



**Bid Bulletin No. 1**  
**16 June 2023**

**PUBLIC BIDDING NO. 23-031-3**

**SUPPLY AND DELIVERY OF MAILING ENVELOPES**  
**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 raised and clarifications made by prospective bidders during the **Pre-Bid Conference** held on **9 June 2023**, likewise, response to bidders' written queries received within the prescriptive period for filing.

**A. AMENDMENTS**

**I. SECTION I. INVITATION TO BID**

ITEM NO.	REFERENCE	BASES FOR AMENDMENT																				
1	<b>Invitation to Bid</b> <b>Page 8</b>	To amend Section I Invitation to Bid for complete detail.																				
	<table border="1"> <thead> <tr> <th rowspan="2">Item No.</th> <th rowspan="2">Quantity</th> <th rowspan="2">Item/Description</th> <th colspan="2">Approved Budget for the Contract</th> <th rowspan="2">Price of Bid Documents</th> </tr> <tr> <th>Unit Price</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>7,124 boxes</td> <td><del>MAILING-ENVELOPE, WHITE</del> <u>ENVELOPE, MAILING</u></td> <td>₱ 439.00</td> <td>₱ 3,127,436.00</td> <td>₱ 5,000.00</td> </tr> <tr> <td>2</td> <td>3,452 boxes</td> <td><del>MAILING-ENVELOPE, WHITE WITH WINDOW</del> <u>ENVELOPE, MAILING, WITH WINDOW</u></td> <td>₱ 497.00</td> <td>₱ 1,715,644.00</td> <td>₱ 5,000.00</td> </tr> </tbody> </table>		Item No.	Quantity	Item/Description	Approved Budget for the Contract		Price of Bid Documents	Unit Price	Total Amount	1	7,124 boxes	<del>MAILING-ENVELOPE, WHITE</del> <u>ENVELOPE, MAILING</u>	₱ 439.00	₱ 3,127,436.00	₱ 5,000.00	2	3,452 boxes	<del>MAILING-ENVELOPE, WHITE WITH WINDOW</del> <u>ENVELOPE, MAILING, WITH WINDOW</u>	₱ 497.00	₱ 1,715,644.00	₱ 5,000.00
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Xxx																						

**II. SECTION III. BID DATA SHEET**

2	<b>ITB Clause 14.1</b> <b>Page 21</b>  xxx	
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			Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit  (2%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission  (5%)	Bid Securin g Declara tion (Pursua nt to GPPB Resolution No. 03-2012		
	1	<del>MAILING ENVELOPE, WHITE</del>  ENVELOPE, MAILING	P62,548.72	P156,371.80	Please see Section VIII	To amend Section III Bid Data Sheet for complete detailed item/description.	
	2	<del>MAILING ENVELOPE, WHITE WITH WINDOW</del>  ENVELOPE, MAILING, WITH WINDOW	P34,312.88	P85,782.20			
	XXX						
3	<b>ITB Clause 19.3 Page 22</b>  XXX						To amend Section III Bid Data Sheet for complete detailed item/description.
	<b>Item No.</b>	<b>Quantity</b>	<b>Item/Des cription</b>	<b>Approved Budget for the Contract</b>			
	1	7,124 boxes	<del>MAILING-ENVELOPE, WHITE</del>  ENVELOPE, MAILING	P 3,127,436.00			
	2	3,452 boxes	<del>MAILING-ENVELOPE, WHITE-WITH-WINDOW</del>  ENVELOPE, MAILING, WITH WINDOW	P 1,715,644.00			
	XXX						

**III. SECTION V. SPECIAL CONDITIONS  
OF CONTRACT**

4	<b>GCC Clause 4 Page 30</b>  XXX	
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Item No.	Quantity	Item # Description	Additional quantity for every batch of delivery for acceptance test	TESTING & EVALUATION
1	7,124 boxes	<del>MAILING ENVELOPE, WHITE</del>	30 pieces on first delivery and after 6 months validity of GATC testing	See Evidence and Verification in the Technical Specifications (Section VII), and government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center, in case the government and government accredited private laboratory center are not available.
2	3,452 boxes	<del>MAILING ENVELOPE, WHITE WITH WINDOW</del>	30 pieces on first delivery and after 6 months validity of GATC testing	

To amend Section V Special Conditions of Contract for complete detail.

