



BID BULLETIN NO. 1
15 July 2025

NP-CP NO. 25-001-2

SUPPLY AND DELIVERY OF BROOM, WALIS TAMBO
FOR THE PROCUREMENT SERVICE

Issued pursuant to Sec. 51.5 of the IRR of R.A. 12009 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 **Preliminary Discussion** held on **14 July 2025**.

I. AMENDMENTS/INCLUSIONS

NO.	REFERENCE	BASIS FOR AMENDMENT						
1.	<p>Delivery Period:</p> <p>xxx</p> <table><tr><th>Tranche</th><th>Quantity</th><th>Schedule</th></tr><tr><td>First Tranche</td><td>5,000 pieces</td><td>Within fifteen (15) thirty (30) calendar days upon receipt of Purchase Order;</td></tr></table> <p>xxx</p>	Tranche	Quantity	Schedule	First Tranche	5,000 pieces	Within fifteen (15) thirty (30) calendar days upon receipt of Purchase Order;	<p>To ensure bidders have ample time to prepare the quantities for their delivery.</p> <p>Please refer to and use the amended Conformity with the Schedule of Requirements Form herein attached as "Appendix 1".</p>
Tranche	Quantity	Schedule						
First Tranche	5,000 pieces	Within fifteen (15) thirty (30) calendar days upon receipt of Purchase Order;						
2.	<p><u>Statement of All Completed Contracts Similar to the Contract to be Bid</u></p>	<p>To provide bidders the form for the statement of all completed contracts similar to the contract to be bid.</p> <p>Please refer and use the form herein attached as "Appendix 2".</p>						
3.	<p><u>Checklist of Technical and Financial Documents</u></p>	<p>To provide bidders the checklist of all required documents to be submitted on/or before the deadline of submission of quotations.</p> <p>Please refer to the checklist herein attached as "Appendix 3".</p>						



II. CLARIFICATION/S

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

No.	CONCERN / REQUEST	REFERENCE	CLARIFICATION / RESOLUTION
Raised during Preliminary Discussion			
1.	Alayon Multi-Purpose Cooperative and Odiongan Multi-Purpose Cooperative requested to adjust the delivery period from 15 to 30 calendar days.	Delivery Period: Within fifteen (15) calendar days upon receipt of Purchase Order.	Please refer to the Amendment/Inclusion part of this Bid Bulletin.

By Rules, all other related provisions in the Request for Quotation 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 Request for Quotation.


ROMMEL D. RIVERA

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.

APPENDIX 1**CONFORMITY WITH THE SCHEDULE OF REQUIREMENTS**

<i>No.</i>	<i>Item Description</i>	<i>Quantity</i>		
<i>1</i>	<i>BROOM (WALIS TAMBO)</i>	<i>5,000 pieces</i>		
<i>Delivery Period:</i>		Tranche	Quantity	Schedule
		First Tranche	5,000 pieces	Within thirty (30) calendar days upon receipt of Purchase Order;
<i>Delivery Site:</i>		a. PS Butuan Depot, Bayanihan Rd., J. Rosales Ave., Butuan City		

I hereby commit to deliver the required quality and quantities upon receipt of the Purchase Order as indicated above.

Company Name: _____

Name and Signature of Authorized Representative: _____

Date Signed: _____

APPENDIX 2

STATEMENT OF ALL COMPLETED CONTRACTS SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____ (company) _____ has the following completed contracts.

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is A. Manufacturer B. Supplier C. Distributor
<div> <div>Name and Signature of Authorized Representative</div> <div>Date</div> </div>							

Instructions:

- a) Cut-off date as of:
 - (i) Up to the day before the deadline of submission and receipt of bids.
 - b) In the column under "Dates", indicate the dates of Delivery/ End-user's Acceptance and Official Receipt.
- "Name of Contract". Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: "Supply and Delivery of Broom, Walis Ting-Ting

Checklist of Technical and Financial Documents

- ☐ (a) Certificate of registration from the DTI, SEC, **CDA**, DA, DOLE, or NCIP, as the case maybe;
- ☐ (b) Notarized Sworn Statement;
- ☐ (c) Statement of all its completed contracts similar to the Community-based Projects to be bid, **or** list indicating the work experiences or their members that reflect the capacity to deliver (e.g. Member A, capable of manufacturing 50 brooms (*walis tambo*) per day), **and official receipt(s) or sales invoice issued for the contracts as proof thereof**;
- ☐ (d) Photocopy or scanned copy of the bank book with complete bank account information or a proof that it maintains books of accounts such as cash receipts journal, cash disbursement journal, general journal, and general ledger;
- ☐ (e) Conformity with the Technical Specifications;
- ☐ (f) Conformity with the Schedule of Requirements; and
- ☐ (g) Bid / Price Quotation Form