

## SUPPLEMENTAL/BID BULLETIN NO. 1

**Title** : Hiring of Service Provider for Printing of Information, Education and Communication (IEC) Materials for the Popularization of DSWD's Regulatory Services

**ITB No.** : GOP/19-DSWD-034

**Date** : 04 June 2019

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the amendments/changes in the bidding documents, as follows:

### I. Changes in the Bidding Documents

#### A. Section VII. Technical Specifications

PARTICULAR	FROM	TO
<b>FLYERS</b> (page 66)	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Fold: Tri-fold (3 panel) (xxx)</li> </ul>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Fold: <b>Two-fold</b> (3 panel) (xxx)</li> </ul>
<b>PRIMERS</b> (page 67)	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Paper (Inside Leaves): Book Paper 100</li> <li>• Binding: Stapled (to use book tape)</li> <li>• Maximum Number of Pages: 40 (xxx)</li> </ul>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Paper (Inside Leaves): Book Paper 100 <b>gsm</b></li> <li>• Binding: <b>Perfect Binding</b></li> <li>• Maximum Number of Leaves: 40 (xxx)</li> </ul>
<b>INFO-KIT FOLDERS (for Primers)</b> (page 67)	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Paper: Fold Cote 15 Plastic Lamination</li> <li>• xxx</li> <li>• xxx (xxx)</li> </ul>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Paper: Fold Cote 15 Plastic Lamination <b>(for two sides)</b></li> <li>• xxx</li> <li>• xxx (xxx)</li> </ul>

<p><b>POSTERS</b> (page 67)</p>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• Paper Type: 90 lbs. acid free paper</li> <li>• xxx</li> <li>• Lamination: Plastic lamination (xxx)</li> </ul>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• Paper Type: <b>C2S 140</b></li> <li>• xxx</li> <li>• <b>Finish: Matte</b> (xxx)</li> </ul>
<p><b>CALENDARS</b> (page 68)</p>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>- x xx</li> <li>- x xx</li> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Paper: Cardboard glossy (Stand) C2S 160 lbs. glossy (Cover Page) C2S 160 lbs. matte (Grids/Leaves) (xxx)</li> </ul>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>- x xx</li> <li>- x xx</li> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Paper: Cardboard glossy <b>laminated with plastic</b> (Stand) C2S 160 lbs. <b>matte</b> (Cover Page) C2S 160 lbs. matte (Grids/Leaves) (xxx)</li> </ul>
<p><b>PLANNERS</b> (page 68)</p>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• Cover (Front and Back): 250gsm double sided coated board with UV lamination glossy (0.32mm thickness) with design/infographics</li> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Separator (Inside Leaves): 12 Leaves monthly breaker (170 gsm glossy); Full Color with design/infographics front; back calendar</li> <li>• <b>Binding:</b> Perfect Binding (xxx)</li> </ul>	<ul style="list-style-type: none"> <li>• xxx</li> <li>• Cover (Front and Back): Paste Board 20 pasted with C2S 100 hardbound; matte lamination; with design/infographics - 3D stamping, embossing, or spot UV; with garter</li> <li>• xxx</li> <li>• xxx</li> <li>• xxx</li> <li>• Separator (Inside Leaves): 12 Leaves monthly breaker (170 gsm glossy); Full Color with design/infographics front; back calendar</li> <li>• <b>Cover and inside pages with four (4) sides cornering</b></li> <li>• <b>Binding:</b> <b>Smyth Sewn</b> (xxx)</li> </ul>

Please see attached revised Technical Specifications.

**II. Deadline for the Submission and Receipt of Bids**

The deadline for the submission and receipt of bids is **13 June 2019, 9:00 a.m.** Bids must be delivered to the **BAC Secretariat Office, Ground Floor, DSWD Central Office. Late Bids will not be accepted.**


The Opening of Bids is on **13 June 2019, 10:00 a.m.,** to be held at the Social Technology Bureau Conference Room, 3<sup>rd</sup> Floor, Matapat Building, DSWD Central Office, IBP Road, Constitutional Hills, Quezon City.

**III. Issuance of Bidding Documents**

The issuance of bidding documents is until **9:00 a.m. of 13 June 2019.**

This Supplemental/Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

  
**FELICISIMO C. BUDIONGAN**  
Undersecretary and  
Bids and Awards Committee Chairperson

Please accomplish this portion and send it to facsimile no. (02) 951-7116 or e-mail at [bacsec@dswd.gov.ph](mailto:bacsec@dswd.gov.ph)

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Received from DSWD, **Supplemental/Bid Bulletin No. 1 for the Hiring of Service Provider for Printing of Information, Education and Communication (IEC) Materials for the Popularization of DSWD's Regulatory Services (ITB No. GOP/19-DSWD-034)**

Received by : \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature over Printed Name)

Designation : \_\_\_\_\_

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

# *Technical Specifications*

## **Hiring of Service Provider for Printing of Information, Education and Communication (IEC) Materials for the Popularization of the DSWD Regulatory Services**

<b>DSWD Specifications</b>	<b>Bidder's Specifications<sup>5</sup></b>
<p><b>I. Scope of Work and Deliverables of the Service Provider:</b></p> <ol style="list-style-type: none"> <li>1. Print IEC materials, which will cover the DSWD's regulatory services, compliant with the specifications indicated herein.</li> <li>2. Coordinate (i.e. call for meetings) with the representatives of the SB and SMS relative to the printing of IEC materials.</li> </ol> <p>Specifically, the Service Provider is expected to deliver the following:</p> <ol style="list-style-type: none"> <li>1. Complete printing and production of IEC materials according to the requirements of SB and/or the agreed timeline; and</li> <li>2. Produce best quality IEC materials that will be at par with other IEC material.</li> </ol> <p><b>FLYERS</b></p> <ul style="list-style-type: none"> <li>• Size: A4 (210mm x 297mm)</li> <li>• Paper: 170gsm Glossy</li> <li>• Color: Full-color (on both sides)</li> <li>• Fold: Two-fold (3 panel)</li> </ul> <p><i>(Please see attached design/layout)</i></p>	<p>Detailed Specifications:</p>

<sup>5</sup> **IMPORTANT NOTE:** Detailed specifications must be provided. Statements of "COMPLY" or "NOT COMPLY" must be supported by 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 Bidders 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 provisions of **ITB Clause 3.1(a)(ii)** and/or **GCC Clause 2.1(a)(ii)**.