**Note:**

- *The Inspection Division shall coordinate with the awardee for the additional quantity/ies as replacement for every batch of delivery subject to acceptance test.*
- *If applicable, confirmatory test will be conducted on the first (1st) tranche of delivery. The confirmatory test result will be valid and acceptable, for the purpose of inspection, for six (6) months from the date of test result. Succeeding confirmatory tests/pre-delivery inspection shall be conducted at least one (1) month prior to the end of the 6th-month validity. The Supplier shall ensure a valid test result throughout the duration of the contract.*
- *Continuous random post acceptance inspection shall be conducted on deliveries nationwide.*
- *The supplier shall replace defective items, or refund payments made by PS-DBM for previously delivered items that were later found to be rampantly defective.*

XXX

**IV. SECTION VI. SCHEDULE OF REQUIREMENTS**

<p align="center">5</p>	<p><b>Framework Agreement List (Indicative Call-Off Schedule) Item 1 Page 33</b></p> <p>XXX</p> <table border="1"> <tr> <td colspan="2">ITEM DESCRIPTION: <del>MAILING ENVELOPE, WHITE ENVELOPE, MAILING</del></td> </tr> <tr> <td colspan="2">MAXIMUM QUANTITY: 7,124 BOXES</td> </tr> <tr> <th>ITEM NO.</th> <th>DELIVERY PERIOD AND DELIVERY SITES</th> </tr> <tr> <td align="center">1</td> <td> <p><b>1. Delivery Sites:</b></p> <ul style="list-style-type: none"> <li>a. PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila</li> <li>b. Direct Delivery to End-User Agencies within Metro Manila; PS-DBM Pampanga Hub, Regional Government Center Maimpis, San Fernando City, Pampanga; Antipolo, Rizal; and Imus, Cavite</li> </ul> <p><b>2. Delivery Period:</b></p> <p>Within fifteen (15) calendar days (CD) upon receipt of Call-Off</p> <p><b>3. The exact quantity will be determined in each Call-Off.</b></p> </td> </tr> </table> <p>XXX</p>	ITEM DESCRIPTION: <del>MAILING ENVELOPE, WHITE ENVELOPE, MAILING</del>		MAXIMUM QUANTITY: 7,124 BOXES		ITEM NO.	DELIVERY PERIOD AND DELIVERY SITES	1	<p><b>1. Delivery Sites:</b></p> <ul style="list-style-type: none"> <li>a. PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila</li> <li>b. Direct Delivery to End-User Agencies within Metro Manila; PS-DBM Pampanga Hub, Regional Government Center Maimpis, San Fernando City, Pampanga; Antipolo, Rizal; and Imus, Cavite</li> </ul> <p><b>2. Delivery Period:</b></p> <p>Within fifteen (15) calendar days (CD) upon receipt of Call-Off</p> <p><b>3. The exact quantity will be determined in each Call-Off.</b></p>	<p>To amend Section VI Schedule of Requirements for complete detailed item/description.</p> <p>Please refer and use <b>Appendix 1</b> for the revised form.</p>
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**V. SECTION VII. TECHNICAL SPECIFICATIONS**

