SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE	:	Supplemental Bid Bulletin for the **PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF IMPLEMENTATION OF AYUDA SA KAPOS ANG KITA PROGRAM (AKAP) (LOT 1 TO LOT 8)**
ITB NO.	:	**DSWD12-AICS-2025-07-018**
DATE	:	15 August 2025

This Supplemental/Bid Bulletin is issued to all prospective bidders announcing the following amendments and clarifications:

Addendum/Amendment Details

As a result of the pre-bid conference and subsequent review by the End-User and the TWG, the following clarifications and amendments are made

Item No.	Original Specification	Amended Specification	Amendments/Clarifications
Delivery Schedule	One-time and within thirty (30) days upon receipt of Notice To Proceed	One-time delivery and within twenty (20) calendar days upon receipt of Notice To Proceed	Shorten the delivery schedule to expedite the procurement and usage of items
Lot 1- 7-Item no. 1 Lot 8- Item no. 5	Paper, multicopy, A4, Substance 20	Paper, multicopy, A4, Substance 20, at least 70 gsm, multi-purpose quality paper	GSM requirement clarified for better quality paper
Lot 8- Item no. 3	Tabbing	Tabbing(INDEX TAB) Assorted color	Provide clear specification on the type (index tab) and color (assorted)
Lot 8- Item no. 4	PAPER, multicopy, Long, Substance 20	PAPER, multicopy, Long, Substance 20 at least 70 gsm, multi-purpose quality paper	Add clear specs on paper weight (≥70 gsm) and intended quality/use.
Lot 8- Item no. 6	PAPER, multicopy, Short, Substance 20	PAPER, multicopy,Short, Substance 20 at least 70 gsm, multi-purpose quality paper	Add paper weight (≥70 gsm) and clarified intended use to ensure quality and consistency.

DSWD Field Office 12, Regional Center, Brgy. Carpenter Hill, Koroandal City, Philippines 9506,
Website: http://www.fo12.dswd.gov.ph

Lot 7 Item no. 3	Paper Fastener Metal 8.5 plastic	Paper Fastener Long 8 - 1/2" 70MM 50Sets (Metal)	Clear material and size and specify the quantity per set
Lot 1 Item no. 10 Lot 2 Item no. 17 Lot 3 Item no. 10 Lot 5 Item no. 12 ~~Lot 5 Item no. 13~~(remove) Lot 7 Item no. 4 Lot 8 Item no. 24	Paper Fastener, 70mm x 8-1/2 inches	Paper Fastener, 70mm x 8-1/2 inches long, **50 pcs per box, plastic coated**	Specify Packaging quantity and coating type for clarity ***Note: for lot 5, remove Item 13 to eliminate redundancy and ensure accuracy, and add its quantity with Item 12, bringing the total to 20 boxes***
Lot 7 Item no. 5	STICK ON NOTE – 5 in 1 COLOR (Arrow – Sign here) Item code: 20200F-5C-S Size: 0.5″ x 1.7″ / 1.3 x 4.3cm 5 x 25 Sheets Removable notes Arrow-Please Sign Here Florescent Pad	Sticky Sheets Flags & Tabs - Sign Here (45x12mm)	Simplify and remove item code. Describe the item generically and clearly.
Lot 2 Item no. 11	Ballpen (Black), 12 pcs/box, Rubberized grip, Point size: 0.5mm, Acroball series ballpoint pens, oil-based ink, retractable	Ballpen (Blue), 12 pcs/box, Rubberized grip, Point size: 0.5mm, Acroball series ballpoint pens, oil-based ink, retractable	Changed to **Blue** to differentiate from Item No. 12 and eliminate duplication
Lot 8 Item no. 19	Ballpen, (Black, 12pcs/box) Rubberized grip for comfort Point size: 0.5mm	Ballpen (black 12pcs box) rubberize grip, Point Size ; 0.5mm, Acroball series ballpoint pens, oil based ink, retractable	Add product series (Acroball), ink type (oil based), and retractable feature for clarity and specificity.
Lot 8 Item no. 20	Ballpen, (Blue, 12pcs/box) Rubberized grip for comfort Point size: 0.5mm	Ballpen (blue 12pcs box) rubberize grip, Point Size ; 0.5mm, Acroball series ballpoint pens, oil based ink, retractable	Add product series (Acroball), ink type (oil based), and retractable feature for clarity and specificity.
Lot 3 Item no. 11	Brother Refill Ink (B)	**Brother Refill Ink (BTD60BK)**	The original specification for Brother Refill Ink was not specific enough. It should indicate exact model number, BTD60BK, for

