

SUPPLEMENTAL / BID BULLETIN NO. 2

Title : **Supply and Delivery of Various Office Furniture**

ITB No. : **GOP/17-DSWD-020**

Date : **09 November 2017**

This Supplemental/Bid Bulletin is issued to all interested prospective bidders announcing amendment/changes in the bidding documents:

I. Section I. Invitation to Bid

PARTICULAR	Paragraph No. 1 (page no. 5)																														
FROM	<p>1. The Department of Social Welfare and Development – Protective Service Bureau (PSB), Information Management Bureau (IMB), Policy Development and Planning Bureau (PDPB), and Financial Management Service – Budget Division (FMS-BD) through the Fund 101 of these offices intends to apply the sum of Three Million Two Thousand Two Hundred Pesos (PhP 3,002,200.00), being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Various Office Furniture. Bids received in excess of the ABC shall be automatically rejected at bid opening.</p>																														
TO	<p>1. The Department of Social Welfare and Development – Protective Service Bureau (PSB), Information Management Bureau (IMB), Policy Development and Planning Bureau (PDPB), and Financial Management Service – Budget Division (FMS-BD) through the Fund 101 of these offices intends to apply the sum of Three Million Two Thousand Two Hundred Pesos (PhP 3,002,200.00), being the Approved Budget for the Contract (ABC) to payments under the contract for the Supply and Delivery of Various Office Furniture, classified in accordance with the following Lots:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Particulars</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Lot ABC (in Philippine Peso)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td style="text-align: center;">Office Furniture for PSB</td> <td style="text-align: center;">1</td> <td style="text-align: center;">lot</td> <td style="text-align: right;">2,190,000.00</td> </tr> <tr> <td style="text-align: center;">2.</td> <td style="text-align: center;">Office Furniture for IMB</td> <td style="text-align: center;">1</td> <td style="text-align: center;">lot</td> <td style="text-align: right;">684,600.00</td> </tr> <tr> <td style="text-align: center;">3.</td> <td style="text-align: center;">Office Furniture for PDPB</td> <td style="text-align: center;">1</td> <td style="text-align: center;">lot</td> <td style="text-align: right;">87,600.00</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">Office Furniture for FMS-BD</td> <td style="text-align: center;">1</td> <td style="text-align: center;">lot</td> <td style="text-align: right;">40,000.00</td> </tr> <tr> <td colspan="4" style="text-align: center;"><i>Total Approved Budget for the Contract (ABC)</i></td> <td style="text-align: right;">3,002,200.00</td> </tr> </tbody> </table> <p>Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.</p>	Lot No.	Particulars	Quantity	Unit	Lot ABC (in Philippine Peso)	1.	Office Furniture for PSB	1	lot	2,190,000.00	2.	Office Furniture for IMB	1	lot	684,600.00	3.	Office Furniture for PDPB	1	lot	87,600.00	4	Office Furniture for FMS-BD	1	lot	40,000.00	<i>Total Approved Budget for the Contract (ABC)</i>				3,002,200.00
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PARTICULAR	Paragraph No. 5 (page no. 5 and 6)										
FROM	<p>5. A complete set of Bidding Documents may be acquired by interested Bidders on 23 October 2017 to 13 November 2017 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount of Five Thousand Pesos (PhP 5,000.00).</p> <p>It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p>										
TO	<p>5. A complete set of Bidding Documents may be acquired by interested Bidders on 23 October 2017 to 17 November 2017 from the address below and upon payment of a nonrefundable fee for the Bidding Documents in the amount corresponding to the total cost of the ABC of the lot or lots to which the bidder intends to participate, to wit:</p> <table border="1" data-bbox="639 860 1382 1227"> <thead> <tr> <th data-bbox="639 860 1002 958">Total ABC of the Lot or Lots (in Philippine Peso)</th> <th data-bbox="1002 860 1382 958">Cost of the Bidding Document</th> </tr> </thead> <tbody> <tr> <td data-bbox="639 958 1002 1025">500,000 and below</td> <td data-bbox="1002 958 1382 1025">Five Hundred Pesos (PhP 500.00)</td> </tr> <tr> <td data-bbox="639 1025 1002 1093">500,001.00 – 1,000,000.00</td> <td data-bbox="1002 1025 1382 1093">One Thousand Pesos (PhP 1,000.00)</td> </tr> <tr> <td data-bbox="639 1093 1002 1160">1,000,001.00 – 2,500,000.00</td> <td data-bbox="1002 1093 1382 1160">Two Thousand Five Hundred Pesos (PhP 2,500.00)</td> </tr> <tr> <td data-bbox="639 1160 1002 1227">2,500,001.00– 5,000,000.00</td> <td data-bbox="1002 1160 1382 1227">Two Thousand Five Hundred Pesos (PhP 2,500.00)</td> </tr> </tbody> </table> <p>It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.</p>	Total ABC of the Lot or Lots (in Philippine Peso)	Cost of the Bidding Document	500,000 and below	Five Hundred Pesos (PhP 500.00)	500,001.00 – 1,000,000.00	One Thousand Pesos (PhP 1,000.00)	1,000,001.00 – 2,500,000.00	Two Thousand Five Hundred Pesos (PhP 2,500.00)	2,500,001.00– 5,000,000.00	Two Thousand Five Hundred Pesos (PhP 2,500.00)
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PARTICULAR	Paragraph No. 8 and 9 (page no. 6)										
FROM	<p>8. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.</p> <p>9. For further information, please refer to:</p>										
TO	<p>8. <i>Award of Contract is on Per Lot basis.</i> The amount of Bid Security must be equivalent to the percentage of the lot to which the bidder intends to participate.</p> <p>9. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to</p>										