<p align="center">7</p>	<p><b>Bidder's Statement of Compliance Item 1 Page 36</b></p> <p>XXX</p>	<p>To amend Section VII Technical Specifications for complete</p>
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8	<p><b>Technical Specifications Envelope Mailing and Envelope Mailing with window Page 37-38</b></p>	<p>Please refer and use <b>Appendix 4</b> for the complete specification form. To clarify, the uploading of the document was affect, due to technical error</p>																		
9	<p><b>Bidder's Statement of Compliance Item 2 Page 39</b></p> <p>XXX</p> <table border="1"> <tr> <td>ITEM NO. 1</td> <td>:</td> <td><del>MAILING ENVELOPE, WHITE WITH WINDOW ENVELOPE, MAILING, WITH WINDOW</del></td> </tr> <tr> <td>QUANTITY</td> <td>:</td> <td>3,452 BOXES</td> </tr> </table> <table border="1"> <thead> <tr> <th>AGENCY SPECIFICATIONS</th> <th>BIDDER'S STATEMENT OF COMPLIANCE<sup>2</sup></th> </tr> </thead> <tbody> <tr> <td><del>MAILING ENVELOPE, WHITE WITH WINDOW ENVELOPE, MAILING, WITH WINDOW</del></td> <td>Brand: Note: Brand shall be IPO registered</td> </tr> <tr> <td>See attached detailed Technical Specifications:</td> <td></td> </tr> <tr> <td>PS STANDARD NO.PP 010:2023</td> <td></td> </tr> <tr> <td>UNSPSC Code No. 44121506-EN-MO2</td> <td></td> </tr> <tr> <td>Shall conform to the Additional Packaging Requirements.</td> <td></td> </tr> </tbody> </table>	ITEM NO. 1	:	<del>MAILING ENVELOPE, WHITE WITH WINDOW ENVELOPE, MAILING, WITH WINDOW</del>	QUANTITY	:	3,452 BOXES	AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE <sup>2</sup>	<del>MAILING ENVELOPE, WHITE WITH WINDOW ENVELOPE, MAILING, WITH WINDOW</del>	Brand: Note: Brand shall be IPO registered	See attached detailed Technical Specifications:		PS STANDARD NO.PP 010:2023		UNSPSC Code No. 44121506-EN-MO2		Shall conform to the Additional Packaging Requirements.		<p>To amend Section VII Technical Specifications for complete detailed item/description.</p> <p>Please refer and use <b>Appendix 5</b> for the revised form.</p>
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	xxx	
10	<p><b>Technical Specifications (TSRC) Page 40-42</b></p> <p>xxx Item 2-Envelope, Mailing, with window (page 40-42) xxx</p>	<p>To amend Section VII Technical Specifications for complete detailed technical requirements.</p> <p>Please refer and use <b>Appendix 6</b> for the revised form.</p>

**VI. SECTION VIII. CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS**

	<p><b>Annex A Bid Form Page 49</b></p> <p>xxx</p>																
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Item No.	Qty/ Unit	ITEMS/ DESCRIPTION	UNIT PRICE	TOTAL PRICE													
1	7,124 boxes	MAILING ENVELOPE, WHITE  <b>ENVELOPE, MAILING</b>															
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**B. CLARIFICATIONS**

The Procurement Service-Department of Budget and Management (PS-DBM), Bids and Awards Committee hereby clarifies prospective bidders' concerns and queries:

ITEM	CONCERN	REFERENCE	CLARIFICATION/ RESOLUTION
<b>During Pre-bid Conference</b>			
1	Prospective bidders requested to clarify if the item will be	<b>Section III ITB Clause 12</b> xxx	To clarify that the bidding documents specify the places where the item can possibly

	delivered to all the places stated in ITB Clause 12 or if there is only one place where the item will be delivered	The price of the Goods shall be quoted: a. DDP PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila;	be delivered. The quantity and location for each delivery shall be provided through the issuance of each call-off.
2	Prospective bidder requested to clarify how long is the delivery period if they will be declared as the lowest bidder.	b. DDP PS-DBM Pampanga Hub, Regional Government Center Maimpis, San Fernando City Pampanga; and c. DDP End-User Agencies within Metro Manila; Antipolo, Rizal; and Imus, Cavite or the applicable International Commercial Terms (INCOTERMS) for this Project	The bidder is given fifteen (15) calendar days to deliver the item upon receipt of each call-off.
3	Prospective bidder requested to clarify if all the test results are required to be submitted during the opening of bids or during the post qualification stage, and if the specifications are required to be indicated in the valid test report.	<b>Section III Bid Data Sheet</b> <b>ITB Clause 20.2</b> xxx <b>Item 1 &amp; 2: Valid test report from a recognized body showing compliance to the following parameters:</b> <ul style="list-style-type: none"> <li>• Basis Weight: 70gsm (+- 5%)</li> <li>• Brightness, % (Photovolt)(min.): 82</li> <li>• Dirt Count, mm<sup>2</sup>/m<sup>2</sup> (max): 10</li> </ul> xxx	The Committee emphasized that the documents enumerated under ITB Clause 20.2 shall be submitted during the post qualification stage once the bidder is declared as the Lowest Calculated Bid (LCB) and a valid test report to be submitted shall contain all the parameters as required.
4	Prospective bidder asked to clarify how many days should the sample be submitted, and whether it should	<b>Section III Bid date Sheet</b> <b>ITB Clause 20.2</b> 5. For bidder declared as LCB/SCB: Product sample and other evidence of the	The Committee clarified that the bidder declared as the Lowest Calculated Bid (LCB) has five (5) days to submit

