



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

**Public Bidding No. 23-024-1**

**SUPPLY AND DELIVERY OF FILE ORGANIZER AND L-TYPE FOLDER  
 FOR THE PROCUREMENT SERVICE**

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 Conferences held on **9 June 2023**.

**A. AMENDMENT/S**

**I. SECTION VI. SCHEDULE OF REQUIREMENTS**

REFERENCE	JUSTIFICATION/ EXPLANATION
<p><b>Page 32</b></p> <p>XXX  <b>FRAMEWORK AGREEMENT LIST</b>            XXX  <b>ITEM DESCRIPTION: File Organizer, Expanding, Plastic, 12 Pockets</b>            XXX            XXX  <b>DELIVERY PERIOD AND DELIVERY SITES</b>            XXX  <b>2. Delivery Period</b>            a. Within <del>ten (10)</del> <b>fifteen (15)</b> calendar days (CD) upon receipt of Call-Off            XXX</p>	<p>To amend the provision to give ample time to the bidder in delivering the item.</p> <p>Please refer and use the attached <b>Appendix "1"</b> for the prescribed and updated form.</p>
<p><b>Page 33</b></p> <p>XXX  <b>FRAMEWORK AGREEMENT LIST</b>            XXX  <b>ITEM DESCRIPTION: Folder, L-Type, A4</b>            XXX            ITEM NO: <del>1</del> <b>2</b>            XXX  <b>DELIVERY PERIOD AND DELIVERY SITES</b>            XXX  <b>2. Delivery Period</b>            a. Within <del>ten (10)</del> <b>fifteen (15)</b> calendar days (CD) upon receipt of Call-Off            XXX</p>	<p>To amend the provision to give ample time to the bidder in delivering the item.</p> <p>Please refer and use the attached <b>Appendix "2"</b> for the prescribed and updated form.</p>

*GA*

<p><b>Page 34</b></p> <p>xxx  <b>FRAMEWORK AGREEMENT LIST</b>  xxx  <b>ITEM DESCRIPTION: Folder, L-Type, Legal</b>  xxx  ITEM NO: <del>3</del> <b>3</b>  xxx  <b>DELIVERY PERIOD AND DELIVERY SITES</b>  xxx  <b>2. Delivery Period</b>  a. Within <del>ten (10)</del> <b>fifteen (15)</b> calendar days (CD) upon receipt of Call-Off  xxx</p>	<p>To amend the provision to give ample time to the bidder in delivering the item.</p> <p>Please refer and use the attached <b>Appendix "3"</b> for the prescribed and updated form.</p>
---	--

**B. CLARIFICATION/S**

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<sup>1</sup></b>			
1	The Representatives from CPSTI and King Files requested to amend the provision to <b>twenty (20) calendar days</b> to give ample time in delivering the items.	Section VI. Schedule of Requirements  Items 1, 2 and 3 Pages 32 to 34  xxx 2. Delivery Period: a. Within <b>ten (10) calendar days (CD)</b> upon receipt of Call-Off  xxx	Please refer to the amendment part of the Bid Bulletin.

<sup>1</sup> Conducted on 9 June 2023

2	<p>The bidder requested to clarify the inconsistency between the Product Specifications against the Evidence and Verification.</p>	<p><b>Section VII. Technical Specification</b></p> <p>Page 37 Item 1</p> <p><b>Technical Requirements for File Organizer</b></p> <p>xxx <b>EVIDENCE AND VERIFICATION</b> xxx</p> <p>• <b>In-House Test</b> xxx</p> <ul style="list-style-type: none"> <li>• With elastic strap, snap, <b>etc.</b> for closing or binding the organizer</li> <li>• xxx</li> <li>• Determine the <b>thickness</b> using a Digital Vernier Caliper (Cover) and Digital Micrometer (Inside Pocket)</li> </ul>	<p>The Bids and Awards Committee hereby clarifies that during the In-House Test, the acceptable specifications are <b>elastic strap</b> or <b>snap</b> only.</p> <p>The Committee hereby clarifies that during the In-House Test evaluation, the evaluator will get a portion on each item (three parts). To determine the thickness, the average result per item will be implied.</p> <p>The submitted sample shall include all the required colors as indicated.</p> <p>The sample shall consist of four (4) pieces of the item. Three (3) pieces will be subject for evaluation and verification.</p> <p>Failure to satisfy the minimum thickness in any of the provided samples is a ground for disqualification.</p>
---	--	---	---