	the affected bidder or bidders.
	10. For further information, please refer to:

II. Section III. Bid Data Sheet

PARTICULAR	ITB Clause No. 1.2 (page no. 40)																														
FROM	The item and reference is: Supply and Delivery of Various Office Furniture (ITB No. GOP/17-DSWD-020)																														
TO	<p>The lot(s) and reference is/are:</p> <p style="text-align: center;">Supply and Delivery of Various Office Furniture (ITB No. GOP/17-DSWD-020)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Lot No.</th> <th>Particulars</th> <th>Quantity</th> <th>Unit</th> <th>Lot ABC (in Philippine Peso)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Office Furniture for PSB</td> <td>1</td> <td>lot</td> <td>2,190,000.00</td> </tr> <tr> <td>2.</td> <td>Office Furniture for IMB</td> <td>1</td> <td>lot</td> <td>684,600.00</td> </tr> <tr> <td>3.</td> <td>Office Furniture for PDPB</td> <td>1</td> <td>lot</td> <td>87,600.00</td> </tr> <tr> <td>4</td> <td>Office Furniture for FMS-BD</td> <td>1</td> <td>lot</td> <td>40,000.00</td> </tr> <tr> <td colspan="4" style="text-align: right;"><i>Total Approved Budget for the Contract (ABC)</i></td> <td>3,002,200.00</td> </tr> </tbody> </table>	Lot No.	Particulars	Quantity	Unit	Lot ABC (in Philippine Peso)	1.	Office Furniture for PSB	1	lot	2,190,000.00	2.	Office Furniture for IMB	1	lot	684,600.00	3.	Office Furniture for PDPB	1	lot	87,600.00	4	Office Furniture for FMS-BD	1	lot	40,000.00	<i>Total Approved Budget for the Contract (ABC)</i>				3,002,200.00
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PARTICULAR	ITB Clause No. 5.4 (page no. 42)																														
FROM	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts shall refer to Supply and Delivery of Office Furniture																														
TO	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC. For this purpose, similar contracts for each lot shall refer to Supply and Delivery of Office Furniture																														
PARTICULAR	ITB Clause No. 18.1 (page no. 41)																														
FROM	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: 1. The amount of not less than PhP 60,044.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or																														

	The amount of not less than PhP 150,110.00, if bid security is in Surety Bond.																			
TO	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:																			
	<table border="1"> <thead> <tr> <th rowspan="2">Form of Bid Security</th> <th colspan="4">Lot No.</th> </tr> <tr> <th>1 (in Phil. Peso)</th> <th>2 (in Phil. Peso)</th> <th>3 (in Phil. Peso)</th> <th>4 (in Phil. Peso)</th> </tr> </thead> <tbody> <tr> <td>Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</td> <td>43,800.00</td> <td>13,692.00</td> <td>1,752.00</td> <td>800.00</td> </tr> <tr> <td>Surety Bond.</td> <td>109,500.00</td> <td>34,230.00</td> <td>4,380.00</td> <td>2,000.00</td> </tr> </tbody> </table>	Form of Bid Security	Lot No.				1 (in Phil. Peso)	2 (in Phil. Peso)	3 (in Phil. Peso)	4 (in Phil. Peso)	Cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or	43,800.00	13,692.00	1,752.00	800.00	Surety Bond.	109,500.00	34,230.00	4,380.00	2,000.00
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PARTICULAR	ITB Clause No. 28.3 (a) (page no. 41)																			
FROM	Grouping and Evaluation of Lots - Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.																			
TO	Grouping and Evaluation of Lots - Partial bids are allowed. All Goods are grouped in lots listed below. Bidders shall have the option of submitting a proposal on any or all lots and evaluation and contract award will be undertaken on a per lot basis. Lots shall not be divided further into sub-lots for the purpose of bidding, evaluation, and contract award.																			
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<i>Total ABC</i>		3,002,200.00																		
	In all cases, the NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder.																			
PARTICULAR	ITB Clause No. 29.2 (page no. 42)																			
FROM	The latest income tax returns (ITR) are those covering the immediately preceding year, while the latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission. The Lowest Calculated Bidder (LCB) or Single Calculated Bidder (SCB) as the case may be, shall submit an actual product (offered products/goods) during the Post-Qualification Stage.																			
TO	The latest income tax returns (ITR) are those covering the immediately preceding year, while the latest business tax returns (BTR) are those filed within the last six (6) months preceding the																			

