



Bid Bulletin No. 1
18 January 2024

AMP NO. 24-003-2

SUPPLY AND DELIVERY OF FILE TAB DIVIDER, 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 raised and clarifications made by prospective bidders during the **Pre-Proposal Conference** held on **18 January 2024**.

A. AMENDMENTS

I. REQUEST FOR PROPOSAL (RFP)

ITEM NO.	REFERENCE	CLARIFICATION/ RESOLUTION
During Pre-proposal Conference		
1	<p>Page 3</p> <p>The document below shall be submitted during submission of offers:</p> <p>xxx</p> <p>For Item Nos. 5 2 to 6, the same may be submitted within three (3) calendar days upon receipt of the Notice of Lowest/Single Calculated Proposal to Submit Additional Documentary Requirements.</p> <p>Non-submission of the said documents during the opening of proposals shall not be a ground for disqualification.</p> <p>xxx</p>	<p>To amend the provision and clarify that the required documents (Items No. 2 to 6) shall be submitted within (3) calendar days upon receipt of the Notice to Submit Additional Documentary Requirements.</p>
2	<p>Page 4</p> <p>xxx</p> <p>Ma'am/Sir:</p> <p>Having examined the Request for Proposal No. AMP 24-002-2, the receipt of which is hereby duly</p>	<p>To correct the project title.</p> <p>Please refer to Appendix "1" for the revised Annex A - Bid/Price Proposal Form.</p>

	<p>acknowledged, the undersigned offers the SUPPLY AND DELIVERY OF FILE TAB, LEGAL FOR THE PROCUREMENT SERVICE in conformity with the said Request for Proposal for the sums stated hereunder:</p> <p>xxx</p>	
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II. SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS

ITEM NO.	REFERENCE	BASES FOR AMENDMENT															
1	<p>Page 11</p> <p>xxx</p> <p>2. Delivery Period:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Tranche</th> <th style="width: 20%;">Quantity</th> <th style="width: 60%;">Delivery Schedule</th> </tr> </thead> <tbody> <tr> <td>First Tranche</td> <td>5,000 sets</td> <td>Within fifteen (15) calendar days upon receipt of Purchase Order</td> </tr> <tr> <td>Second Tranche</td> <td>5,000 sets</td> <td>Within fifteen (15) calendar days thereafter</td> </tr> <tr> <td>Third Tranche</td> <td>5,000 5,448 sets</td> <td>Within fifteen (15) calendar days thereafter</td> </tr> <tr> <td>Fourth Tranche</td> <td>sets 448 sets</td> <td>Within fifteen (15) calendar days thereafter</td> </tr> </tbody> </table> <p>xxx</p>	Tranche	Quantity	Delivery Schedule	First Tranche	5,000 sets	Within fifteen (15) calendar days upon receipt of Purchase Order	Second Tranche	5,000 sets	Within fifteen (15) calendar days thereafter	Third Tranche	5,000 5,448 sets	Within fifteen (15) calendar days thereafter	Fourth Tranche	sets 448 sets	Within fifteen (15) calendar days thereafter	<p>To amend the number of tranches and quantity to be delivered for the third tranche in the Schedule of Requirements/Delivery Instructions.</p> <p>Please refer to Appendix "1" for the revised Annex A - Bid/Price Proposal Form.</p>
Tranche	Quantity	Delivery Schedule															
First Tranche	5,000 sets	Within fifteen (15) calendar days upon receipt of Purchase Order															
Second Tranche	5,000 sets	Within fifteen (15) calendar days thereafter															
Third Tranche	5,000 5,448 sets	Within fifteen (15) calendar days thereafter															
Fourth Tranche	sets 448 sets	Within fifteen (15) calendar days thereafter															

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 made herein shall be considered an integral part of the Bidding Document.

For the Bids and Awards Committee II,


VIC ANTHONY A. TUBON
 Chairperson

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.

Bid / Price Proposal Form

Date: _____

**The Chairperson, Bids and Awards Committee
Procurement Service – DBM
PS Complex, Cristobal Street
Paco, Manila**

Ma'am/Sir:

Having examined the Request for Proposal No. AMP 24-002-2, the receipt of which is hereby duly acknowledged, the undersigned offers the **SUPPLY AND DELIVERY OF FILE TAB, LEGAL FOR THE PROCUREMENT SERVICE** in conformity with the said Request for Proposal for the sums stated hereunder:

LOT NO.	QTY.	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	15,448 sets	Supply and Delivery of File Tab, Legal for the Procurement Service		

Total Price in Words:

Lot No. 1: _____

TECHNICAL SPECIFICATIONS	
Item Description	Bidder's Statement of Compliance
<ul style="list-style-type: none"> • For legal size documents • Material: Bristol Board • Size: <ul style="list-style-type: none"> ○ Leaf: <ul style="list-style-type: none"> Length (min.): 330mm Width (min.): 216mm ○ Tab: <ul style="list-style-type: none"> Length (min.): 68mm Width (min.): 15mm In sequential order • Basis Weight (-5%): 153 gsm • Thickness (min.): 0.22mm • Five (5) colors per set: Blue, White, Yellow, Green, Red, Etc. 	<p>Brand: _____</p> <p><i>Note: The offered brand shall be IPO registered.</i></p> <p>(Bidders must state here either "Comply" or "Not Comply")</p>
Evidence and Verification	

