule of Requirements  
Page 36**

**xxx**

<b>ITEM 2</b>		
<b>DESCRIPTION: PAPER, MULTIPURPOSE, LEGAL</b>		
<b>MAXIMUM QUANTITY: 2,059,831 REAMS</b>		
<b>QUANTITY</b>	<b>DELIVERY SITE</b>	<b>DELIVERY PERIOD</b>
180,000 reams  <i>(The exact quantity will be determined for each Call-Off)</i>	Biliran Depot Calbayog Depot Catarman Depot Maasin Depot Tacloban Depot Borongan Depot  <i>See SCC Clause 1 for the Addresses</i>	Within <del>ten (10)</del> <b>twenty 20</b> Calendar Days (CD) upon receipt of Call-Off

**3.**

Please refer and use the amended form herein attached as "**Appendix 2**".

**xxx**



4.	<p><b>Section VI. Schedule of Requirements Pages 35 &amp; 37</b></p> <p><b>xxx</b>  <u>Note: Suppliers are advised to maintain revolving stocks at least 10% of undelivered quantity up to the last tranche prior to exhaustion.</u>  <b>xxx</b></p>	<p>To supplement the provision for better understanding of the requirement. Please refer to Appendix 1 &amp; 2.</p>
5.	<p><b>Section VII. Technical Specifications Pages 41 &amp; 44</b></p>	<p>To amend the marking/labeling under Bullet 1. Please refer to Appendix 3 &amp; 4.</p>

II. **CLARIFICATION/S**

No.	CONCERN / REQUEST	CLARIFICATION / RESOLUTION
<b>NAPPCO</b>		
1.	<p>Considering that this is to supply and deliver cut-sized papers, does in any way printing and other application conducted on a paper will be considered as "Paper Products"?.</p>	<p>Please note that BDS 5.3 provides that similar contracts can be classified as but not limited to those listed in Annex K as "Paper Products". Printing and other application conducted on a paper can not be considered as similar contract.</p>
2.	<p>May we clarify if Bulk Purchase Order will still be implemented.</p>	<p>Yes, bulk ordering will still be implemented subject to actual demand during the contract implementation.</p>
3.	<p>For Bontoc Depot, from the previous contract was delivered to Baguio Depot. We hope it still remains.</p>	<p>The BAC hereby clarifies that the original requirement is retained. Deliveries for Bontoc shall be delivered directly to Bontoc.</p>



4.	Based on the schedule of requirements, the terms for supplier to maintain a revolving stock of at least 10% of undelivered quantity is omitted. Based on our past experience, the quantity actually is too small for your requirements but it seem it was totally removed or just omitted?	Please refer to Item No. 3 of amendment/inclusion part of this Bid Bulletin.
5.	Delivery Schedule for Eastern Visayas such as Tacloban, Biliran, etc. be extended also to 20 days for Multicopy, Legal size from 10 days under PB No. 23-126-2 and Multi-purpose, Legal and A4 size under PB No. 23-127-2	Please refer to Item No. 2 of amendment/inclusion part of this Bid Bulletin.
<b>ADVANCE PAPER CORPORATION</b>		
7.	To seek the submission of a certification from DOST-FPRDI confirming the unavailability of test procedures for Opacity and Brightness at the time of bid opening. Furthermore, the bidder is required to provide assurances that the items they offer will undergo the necessary testing during the initial delivery if their bid is determined to be the Lowest Calculated and Responsive Bid.	Please refer to the provision under Item #5 of BDS Clause 20.2.
8.	In the case of Bontoc, we've noted that the existing delivery route involves navigating a hazardous road, which presents a substantial risk not only to our delivery personnel but also to the safety of the items being transported. We kindly request your consideration of redirecting deliveries for Bontoc to the Baguio depots, as was done in our previous Framework Agreement.	The BAC hereby clarifies that the original requirement is retained. Deliveries for Bontoc shall be delivered directly to Bontoc.
9.	Regarding the Camiguin Depot, we would like to suggest that the items intended for this depot be redirected to the Davao depot. This recommendation is based on the quantity of items needed for the Camiguin Depot, and it aligns with the approach we followed in our previous Framework Agreement. This strategic adjustment not only results in reduced travel distances but also offers an opportunity for more efficient management of delivery schedules and resources.	The BAC hereby clarifies that the original requirement is retained.