	<p>date of bid submission.</p> <p>The Lowest Calculated Bidder (LCB) or Single Calculated Bidder (SCB) for each lot as the case may be, shall present or provide sample of an actual product (offered products/goods) during the Post-Qualification Stage.</p>
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III. Section VI. Schedule of Requirements (page no. 65)

Please see attached Revised Schedule of Requirements.

IV. Section VII. Technical Specifications (page nos. 67 - 72)

Please see attached Revised Technical Specifications.

V. Section VIII. Bidding Forms - Price Proposal Form (page no. 79)

Please see attached Revised Price Proposal Form

VI. Deadline for the Submission and Receipt of Bids

The deadline for the submission and receipt of bids was moved from **16 November 2017 to 17 November 2017, 1:00 p.m.** Bids must be delivered to the BAC Secretariat Office, Ground Floor, DSWD Central Office. **Late Bids will not be accepted.**

The Bid Opening will immediately follow after the deadline, to be held at the **Katapatan Conference Room, 4th Floor, Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**

VII. Issuance of Bidding Documents

The issuance of bidding documents is extended until **17 November 2017.**

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

Please be guided accordingly.

(ORIGINAL SIGNED)
FLORITA R. VILLAR

Undersecretary, Policy and Programs Group and
Chairperson, Bids and Awards Committee-I

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

Received from DSWD, Supplemental/Bid Bulletin No. 2 for the **Supply and Delivery of Various Office Furniture** (ITB No. GOP/17-DSWD-020).

Received by : _____ Date : _____
 (Signature over Printed Name)
 Designation : _____
 Company : _____

Schedule of Requirements

Supply and Delivery of Various Office Furniture

Lot No.	Particulars	Quantity	Unit
1	Office Furniture for Protective Service Bureau		
	Conference Table	1	set
	Office Table	115	pieces
	Midback Office Chair	133	pieces
	Highback Office Chair	56	pieces
	Combi Cabinet	20	units
2	Office Furniture for Information Management Bureau		
	Midback Office Chair	67	pieces
	Highback Conference Chair	20	pieces
3	Office Furniture for Policy Development and Planning Bureau		
	Conference Table	1	set
4	Office Furniture for Financial Management Service – Budget Division		
	Mobile Pedestal	10	units

Delivery Schedule:

Goods must be delivered within 30 calendar days upon receipt of Notice to Proceed.

Terms of Payment:

Processing of payment shall be completed within 15 to 30 calendar days upon receipt of Sales Invoice or Billing Statement with complete supporting documents (e.g. inspection reports, delivery receipts, etc.)

Name of Bidder: _____


Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____



*****THIS DOCUMENT MUST BE ATTACHED TO THE
TECHNICAL SPECIFICATIONS*****



Technical Specifications


Lot No.	Specification <i>(picture for reference only)</i>	Bidder's Specifications ¹
1	<p>Supply and Delivery of Office Furniture for Protective Service Bureau</p> <p><u>Conference Table</u></p> <ul style="list-style-type: none"> - 4 units: 180cm (L) x 70cm (D) x 75cm (H) - 1 unit: 120cm (L) x 70cm (D) x 75cm (H) - Variance: ± 5cm - 2 units corner table - Custom conference table - Medium Density Fiber (MDF) melamine finish - Polyvinyl Chloride (PVC)/ Acrylonitrile Butadiene Styrene (ABS) edge seal - With two (2) grommet holes each - 300lbs max weight capacity 	
	<p><u>Office Table</u></p> <ul style="list-style-type: none"> - 120cm (W) x 70cm (D) x 75cm (H) - Variance: ± 5cm 	