DSWD Specifications	Bidder's Specifications <sup>5</sup>
<p><b>PRIMERS</b></p> <ul style="list-style-type: none"> <li>• Size: 5.8 inches x 8.3 inches</li> <li>• Paper (Cover): Fold Cote 15 Plastic Lamination</li> <li>• Color (Cover): Full Color (on inside and outside with text and graphics)</li> <li>• Paper (Inside Leaves): Book Paper 100 gsm</li> <li>• Binding: Perfect Binding</li> <li>• Maximum Number of Leaves: 40 <i>(Please see attached design/layout)</i></li> </ul> <p><b>INFO-KIT FOLDERS (for Primers)</b></p> <ul style="list-style-type: none"> <li>• Size Finished: 7 inches x 9.5 inches</li> <li>• Folder Spine and Pockets: .5 inch (thickness)</li> <li>• Inside Pockets: 7 inches x 4 inches (right and left)</li> <li>• Paper: Fold Cote 15 Plastic Lamination (for two sides)</li> <li>• Color: Full-color (on both sides; inside and outside)</li> <li>• Process: Offset Printing <i>(Please see attached design/layout)</i></li> </ul> <p><b>POSTERS</b></p> <ul style="list-style-type: none"> <li>• Size: A1 (23.4 inches x 33.1 inches)</li> <li>• Paper Type: C2S 140</li> <li>• Color: Full color</li> <li>• Finish: Matte <i>(Please see attached design/layout)</i></li> </ul> <p><b>TARPAULINS (ROLL-UP) WITH STAND</b></p> <ul style="list-style-type: none"> <li>• Color of Stand/Base/Mounting Pole/Frame: Silver</li> <li>• Material of Stand/Base/Mounting Pole/Frame: Aluminum</li> <li>• Design Type: H-Type Banner Standee</li> </ul>	

DSWD Specifications	Bidder's Specifications <sup>5</sup>
<ul style="list-style-type: none"> <li>• Size: 2.75 feet x 6.5 feet</li> <li>• Carrying Case: Cloth or Plastic</li> <li>• Tarpaulin: Full color <i>(Please see attached design/layout)</i></li> </ul> <p><b>CALENDARS</b></p> <ul style="list-style-type: none"> <li>• Size : 8” width x 7” height (Stand) 8” width x 6” height (Grids/Leaves)</li> <li>• Stand: Imprint Graphics/Pictures and Texts (Sides A and B) on Lower Part (i.e. 8”x1”)</li> <li>• Number of Grids/Leaves:13 (w/ print on both sides) <ul style="list-style-type: none"> <li>- 1 Cover Page (Sides A and B consist of Graphics and Texts)</li> <li>- 12 Months (Side A: Calendar; Side B: Graphics and Text)</li> </ul> </li> <li>• Color: Full Color</li> <li>• Binding: Wire-O Hole Punching Wire-O Binding (White)</li> <li>• Paper: Cardboard glossy laminated with plastic (Stand) C2S 160 lbs. matte (Cover Page) C2S 160 lbs. matte (Grids/Leaves) <i>(Please see attached design/layout)</i></li> </ul> <p><b>PLANNERS</b></p> <ul style="list-style-type: none"> <li>• <b>Size:</b> 21.5cm x 16.5cm</li> <li>• <b>Cover (Front and Back):</b> Paste Board 20 pasted with C2S 100 hardbound; matte lamination; with design/infographics – 3D stamping, embossing, or spot UV; with garter</li> <li>• <b>Cover (Front and Back) Print:</b> Full Color with design/infographics</li> <li>• <b>Inside Paper:</b> Book Ruled Paper 105gsm with DSWD logo; Black and White</li> <li>• <b>Leaves:</b> 150 Leaves</li> <li>• <b>Separator (Inside Leaves):</b> 12 Leaves monthly breaker (170 gsm glossy); Full Color with design/infographics front; back calendar Cover and inside pages with four (4) sides cornering</li> </ul>	

DSWD Specifications	Bidder's Specifications <sup>5</sup>
<ul style="list-style-type: none"> <li>• <b>Binding:</b> Smyth Sewn <i>(Please see attached design/layout)</i></li> </ul> <p>II. Qualification Requirements</p> <p>The Service Provider must have the following requirements:</p> <ol style="list-style-type: none"> <li>1. At least five (5) years' experience in the printing industry/production of IEC Materials;</li> <li>2. Completed at least five (5) projects equivalent to at least 50% of the Approved Budget for the Contract within the last 5 years;</li> <li>3. Printed/produced at least five (5) IEC Materials within the last three (3) years; and</li> <li>4. Completed at least three (3) projects with at least two (2) government agencies within the last three (3) years accompanied with certificate of completion or satisfactory delivered.</li> </ol>	

Name of Bidder: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

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