<p><b>10.</b></p>	<p>We kindly seek an extension for the validity period of our testing results to align with the provisions of the Framework Agreement. Currently, the testing results are valid for only 6 months, while the Framework Agreement stipulates a one-year contract duration. We would appreciate your consideration of extending the validity of these testing results to encompass the entire duration of the Framework Agreement, provided that the full quantity specified in the agreement is readily available in the winning bidder's warehouse. To confirm the availability of the entire quantity, the Inspection Division will conduct an inspection.</p>	<p>The BAC hereby clarifies that the original requirement is retained.</p>
<p><b>11.</b></p>	<p>We kindly petition for the expeditious issuance of the Call-Off Order, preferably occurring on the upcoming Monday or, at the very least, three days in advance of the designated shipping schedule. This advance notice is vital for affording us the necessary time to make necessary preparations and ensure timely delivery via the designated logistics company. This protocol pertains specifically to shipments that entail sea travel. The winning bidder will be responsible for providing the shipping schedule, which will assist the contract management group in ascertaining the appropriate timing for the release of the Call-Off Order in accordance with legal and contractual obligations.</p>	<p>Call-off may be executed and issued to the winning supplier or service provider immediately upon determination that an item or service is needed. The BAC may execute Call-Offs requiring delivery to multiple destinations or performance at multiple locations. Any extension of time for the delivery or performance shall be made in writing and prior to the date of deliver or performance indicated in the Framework Agreement or Call-Off and subject to prior approval by the procuring entity after consideration of reasonable and justifiable causes.</p>
<p><b>12.</b></p>	<p>Request 20 Calendar Days for delivery duration, for the following Depots: Biliran Depot, Calbayog Depot, Catarman Depot, Maasin Depot, Tacloban Depot and Borongan Depot. This Depots are part of Eastern Visayas which have a very short delivery period. The delivery schedule for other paper sizes for the above-mentioned depots.</p>	<p>Please refer to Item No. <b>2</b> of amendment/inclusion part of this Bid Bulletin.</p>
<p><b>13.</b></p>	<p>We kindly request that announcement posted on Official Government Website be taken into consideration especially by the announcement of Coast Guard indicating "NO SEA TRAVEL" and also the cancellation or postponement of sea travel from relevant shipping port issue like "LCT" (Loading of Containers to the scheduled shipping). It is worth noting that these announcements may not always accompany by the official letters but are crucial in assessing the situation.</p>	<p>The BAC may execute as many Call-Offs for the same item as may be needed within the period of the Framework Agreement as long as the total quantity for all Call-Offs do not exceed the maximum quantity in the Framework Agreement List and the aggregate amount of all executed Call-Offs do not exceed the total contract price specified in the Framework Agreement.</p>



<p><b>14.</b></p>	<p>We kindly propose that deliveries be organized to accommodate either truckload or container load capacities. We suggest that this suggestion be discussed with both the CONTRACT MANAGEMENT GROUP, DEPOT and the WAREHOUSING DEPARTMENT to effectively optimize the utilization of each load capacity.</p>	<p>The proposal is acknowledged. However, please note that it will be difficult to pre-determined the quantities to be ordered per truckload or container load capacity.</p> <p>Bidders declared as LCRB/SCRB shall be responsible in arriving with the most effective and optimized ways in performing their deliveries based on the issued Call-Off.</p>
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The Procurement Service-Department of Budget and Management (PS-DBM), Bids and Awards Committee hereby clarifies prospective bidders' concerns and queries:

By Rules, all other related provisions in the Bidding Documents correspondingly affected by these amendments are likewise deemed amended to conform to this Bid Bulletin.

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

**SIGNATURE REDACTED**

**VIC ANTHONY A. TUBON**

*Chairperson, Bids and Awards Committee II*

*For the purpose of this Bulletin and for better understanding of its contents, the following rules shall apply: (a) Double Strike out – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.*