			accuracy and to ensure the correct product is sourced.
Lot 3 Item no. 12	Pilot Hi-Tec Point V7 Grip	Sign Pen V7 Grip (Blue), Liquid ink, roller ballpen, medium tip	Amend to a generic description for clarity and to better match the end-user's actual needs.
Lot 3 Item no. 13	Pilot G-2 0.5 (Black)	Sign Pen 0.5mm Retractable (Black)	Pilot G-2 0.5 (Black), is a brand-specific product. To comply with RA 9184, the specification should be amended to a brand-neutral description, specifying a 0.5mm retractable Sign Pen in Black without brand reference.
Lot 1 Item no. 14 Lot 2 Item no. 13 Lot 3 Item no. 15 Lot 4 Item no. 8 Lot 6 Item no. 5	Sign Pen (black) 0.5, 12pcs/box	Sign Pen (black) 0.5 ,12pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Expanded to reflect performance and ink type
Lot 1 Item no. 15 Lot 2 Item no. 14 Lot 3 Item no. 16 Lot 4 Item no. 2 Lot 5 Item no. 5 Lot 6 Item no. 6 Lot 7 Item no. 6	Sign Pen (blue) 0.5	Sign Pen (blue) 0.5 ,12pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Expanded to reflect performance and ink type
Lot 1 Item no. 16 Lot 2 Item no. 16 Lot 3 Item no. 17 Lot 4 Item no. 3 Lot 7 Item no. 8	Sign Pen (blue) 0.7	Sign Pen (blue) 0.7 ,12pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Expanded to reflect performance and ink type
Lot 5 Item no. 6 Lot 6 Item no. 7 Lot 7 Item no. 7	SIGN PEN (black), 0.7	SIGN PEN (black), 0.7, 12pcs/box, gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Indicate the functional benefits (e.g., smooth writing, quick-drying, water resistance)
Lot 4 Item no. 4	Sign Pen .4 G-TEC (black) 12/pcs/box	Sign Pen .4 (black) 12/pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Clarify point size (0.4mm) for consistency with other items.

Lot 4 Item no. 5	Sign Pen .4 G-TEC (blue) 12/pcs/box	Sign Pen .4 (blue) 12/pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Clarify point size (0.4mm) for consistency with other items.
Lot 4 Item no. 6	Sign Pen .7 Gel (red) 12/pcs/box	Sign Pen .7 (red) 12/pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Clarify point size (0.7mm) for consistency with other items.
Lot 4 Item no. 7	SIGN PEN (violet), 0.7, 12pcs/box, type ; roller , Ink; Water-based , Tip; Stainless steel pipe, Ball Diameter; 0.7mm , width of stroke; 0.40mm , weight; 12.5g	Sign Pen .7 (violet) 12/pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Clarify point size (0.7mm) for consistency with other items.
Lot 2 Item no. 15	Sign Pen (black) 0.7, 12pcs/box, 12pcs/box	Sign Pen (black) 0.7 ,12pcs/box gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Expanded to reflect performance and ink type
Lot 6 Item no. 18	SIGN PEN (black), 1.0, 12pcs/box, type: roller, Ink: Water-based, Tip: Stainless steel pipe, Ball Diameter: 1.0mm, width of stroke: 0.60mm, weight: 12.5g	SIGN PEN (black), 1.0, 12pcs/box, gel pen ink/water resistant /roller ball type suitable for smooth and vibrant writing/ quick-drying ink	Simplified the technical description while retaining relevant performance specs and should avoid excessive specification.
Lot 1 Item no. 17 Lot 2 Item no. 4 Lot 3 Item no. 18 Lot 4 Item no. 10 Lot 5 Item no. 17 Lot 6 Item no. 9 Lot 7 Item no. 35 Lot 8 Item no. 14	Correction Tape (6meters)	Correction Tape 5mm x 6m	The original specification only listed the length (6m), but did not specify the width (5mm). The amended specification now clarifies the width (5mm) of the correction tape
Lot 8 Item no. 15	CORRECTION TAPE (16 METERS)	Correction Tape 5mm x 16m	Add tape width (5mm) to clarify dimensions.
Lot 1 Item no. 19 Lot 2 Item no. 18 Lot 3 Item no. 20	Alcohol Antibacterial Spray	Alcohol Spray Bottle (300ml), **Isopropyl**	Clarified the content and purpose of the alcohol

