



**BID BULLETIN NO. 1  
11 June 2025**

**PUBLIC BIDDING NO. 25-022-2**

**SUPPLY AND DELIVERY OF NOTEPAD, STICK-ON 76MM X 76MM  
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 for this project, considering the concerns and clarifications raised by prospective bidders during the **Pre-Bid Conference** held on **04 June 2025**, likewise, response to bidders' written queries received within the prescriptive period for filing.

**I. AMENDMENTS**

ITEM NO.	REFERENCE	BASIS FOR AMENDMENT
<b>A. SCHEDULE OF REQUIREMENTS</b>		
1	<b>Section VI. Schedule of Requirements Conformity with the Schedule of Requirements</b>  Delivery Period: Within fifteen <del>(15)</del> <b>thirty (30)</b> calendar days upon issuance of the <b>first</b> (1 <sup>st</sup> ) Call-Off.  <u>For the succeeding Call-Off, within fifteen (15) calendar days upon issuance of the Call-off.</u>	To ensure bidders have <b>ample time to prepare the quantities for their first Call-off Order delivery.</b>  Please refer to and use Appendix "1" for the Compliance with the Schedule of Requirements Form (As Amended).

**II. CLARIFICATIONS**

ITEM NO.	CONCERN	REFERENCE	CLARIFICATION/ RESOLUTION
<b>DURING PRE-BID CONFERENCE MEETING</b>			
1	Office Warehouse Inc. asked for a clarification regarding this clause	<b>Section III. Bid Data Sheet ITB Clause 20.2</b>	Latest Value Added Tax Returns (2550Q) or Percentage Tax Returns (Form 2551Q) <b>filed for the preceding</b>

		3. Latest Value Added Tax Returns (2550Q) or Percentage Tax Returns (Form 2551Q) filed for the preceding quarter, which should not be earlier than two (2) quarters from the date of submission and receipt of bid;	<b>quarter</b> , simply means the <i>most recent</i> VAT Returns which was filed within the "window" of 2 quarters reckoned from the date of submission of bids.
2	Majority of the prospective bidders requested for thirty (30) calendar days delivery period on the first tranche and fifteen (15) calendar days on the succeeding delivery.	<b>Section VI. Schedule of Requirements</b>  <b>Conformity with the Schedule of Requirement</b>  Delivery Period: Within fifteen (15) calendar days upon issuance of Call-off.	Please refer to Item No. 1 under the Amendment portion.
3	Asiaprime Commodities Corp. (ACC) requested/suggested if possible to use the testing outside particularly from FPRDI in measuring the thickness and grammage due to difference of test result versus the evaluation.	<b>Section VII. Technical Specifications</b>  Technical Requirements Product Specifications  Basic Weight (min.): 70gsm  Sheet Thickness (0.002 mm): 0.090mm	The In-house Test requirements are retained. Third-party testing is therefore not required for any of the tests identified for In-house Testing.
4	Advance Paper Corporation (APC) clarified if the pastel color or any color is acceptable.	<b>Section VII. Technical Specifications.</b>  Assorted colors: Yellow, Pink, Green, Orange	Any shade of the required colors is acceptable, provided that writing remains legible.
5	West Heaven Trading Corporation (WHTC), asked for an illustration from the Technical Working Group (TWG) which part of the curl will be measured.	<b>Section VII. Technical Specifications.</b>  <b>Performance Tests</b> <b>2. Procedure:</b>	<b>An illustrative drawing is not necessary.</b> The test procedure is already clear and straightforward:

		<p>b. Place the paper with the notepad on a vertical position for twenty-four (24) hours.</p> <p>Result: <b>The adhesive portion of the notepad shall not curl for more than five (5) mm on either side within twenty-four (24) hours</b></p>	<p><b>"The adhesive portion of the notepad shall not curl for more than five (5) mm on either side within twenty-four (24) hours."</b></p> <p>To be precise, the measurement for "curling" refers to the distance that the <b>adhesive portion of the notepad has lifted or detached</b> from the surface after being vertically adhered for 24 hours. The maximum vertical distance from the original adhesion point to the highest point of the lifted (curled) edge is then measured.</p>
<b>FNV OFFICE AND SCHOOL SUPPLIES TRADING<sup>1</sup></b>			
6	I just want to ask about the color of Notepad, Stick-on, if Yellow, Pink, Green and Blue	<p><b>Section VII. Technical Specifications.</b></p> <p>Assorted colors: Yellow, Pink, Green, Orange</p>	Please refer to Item No. 4.
7	Is the 30 days delivery period of the Notepad, Stick-on approved?	<p><b>Section VII. Technical Specifications</b></p> <p><b>Conformity with the Schedule of Requirement</b></p> <p>Delivery Period: Within fifteen (15) calendar days upon issuance of Call-Off.</p>	Please refer to Item No. 1 under the Amendment portion.

<sup>1</sup> The query was received through electronic mail on 05 June 2025



<b>OFFICE WAREHOUSE, INC.<sup>2</sup></b>			
8	<p>For the purpose of in-house testing, evidence, and verification, we seek clarification on the required placement of the brand label. Specifically, may we know if the brand is required to be printed on <b>each and every page/sheet</b> of the notepad/stick-on, or if the brand shall be printed solely on the <b>end paper?</b> <b>or at the end of the pad only?</b></p>	<p><b>Section VII. Technical Specifications</b></p> <p>Brand shall be printed on the endpaper</p>	Brand shall be <b>printed on the endpaper.</b>
<b>ADVANCE PAPER CORPORATION<sup>3</sup></b>			
9	<p>Based on the Technical details of your Bidding Documents the primary colors required are <b>Yellow, Pink, Green, and Orange.</b> Are these the main color themes that the bidder needs to follow for the deliverables under this project.</p> <p>Will the BAC Committee accept variations in shades within the same color family, such as the use of <b>pastel versions or lighter/darker tones</b> of the specified colors, provided that:</p> <p><b>1.</b> The chosen shades remains clearly identifiable as <b>Yellow, Pink, Green, and Orange.</b></p>	<p><b>Section VII. Technical Specifications</b></p> <p>Assorted colors: Yellow, Pink, Green, Orange</p>	Please refer to Item No. 4.

<sup>2</sup> The query was received through electronic mail on 05 June 2025.

<sup>3</sup> The query was received through electronic mail on 08 June 2025

	<p>2. The overall color scheme remains cohesive and appropriate for the intended design or application.</p> <p>3. Any variation must still align with the aesthetic and functional expectations of the project.</p> <p>Should you intend to propose alternative shades, we recommend submitting a color swatch or sample for review and approval prior to final production.</p>	
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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 Document.

 SIGNATURE REDACTED

**ROMMEL D. RIVERA**

*Chairperson, Bids and Awards Committee II*

## CONFORMITY WITH THE SCHEDULE OF REQUIREMENTS

<b>FRAMEWORK AGREEMENT LIST</b> (Indicative Call-Off Schedule)		
<i>No.</i>	<i>Item Description</i>	<i>Maximum Quantity</i>
<i>1</i>	<i>NOTEPAD, STICK-ON, 76MM X 76MM</i>	<i>138,000 pads</i>
<i>Delivery Period:</i>		Within <b>thirty (30)</b> calendar days upon issuance of the <b>first</b> (1 <sup>st</sup> ) Call-off.  <u>For the succeeding Call-Off, within fifteen (15) calendar days upon issuance of the Call-off.</u>
<i>Delivery Sites:</i>		a. PS Warehouse, PS Complex, Cristobal St., Paco, Manila  b. Direct Delivery to End-User Agencies within Metro Manila; PS-DBM Pampanga Depot (Regional Government Center Maimpis, San Fernando City, Pampanga); Antipolo, Rizal; and Imus, Cavite
<i>Remarks:</i>		<i>The exact quantity will be determined in each Call-Off.</i>

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

Company Name: \_\_\_\_\_

Name and Signature of Authorized Representative: \_\_\_\_\_

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