**FRAMEWORK AGREEMENT LIST**  
**(Indicative Call-Off Schedule)**

<b>ITEM 1</b>		
<b>DESCRIPTION: PAPER, MULTIPURPOSE, A4</b>		
<b>MAXIMUM QUANTITY 2,626,527 reams</b>		
<b>QUANTITY</b>	<b>DELIVERY SITE</b>	<b>DELIVERY PERIOD</b>
1,268,527 reams  <i>(The exact quantity will be determined for each Call-Off)</i>	PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila;  Direct Delivery to End-User Agencies within Metro Manila, Antipolo, Rizal and Imus, Cavite	Within ten (10) Calendar Days (CD) upon receipt of Call-Off
686,000 reams  <i>(The exact quantity will be determined for each Call-Off)</i>	Baguio Depot Bontoc Depot La Union Depot Tuguegarao Depot Legazpi Depot Pampanga Depot  <i>See SCC Clause 1 for the Addresses</i>	Within ten (10) Calendar Days (CD) upon receipt of Call-Off
	Palawan Depot  <i>See SCC Clause 1 for the Addresses</i>	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off
280,000 reams  <i>(The exact quantity will be determined for each Call-Off)</i>	Biliran Depot Calbayog Depot Catarman Depot Maasin Depot Tacloban Depot Borongan Depot  <i>See SCC Clause 1 for the Addresses</i>	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off
	Bacolod Depot Cebu Depot  <i>See SCC Clause 1 for the Addresses</i>	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off

<p>392,000 reams</p> <p><i>(The exact quantity will be determined for each Call-Off)</i></p>	<p>Bukidnon Depot  Butuan Depot  CDO Depot  Davao Depot  Koronadal Depot  Camiguin Depot  Misamis Oriental Depot  Misamis Occidental Depot  Sibugay Depot  Zamboanga Depot  Surigao Depot</p> <p><i>See SCC Clause 1 for the Addresses</i></p>	<p>Within twenty (20) Calendar Days (CD) upon receipt of Call-Off</p>
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Note: Suppliers are advised to maintain revolving stocks at least 10% of undelivered quantity up to the last tranche prior to exhaustion

**I hereby commit to deliver the required quality and quantities upon receipt of the Call-Off as indicated above.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature Over Printed  
Name of Authorized Representative

\_\_\_\_\_  
Date



**FRAMEWORK AGREEMENT LIST**  
**(Indicative Call-Off Schedule)**

<b>ITEM 2</b>		
<b>DESCRIPTION: PAPER, MULTIPURPOSE, LEGAL</b>		
<b>MAXIMUM REQUIREMENTS: 2,059,831 REAMS</b>		
<b>QUANTITY</b>	<b>DELIVERY SITE</b>	<b>DELIVERY PERIOD</b>
1,002,331 reams <i>(The exact quantity will be determined for each Call-Off)</i>	PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila;  Direct Delivery to End-User Agencies within Metro Manila, Antipolo, Rizal and Imus, Cavite	Within ten (10) Calendar Days (CD) upon receipt of Call-Off
450,000 reams <i>(The exact quantity will be determined for each Call-Off)</i>	Baguio Depot Bontoc Depot La Union Depot Tuguegarao Depot Legazpi Depot Pampanga Depot  <i>See SCC Clause 1 for the Addresses</i>	Within ten (10) Calendar Days (CD) upon receipt of Call-Off
	Palawan Depot  <i>See SCC Clause 1 for the Addresses</i>	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off
180,000 reams <i>(The exact quantity will be determined for each Call-Off)</i>	Biliran Depot Calbayog Depot Cataraman Depot Maasin Depot Tacloban Depot Borongan Depot  <i>See SCC Clause 1 for the Addresses</i>	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off
	Bacolod Depot Cebu Depot  <i>See SCC Clause 1 for the Addresses</i>	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off
427,500 reams <i>(The exact quantity will be determined for each Call-Off)</i>	Bukidnon Depot Butuan Depot CDO Depot Davao Depot Koronadal Depot	Within twenty (20) Calendar Days (CD) upon receipt of Call-Off



	Camiguin Depot Misamis Oriental Depot Misamis Occidental Depot Sibugay Depot Zamboanga Depot Surigao Depot  <i>See SCC Clause 1 for the          Addresses</i>	
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Note: Suppliers are advised to maintain revolving stocks at least 10% of undelivered quantity up to the last tranche prior to exhaustion

**I hereby commit to deliver the required quality and quantities upon receipt of the Call-Off as indicated above.**

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Signature Over Printed  
 Name of Authorized Representative

\_\_\_\_\_  
 Date



Technical Requirements for  
**PAPER, MULTIPURPOSE, A4**

**PRODUCT SPECIFICATIONS**

- Basis Weight (min.): 70gsm
- Size ( $\pm 2$ mm in either direction): A4, x 297mm
- Sheet Count (min.): 500 sheets per ream
- Trim sizes shall be along machine direction or long grain

Other Physical Property	Requirement	
	Minimum	Maximum
Brightness, % (Photovolt)	90	---
Opacity, %	90	---
Stiffness (Gurley), MD, $\mu\text{N.m}$	250	---
Thickness, mm	0.08	---
Dirt Count, $\text{mm}^2/\text{m}^2$	---	15

- Intended application: For laser printer, standard office copier, etc.
- Paper shall be at least Elemental Chlorine Free (ECF).
- Inner lining and flute of the carton box shall be 100% recycled fiber.