Lot 4 Item no. 9 Lot 5 Item no. 19 Lot 6 Item no. 15 Lot 7 Item no. 14 Lot 8 Item no. 7	- 300ML (per bottle spray)	**Alcohol Solution with Moisturizer**	
Lot 1 Item no. 20 Lot 2 Item no. 19 Lot 3 Item no. 21 Lot 4 Item no. 21 Lot 5 Item no. 20 Lot 7 Item no. 15	Tissue 3-Ply / 12 rolls x 1 Pack	Bathroom Tissue 3-Ply / 12 rolls x 1 Pack, **150 pulls per roll**	Pull count added to ensure minimum quality
Lot 4 Item no. 13	Stapler w/ staple wire remover Material type (metal)	Heavy Duty Stapler uses # 35 staples w/ staple wire remover Matrial type (metal)	The amended specification clarifies that the stapler uses #35 staples, includes a staple wire remover, and specifies the material type (metal) for better clarity.
Lot 4 Item no. 15 Lot 7 Item no. 36	Eraser	White Rubber Eraser size 50mm x 12mm	Clarify the type and size of the eraser.
Lot 4 Item no. 16	Expanded Long Envelope (Brown), 100pcs/box	Expanded Long Envelope (Green), 100pcs/box	The color of the envelope has been changed from brown to green as per the amended requirement to meet end-user preferences.
Lot 5 Item no. 18	STICKY NOTES (Assorted Colours, 200 pieces per pack, High-quality adhesive, 20 x 8.5 cm)	Sticky Notes 3 x 3'' (100's)	Reduce the size from 20 x 8.5 cm to 3 x 3 inches and decrease the quantity per pack from 200 pieces to 100 pieces.
Lot 3 Item no. 22	Carbon Paper (International Film Carbon)	Carbon Paper Long (Blue)	The original specification did not mention the color. The amendment clarifies the color as Blue for better alignment with user requirements.
Lot 4 Item no. 22	Square stationary metal ruler	Steel Ruler 12''	The description was amended to specify the material and length of the ruler, changing it to “Steel Ruler 12''” for clarity and accuracy.
Lot 7 Item no. 22	Glue	Glue 130g, non-toxic	Amend to have clearer specs, like adding safety details, grams per bottle, etc.
Lot 3 Item no. 23	Stamp Pad (size no. 2) 87x143mm	Stamp Pad (size no. 2) 87x143mm, Violet	The original specification did not specify the color. The

			amendment adds Violet for the stamp pad color.
Lot 7 Item no. 23	Double Sided Tape (3/4 x10M)	Double Sided Tape (1"x10M)	Update width from 3/4" to 1"
Lot 8 Item no. 23	Double Sided Tape (1 inch)	Double Sided Tape (1 inch/50 Y)	Specify length (50 Yards) for clarity
Lot 7 Item no. 24 Lot 8 Item no. 30	Scissor	5" Scissor Black	Clarify actual required size (5") to ensure consistency
Lot 1 Item no. 24 Lot 3 Item no. 29 Lot 5 Item no. 25	Puncher heavy Duty -2 hole	Puncher Heavy Duty (Random Color); 7 × 11 × 16 cm; with adjustable paper gauge, rubber protection pads, handle lock	Complete product features were described
Lot 3 Item no. 24	Scotch Tape 3 inches	Scotch Tape 3 inches / 50 yards	The original specification only listed the width. The amendment includes the length (50 yards) for clarity.
Lot 3 Item no. 26	Packing Tape	2 Inches / 50 Yards Packing Tape	The original specification did not specify the size or length. The amendment now specifies the width (2 inches) and length (50 yards) for clarity.
Lot 3 Item no. 28	Cutter	Retractable Cutter Utility Knife 18mm Blade, Heavy Duty	The original specification was incomplete. The amendment specifies the 18mm blade and emphasizes the heavy-duty type for better identification.
Lot 3 Item no. 31 Lot 5 Item no. 21	Binder Clamp (Medium)	Binder Clamp 32mm, 1 dozen per box	The original specification was unclear about the size and quantity. The amendment clarifies the size (32mm) and specifies the quantity per box (1 dozen).
Lot 5 Item no. 24 Lot 7 Item no. 11 Lot 8 Item no. 8	Pencil	Pencil No. 2	For Lot 5, "Monggol" was removed from the original specification as it refers to a brand name.
Lot 8 Item no. 22	Filex (Long)	Magazine File(Long)	"Filex" is a brand name, should use generic description