	be in boxes or in pieces.	<i>bidder's statement of compliance with technical specifications, as required under Section VII. Technical Specifications.</i>	the post qualification documents together with the sample. Please refer to Section VII Technical Specification.
5	A prospective bidder requested to clarify if there is a layout for the packaging requirement	<p><b>Technical Specification Page 37-43 Marking/ Labelling</b></p> <p><b>Item No .1 Mailing Envelope, white</b></p> <p><b>Item No. 2 Mailing Envelope, white with window</b></p>	To clarify that the required packaging for the item is one (1) box (500 pcs per box). Additional packaging requirements are also provided in the attached Annex A of the Technical Specifications. For marking and labelling requirements, the bidder shall meet the minimum requirements under the Consumer Act of the Philippines (RA7394).

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.

**SIGNATURE REDACTED**

**JOSEPH P. BALAGTAS**

*Chairperson, Bids and Awards Committee III*

*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 DESCRIPTION: ENVELOPE, MAILING</b>	
<b>MAXIMUM QUANTITY: 7,124 BOXES</b>	
<b>ITEM NO.</b>	<b>DELIVERY PERIOD AND DELIVERY SITES</b>
1	<p><b>1. Delivery Sites:</b></p> <p>a. PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila  b. Direct Delivery to End-User Agencies within Metro Manila;  PS-DBM Pampanga Hub, Regional Government Center Maimpis, San Fernando City, Pampanga; Antipolo, Rizal; and Imus, Cavite</p> <p><b>2. Delivery Period:</b></p> <p>Within fifteen (15) calendar days (CD) upon receipt of Call-Off</p> <p><b>3. The exact quantity will be determined in each Call-Off.</b></p>

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 DESCRIPTION: ENVELOPE, MAILING, WITH WINDOW</b>	
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\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Date

**APPENDIX 3**

ITEM NO. 1	:	ENVELOPE, MAILING
QUANTITY	:	7,124 BOXES

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE*
<p><b>MAILING ENVELOPE, WHITE</b></p> <p>See attached detailed Technical Specifications:</p> <p>PS STANDARD NO.PP 010:2023 UNSPSC Code No. 44121506-EN-MO2</p> <p>Shall conform to the Additional Packaging and Marking/Labeling Requirements.</p>	<p>Brand:</p> <p>Note: Brand shall be IPO registered</p>

*Note 1: Valid Test Result conducted not earlier than six (6) months prior to the deadline of submission of bids, issued by the government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center, in case the government and government accredited private laboratory centers are not available*

*Note 2: Product sample shall be submitted by the LCB during Post-qualification.*

We commit to deliver the goods under the new packaging and consistent with the physical appearance and color of the sample submitted as required by the Procurement Service.

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

_____	_____	_____
<b>Name of Company</b>	<b>Signature over Printed Name Of Authorized Representative</b>	<b>Date</b>

\* [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 cross-referenced 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 Bidder's 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 applicable laws and issuances.]