**EVIDENCE and VERIFICATION**

- **Documentary Evidence to be submitted during Post-qualification:**
  - Technical dossier from the manufacturer with evidence that the Elemental Chlorine Free (ECF) is met.
  - Valid test report from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.
    - Valid test report showing compliance to the following parameters:
      - Basis Weight (min.): 70gsm
      - Inner lining and flute of the carton box shall be 100% recycled fiber.
      - Other Physical Properties:



Other Physical Property	Requirement	
	Minimum	Maximum
Brightness, % (Photovolt)	90	---
Opacity, %	90	---
Stiffness (Gurley), MD, $\mu\text{N.m}$	250	---
Thickness, mm	0.08	---
Dirt Count, $\text{mm}^2/\text{m}^2$	---	15

- **A Confirmatory Test during delivery** from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.
  - Valid test report showing compliance to the following parameters:
    - Basis Weight (min.): 70gsm
    - Inner lining and flute of the carton box shall be 100% recycled fiber.
    - Other Physical Properties:

Other Physical Property	Requirement	
	Minimum	Maximum
Brightness, % (Photovolt)	90	---
Opacity, %	90	---
Stiffness (Gurley), MD, $\mu\text{N.m}$	250	---
Thickness, mm	0.08	---
Dirt Count, $\text{mm}^2/\text{m}^2$	---	15

- **In-house Test:**
  - Determine the dimensions using a steel ruler.
    - Size ( $\pm 2\text{mm}$  in either direction): A4, 210mm x 297mm
  - Sheet Count (min.): 500 sheets per ream
  - Trim sizes shall be along machine direction or long grain.
- Five (5) reams and one (1) piece of packaging box with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

## PACKAGING

- Five hundred (500) sheets per ream, each ream shall be wrapped using 70gsm (min.) kraft or coated/uncoated white book paper and containing markings or information as to recommended usage.

*Handwritten notes and signatures:*  
 ✓ A 12/25  
 B<sup>cus</sup>  
 PL 96 MB

- Five (5) reams per box. Inner lining and flute of the carton box shall be 100% recycled fiber.
- Additional Requirement on Packaging, refer to the attached Annex "A"

#### MARKING/LABELING

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- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.
- Intended application: For laser printer, standard office copier, etc.

#### REFERENCES

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- none

*Handwritten notes:*  
12 8  
D<sup>215</sup>  
PL 96  
M4





Other Physical Property	Requirement	
	Minimum	Maximum
Brightness, % (Photovolt)	90	---
Opacity, %	90	---
Stiffness (Gurley), MD, $\mu\text{N.m}$	250	---
Thickness, mm	0.08	---
Dirt Count, $\text{mm}^2/\text{m}^2$	---	15

- **A Confirmatory Test during delivery** from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.
  - Valid test report showing compliance to the following parameters:
    - Basis Weight (min.): 70gsm
    - Inner lining and flute of the carton box shall be 100% recycled fiber.
    - Other Physical Properties:

Other Physical Property	Requirement	
	Minimum	Maximum
Brightness, % (Photovolt)	90	---
Opacity, %	90	---
Stiffness (Gurley), MD, $\mu\text{N.m}$	250	---
Thickness, mm	0.08	---
Dirt Count, $\text{mm}^2/\text{m}^2$	---	15

- **In-house Test:**
  - Determine the dimensions using a steel ruler:
    - Size ( $\pm 2\text{mm}$  in either direction): Legal, 216mm x 330mm
  - Sheet Count (min.): 500 sheets per ream
  - Trim sizes shall be along machine direction or long grain.
- Five (5) reams and one (1) piece of packaging box with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

## PACKAGING

- Five hundred (500) sheets per ream, each ream shall be wrapped using 70gsm (min) kraft or coated/uncoated white book paper and containing markings or information as to recommended usage.

Handwritten signatures and initials: ✓, 12, JPL, gb, Mbr

- Five (5) reams per box. Inner lining and flute of the carton box shall be 100% recycled fiber.
- Additional Requirement on Packaging, refer to the attached Annex "A"

### MARKING/LABELING

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- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.
- Intended application: For laser printer, standard office copier, etc.

### REFERENCES

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- none

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