<ul style="list-style-type: none"> ○ Documentary Evidence to be submitted during Post-qualification ○ Material: Bristol Board Certification from the manufacturer ○ In-House Test: ○ For Legal size documents ○ Determine the dimensions by using a steel ruler: Leaf: Length (min.): 330mm Width (min.): 216mm Tab: Length (min.) 68mm Width (min.) 15mm In sequential order ○ Determine the weight by using digital weighing scale: Basis Weight (-5%): 153gsm Grammage = Weight in grams/(length in meters x width in meters) ○ Determine the thickness by using a digital micrometer / digital vernier caliper: Thickness (min.): 0.22mm ○ Five (5) colors per set: Blue, White, Yellow, Green, Red, etc. ○ One (1) pack with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications. 	
<p>Packaging:</p> <ul style="list-style-type: none"> ● Five (5) colors per set, each set is individually wrapped. Ten (10) sets per pack or standard packaging of the manufacturer. Twenty-five (25) packs per box or standard packaging of the manufacturer. ● Additional requirement on Packaging, refer to the attached Annex "A" 	

Marking/Labeling

- Shall conform with the minimum Marketing 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.

Note: Please indicate statement of compliance of the Technical Requirements by clearly indicating "COMPLY"

PS STANDARD No. PP-038:2023
UNSPSC Code: 44122018-FT-003

Technical Requirements for FILE TAB DIVIDER, LEGAL

PRODUCT SPECIFICATIONS

- For legal size documents
- Material: Bristol Board
- Size:
 - Leaf
 - Length (min.): 330mm
 - Width (min.): 216mm
 - Tab
 - Length (min.): 68mm
 - Width (min.): 15mm
 - In sequential order
- Basis Weight (-5%): 153 gsm
- Thickness (min.): 0.22mm
- Five (5) colors per set: Blue, White, Yellow, Green, Red, etc.

EVIDENCE and VERIFICATION

- **Documentary Evidence to be submitted during Post-qualification:**
 - Material: Bristol Board
 - Certification from the manufacturer
- **In-House Test:**
 - For legal size documents
 - Determine the dimensions by using a steel ruler:
 - Leaf
 - Length (min.): 330mm
 - Width (min.): 216mm
 - Tab
 - Length (min.): 68mm
 - Width (min.): 15mm
 - In sequential order
 - Determine the weight by using the digital weighing scale:
 - Basis Weight (-5%): 153 gsm
 - $\text{Grammage} = \text{Weight in grams} / (\text{length in meters} \times \text{width in meters})$

1. Technical Requirements for File Tab/Divider, Legal

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- o Determine the thickness by using a digital micrometer / digital vernier caliper:
 - Thickness (min.): 0.22mm
- o Five (5) colors per set: Blue, White, Yellow, Green, Red, etc.
- One (1) pack 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 (5) colors per set, each set is individually wrapped
Ten (10) sets per pack or Standard packaging of the manufacturer
Twenty-five (25) packs per box or Standard packaging of the manufacturer
- Additional Requirement on Packaging, refer to the attached Annex "A".

MARKING/LABELING

- 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.

REFERENCES

- *None*

2 Technical Requirements for File Tab/Divider, Legal

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ANNEX A - Additional Requirements on Packaging

1. On each pack, box, item (whichever is applicable), the following shall be legibly imprinted:

- The name and logo of the Procurement Service
- A statement which states that the item is “For Government Use Only”
- Procured by Procurement Service-DBM

The label must be printed on a non-removable or permanent sticker that is durable and when removed, will leave a residue.

2. If applicable:

On each corrugated carton, or outer box, or outer packaging, the following shall be legibly imprinted:

- The name and logo of the Procurement Service
- A statement which states that the item is “For Government Use Only”
- Procured by Procurement Service-DBM

The label must be printed on a non-removable or permanent sticker that is durable and when removed, will leave a residue. The sticker must be placed on the dominant side of the box, and must be large enough to be seen and recognized from a short distance.

Note: Complete details of the sticker will be given to the responsive bidder upon receipt of Notice of Single/Lowest Calculated and Responsive Bid (S/LCRB).

Note: Recommended sticker design and dimensions.

3 x 5 cm



7 x 2 cm



1.4 x 2 inches



10.5 x 2 cm



2 x 6 inches



PROCURED BY:
PROCUREMENT SERVICE
DEPARTMENT OF BUDGET AND MANAGEMENT

FOR GOVERNMENT USE ONLY

PROVIDING SMART PROCUREMENT SOLUTIONS



PROCURED BY:
PROCUREMENT SERVICE
DEPARTMENT OF BUDGET AND MANAGEMENT

FOR GOVERNMENT USE ONLY

PROVIDING SMART PROCUREMENT SOLUTIONS

SCHEDULE OF REQUIREMENTS/DELIVERY INSTRUCTIONS

Delivery Period:

Tranche	Quantity	Delivery Schedule
First Tranche	5,000 sets	Within fifteen (15) calendar days upon receipt of Purchase Order
Second Tranche	5,000 sets	Within fifteen (15) calendar days thereafter
Third Tranche	5,448 sets	Within fifteen (15) calendar days thereafter

Payment shall be made within thirty (30) calendar days from acceptance of each tranche.

Project Sites:

PS Warehouse, PS Complex, Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila; PS-DBM Pampanga Hub, Regional Government Center Maimpis, San Fernando City Pampanga; Antipolo, Rizal; and Imus, Cavite

Contact Person:

Ms. Catherine Ann DG. Mirabel
Chief- Warehousing and Logistics Division
Email Address: cdmirabel@ps-philgeps.gov.ph

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as in accordance with the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Date

Company Name

**Authorized Representative
Name/Signature**

Address

Official Contact No.