Technical Requirements for  
**ENVELOPE, MAILING**

## PRODUCT SPECIFICATIONS

- Color: White
- Quality: Bond Paper
- Basis Weight: 70gsm ( $\pm 5\%$ )
- Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture.
- Other Physical Properties:
  - Brightness, % (Photovolt) (min.): 82
  - Dirt Count,  $\text{mm}^3/\text{m}^2$  (max.): 10
- Envelope Size:
  - Width: 105mm (-3mm)
  - Length: 241mm (-3mm)

## EVIDENCE and VERIFICATION

- **Documentary Evidence:**
  - Valid test report from a Government Accredited Testing Center
- **Government Accredited Testing Center:**
  - Valid test report from a recognized body showing compliance to the following parameter:
    - Basis Weight: 70gsm ( $\pm 5\%$ )
    - Brightness, % (Photovolt) (min.): 82
    - Dirt Count,  $\text{mm}^3/\text{m}^2$  (max.): 10
- **In-House Test:**
  - Color: White
  - Quality: Bond Paper
  - Determine the envelope size by using a steel ruler:
    - Width: 105mm (-3mm)
    - Length: 241mm (-3mm)
  - Performance Test: Front Seal - Non-curl or Lay Flat
    1. Insert one (1) piece of folded Multipurpose 70gsm paper legal size (216mm x 330mm) in a mailing envelope of at least 5% of the sample submitted;
    2. Moisten the gum with a wet sponge, press the front seal to develop a bond and wait for a maximum of 3 minutes to allow the gum to dry.  
Result: No significant alteration in the appearance of the seal.

1 Technical Requirements for Envelope, Mailing

Handwritten signature and initials, possibly 'S. [unclear]' and 'AS', 'VA', 'PA', 'H'.

- One (1) 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**

---

- One (1) box [500 pieces per box]
- Additional Requirement on Packaging, refer to the attached Annex "A"

#### **MARKING/LABELING**

---

- Shall conform with the Consumer Act of the Philippines (R.A. 7394)
- Additional Requirement on Marking and Labeling, refer to the attached Annex "A"

#### **REFERENCES**

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- None

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**APPENDIX 5**

ITEM NO. 2	: ENVELOPE, MAILING WHITE WITH WINDOW
QUANTITY	: 3,452 BOXES

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE <sup>2</sup>
<p style="text-align: center;"><b>MAILING ENVELOPE, WHITE WITH WINDOW</b></p> <p>See attached detailed Technical Specifications:</p> <p>PS STANDARD NO. PP 032-2023 UNSPSC Code No. 44121504-EN-WO2</p> <p>Shall conform to the Additional Packaging and Marking/Labeling Requirements.</p>	<p>Brand:</p> <p>Note: Brand shall be IPO registered</p>

*Note 1: Valid Test Result conducted not earlier than six (6) months prior to the deadline of submission of bids, issued by the government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center, in case the government and government accredited private laboratory centers are not available*

*Note 2: Product sample shall be submitted by the LCB during Post-qualification.*

We commit to deliver the goods under the new packaging and consistent with the physical appearance and color of the sample submitted as required by the Procurement Service.

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

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

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

\_\_\_\_\_  
Date

<sup>2</sup> [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 cross-referenced 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 Bidder's 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 applicable laws and issuances.]

## APPENDIX 6

PS STANDARD No. PP-032-2023  
UNSPSC Code: 44121504-EN-W02

Technical Requirements for

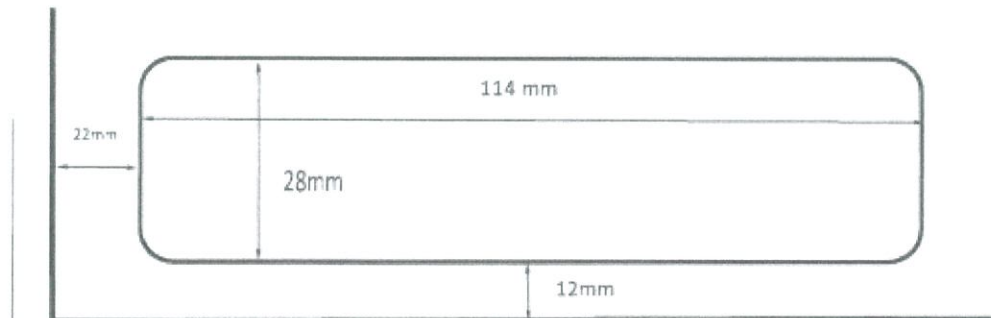
### ENVELOPE, MAILING, WITH WINDOW

#### PRODUCT SPECIFICATIONS

- Color: White
- Window: Clear plastic
- Quality: Bond Paper
- Basis Weight: 70gsm ( $\pm 5\%$ )
- Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture.
- Other Physical Properties:
  - Brightness, % (Photovolt) (min.): 82
  - Dirt Count,  $\text{mm}^2/\text{m}^2$  (max.): 10