<p>3</p>	<p>The Representative from King Files requested to clarify the procedure in determining the thickness of the item.</p> <p>Further, he requested to average the thickness of the cover and inside pocket considering that the material is plastic and has inconsistent thickness in the production.</p>	<p>Page 41 and 44 Item 2 and 3</p> <p><b>Technical Requirements for Folder, L-Type, A4 and Legal</b></p> <p>xxx</p> <p><b>EVIDENCE AND VERIFICATION</b></p> <p>xxx</p> <ul style="list-style-type: none"> <li>• <b>In-House Test</b></li> <li>xxx</li> <li>• Determine the <b>thickness</b> using a Digital Micrometer</li> <li>• xxx</li> <li>• <b>[One (1) pack (50 pieces per pack)]</b> with marking/ labeling shall be provided xxx</li> <li>• xxx</li> </ul> <p>xxx</p>	<p>The Committee hereby clarifies that during the In-House Test evaluation, the evaluator will get a portion on each item (three parts). To determine the thickness, the average result per item will be implied.</p> <p>The submitted sample shall include all the required colors as indicated.</p> <p>The sample shall consist of ten (10) pieces per color of the item. One (1) piece per color will be subject for evaluation and verification or a total of five (5) colors.</p> <p>Failure to satisfy the minimum thickness in any of the provided samples is a ground for disqualification.</p>
----------	--	---	---

The herein amendments form an integral part of the bidding documents. Correspondingly, all other provisions in the bidding documents affected by these amendments are similarly amended or modified.

The clarifications made explain in greater detail the purpose or intent of the requirement and do not necessarily amend that particular provision in the bidding documents.

All attached revised forms shall supersede previous issued forms through this Bid Bulletin. Please be guided accordingly.

**SIGNATURE REDACTED**

**KARL MICHAEL R. ESPEJO**  
Chairperson, Bids and Awards Committee I

*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: File Organizer, Expanding, Plastic, 12 Pockets</b>	
<b>MAXIMUM QUANTITY: 20,655 pieces</b>	
<b>ITEM NO.</b>	<b>DELIVERY PERIOD AND DELIVERY SITES</b>
1	<ol style="list-style-type: none"> <li><b>1. Delivery Sites:</b> <ol 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> </ol> </li> <li><b>2. Delivery Period:</b> <ol style="list-style-type: none"> <li>a. Within <b>fifteen (15)</b> calendar days (CD) upon receipt of Call-Off</li> </ol> </li> <li><b>3. The exact quantity will be determined in each Call-Off.</b></li> </ol>

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: Folder, L-Type, A4</b>	
<b>MAXIMUM QUANTITY: 9,108 packs</b>	
<b>ITEM NO.</b>	<b>DELIVERY PERIOD AND DELIVERY SITES</b>
2	<ol style="list-style-type: none"> <li><b>1. Delivery Sites:</b> <ol 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> </ol> </li> <li><b>2. Delivery Period:</b> <ol style="list-style-type: none"> <li>a. Within <b>fifteen (15)</b> calendar days (CD) upon receipt of Call-Off</li> </ol> </li> <li><b>3. The exact quantity will be determined in each Call-Off.</b></li> </ol>

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: Folder, L-Type, Legal</b>	
<b>MAXIMUM QUANTITY: 9,012 packs</b>	
<b>ITEM NO.</b>	<b>DELIVERY PERIOD AND DELIVERY SITES</b>
3	<ol style="list-style-type: none"> <li><b>1. Delivery Sites:</b> <ol 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> </ol> </li> <li><b>2. Delivery Period:</b> <ol style="list-style-type: none"> <li>a. Within <b>fifteen (15)</b> calendar days (CD) upon receipt of Call-Off</li> </ol> </li> <li><b>3. The exact quantity will be determined in each Call-Off.</b></li> </ol>

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