¹ IMPORTANT NOTE: Detailed specifications must be provided. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that 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 **Error! Reference source not found.** and/or GCC Clause **Error! Reference source not found.**

Lot No.	Specification (picture for reference only)	Bidder's Specifications ¹
	<ul style="list-style-type: none"> - Steel legs - Modest powder coated - Table top: Melamine finish Chipboard (Beechwood) 	
	<p><u>Midback Office</u></p> <ul style="list-style-type: none"> - Midback chair with armrest - Gaslift and star base - Backrest: mesh/net type - Seatrest: Fabric - Chrome base footing - 250lbs max weight capacity - Color: black 	
	<p><u>Highback Chair for Protective Service Bureau</u></p> <ul style="list-style-type: none"> - Highback chair mesh type with headrest - In fabric seatrest with steel or plastic armrest - Gaslift star base chrome plated - With titling mechanism 	

Lot No.	Specification <i>(picture for reference only)</i>	Bidder's Specifications ¹
	<ul style="list-style-type: none"> - At least 250lbs weight capacity - Color: black 	
	<p><u>Combi Cabinet</u></p> <ul style="list-style-type: none"> - Dimensions: 88cm W x 40cm D x 70cm H. <i>(all dimensions are in tolerable variance of +/- 5cm or in inches equivalent)</i> - Steel cabinet gauge 20-24 - Color beige powder coated finish - Without wheels - Two drawers and one swing door cabinet with lock 	
2	<p>Supply and Delivery of Office Furniture for Information Management Bureau</p> <p><u>Midback Office Chair</u></p>	

Lot No.	Specification <i>(picture for reference only)</i>	Bidder's Specifications ¹
	<ul style="list-style-type: none"> - Midback chair with armrest - Gaslift starbase (color: black) or Gaslift metal/chrome plated starbase - Fabric upholstered backrest and seatrest - 250lbs max weight capacity - Color: black 	
	<p><u>Highback Conference Chair</u></p> <ul style="list-style-type: none"> - Highback chair with armrest - Leather back and seat - Gaslift and star base (chrome plated) - With titling mechanism - 250lbs max weight capacity - Color: black 	

Lot No.	Specification (picture for reference only)	Bidder's Specifications ¹
3	<p>Supply and Delivery of Office Furniture for Policy Development and Planning Bureau</p> <p><u>Conference Table</u></p> <ul style="list-style-type: none"> - 6 units: 180cm (L) x 70cm (D) x 75cm (H) - Variance: ± 5cm - Custom conference table - Medium Density Fiber (MDF) melamine finish - Polyvinyl Chloride (PVC)/ Acrylonitrile Butadiene Styrene (ABS) edge seal - With two (2) grommet holes each table  <p><small>會議桌 R1501-10 R20041500000 R50151-11 R20041500000 R50151-12 R20041500000 R50151-13 R20041500000 R50151-14</small></p>	
4	<p>Supply and Delivery of Office Furniture for Financial Management Service – Budget Division</p> <p><u>Mobile Pedestal</u></p> <ul style="list-style-type: none"> - Size: 40cm (W) x 56cm (D) x 65cm (H) - Variance: ± 5cm - Materials: steel mobile cabinet with three (3) drawers including pencil tray, file divider - Centralized locking system - With wheels 	

Lot No.	Specification <i>(picture for reference only)</i>	Bidder's Specifications¹
		

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Price Proposal Form

Date: _____

Invitation to Bid No.: GOP/17-DSWD-020

Supply and Delivery of Various Office Furniture

Lot No.	Particulars	Quantity	Unit Price <i>(in Phil Peso)</i>	Total Price <i>(in Phil Peso)</i>
1	Supply and Delivery of Office Furniture for Protective Service Bureau			
	Conference Table	1 set		
	Office Table	115 pieces		
	Midback Office Chair	133 pieces		
	Highback Office Chair	56 pieces		
	Combi Cabinet	20 units		
Total Bid Price for Lot No. 1				
2	Supply and Delivery of Office Furniture for Information Management Bureau			
	Midback Office Chair	67 pieces		
	Highback Conference Chair	20 pieces		
Total Bid Price for Lot No. 2				
3	Supply and Delivery of Office Furniture for Policy Development and Planning Bureau			
	Conference Table	1 set		
Total Bid Price for Lot No. 3				
4	Supply and Delivery of Office Furniture for Financial Management Service – Budget Division			
	Mobile Pedestal	10 units		
Total Bid Price for Lot No. 4				
TOTAL CONTRACT BID PRICE				

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____