Envelope Size:	Window Size:
Width: 105mm (-3mm)	Width (min.): 28mm
Length: 241mm (-3mm)	Length (min.): 114mm
	Distance from bottom: 12mm ( $\pm 2\text{mm}$ )
	Distance from left side: 22mm ( $\pm 2\text{mm}$ )

#### ILLUSTRATION (Window):



Window Envelope Size and Position

1 Technical Requirements for Envelope, mailing, with window

*Handwritten signature and initials:*  
S. [unclear] [unclear] [unclear] [unclear] [unclear]

**EVIDENCE and VERIFICATION**

- **Documentary Evidence:**
  - Valid test report from a Government Accredited Testing Center.
- **Government Accredited Testing Center:**
  - Valid test report from a recognized body showing compliance to the following parameter:
    - Basis Weight: 70gsm (±5%)
    - Other Physical Property:
      - Brightness, % (Photovolt) (min.): 82
      - Dirt Count, mm<sup>2</sup>/m<sup>2</sup> (max.): 10
- **In-House Test:**
  - Color: White
  - Window: Clear plastic
  - Quality: Bond Paper
  - Determine the dimensions by using a steel ruler:

Envelope Size:	Window Size:
Width: 105mm (-3mm)	Width (min.): 28mm
Length: 241mm (-3mm)	Length (min.): 114mm
	Distance from bottom: 12mm (±2mm)
	Distance from left side: 22mm (±2mm)

**ILLUSTRATION (Window):**

Window Envelope Size and Position

- Performance Test: Front Seal - Non-curl or Lay Flat

2 Technical Requirements for Envelope, mailing, with window

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1. Insert one (1) piece of folded Multipurpose 70gsm paper legal size (216mm x 330mm) in a mailing envelope of at least 5% of the sample submitted;
  2. Moisten the gum with a wet sponge, press the front seal to develop a bond and wait for a maximum of three (3) minutes to allow the gum to dry  
Result: No significant alteration in the appearance of the seal.
- One (1) 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

---

- One (1) box [500 pieces per box]
- Additional Requirement on Packaging, refer to the attached Annex "A"

#### MARKING/LABELING

---

- Shall conform with the Consumer Act of the Philippines (R.A. 7394)
- Additional Requirement on Marking and Labeling, refer to the attached Annex "A"

#### REFERENCES

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- None

3 Technical Requirements for Envelope, mailing, with window

*Handwritten signature and date:*  
2012/12/12

**Bid Form**

Date: \_\_\_\_\_

Invitation to Bid No: PB No. 23-031-3

To: *DBM-PS BAC III Chairperson*  
*Procurement Service*  
*PS Complex, RR Road*  
*Cristobal St., Paco, Manila*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers [ ], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Supply and Deliver of Mailing Envelopes for the Procurement Service in conformity with the said Bidding Documents.

Item No.	Qty/Unit	ITEMS/ DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	7,124 boxes	ENVELOPE, MAILING		
2	3,452 boxes	ENVELOPE, MAILING, WITH WINDOW		

*Note: For purposes of bid evaluation, bidders are advised to use two (2) decimal places in setting up their bid prices.*

**TOTAL PRICE IN WORDS:**

**Item No. 1:** \_\_\_\_\_

**Item No. 2:** \_\_\_\_\_

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Section VI. Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 14.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice to Execute Framework Agreement, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

I/We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert]*: as the owner and sole proprietor or authorized representative of *[Name of Bidder]*, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the **Supply and Delivery of Mailing Envelopes for the Procurement Service**

Or;

I/We likewise certify/confirm that the undersigned, *[for partnerships, corporations, cooperatives, or joint ventures, insert]*: is granted full power and authority by the *[Name of Bidder]*, to participate, submit the bid and to sign and execute the ensuing contract on the latter's behalf for **Supply and Delivery of Mailing Envelopes for the Procurement Service**

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_