Lot 7 Item no. 26 Lot 8 Item no. 25	Epson Refill Ink L3210 (black)	Epson Refill Ink 003 (black)	**Note for Lot 7- Quantity increased from 50 pcs to 100 pcs** and standardized under 003 series. **Note for Lot 8-**Update model from L3210 to universal 003 series.
Lot 7 Item no. 27 Lot 8 Item no. 26	Epson Refill Ink L3210 (C)	Epson Refill Ink 003 (C)	**Note for Lot 7- Quantity increase from 30pcs to 70pcs** standardized to 003. For Lot 8- Update model from L3210 to universal 003 series.
Lot 7 Item no. 28 Lot 8 Item no. 27	Epson Refill Ink L3210 (M)	Epson Refill Ink 003 (M)	Model aligned to 003 series; quantity retained.
Lot 7 Item no. 29 Lot 8 Item no. 28	Epson Refill Ink L3210 (Y)	Epson Refill Ink 003 (Y)	**Note for Lot 7- Increase Quantity from 30 pcs to 70 pcs** For Lot 8- Update model from L3210 to universal 003 series.
Lot 7 Item no. 30	Epson Refill Ink L5590 (C), 40 pcs	Epson Refill Ink 003 (C), 40 pcs	Series updated to 003 for consistency.
Lot 7 Item no. 31	Epson Refill Ink L5590 (black), 60 pcs	Removed	
Lot 7 Item no. 32	Epson Refill Ink L5590 (Y), 40 pcs	Removed	
Lot 7 Item no. 33	Epson Refill Ink L5590 (M), 40 pcs	Removed	
Lot 1 Item no. 32 Lot 5 Item no. 33 Lot 6 Item no. 10 ~~Lot 6 Item no. 20~~*(removed)* Lot 7 Item no. 18	Date stamp 4 mm x 5 mm	Metal Date Stamp 4mm	The original specification provided the size (4mm x 5mm) but did not specify the material. The amended specification clarifies that the Date Stamp should be metal with a size of 4mm. ***Note: Lot 6 Item Nos. 10 and 20 were found to have identical specifications, indicating a duplicate entry for the date stamp. To prevent redundancy, Item No. 20 shall be removed,***

			and add its quantity to Item No. 10, bringing the total to 70 pieces.
Lot 3 Item no. 32	Scotch Tape Dispenser	Tape Dispenser (Big Tape), 1 Inch	The original specification referenced a Scotch tape dispenser, which was not specific. The amendment clarifies the type and size (1 inch) of the dispenser.
Lot 7 Item no. 38	Office Storage Box with Lid Size(H) x16 (W) inches	155 L Transparent Storage Box	Specify exact volume capacity and transparent material for clarity
Lot 7 Item no. 40	Thrudat ink-blue	stamp pad ink (Blue)	Remove Brand name “Thrudat” to comply with RA 9184, which prohibits brand-specific references
Lot 7 Item no. 42	Envelope -size #10	Mailing Envelope - size #10 LONG w/o window	Provide clearer detail on the envelope type, size, and format (no window)
Lot 8 Item no. 31	SIGN PEN (black), 0.10, 12pcs/box, type ; roller , Ink; Water-based , Tip; Stainless steel pipe, Ball Diameter; 0.7mm , width of stroke; 0.40mm , weight; 12.5g	SIGN PEN (black), 1.0, 12pcs/box, Metal Clip, Neon Top Plug, Rubber Grip, Partially Clear Barrel	Add more design features
	Lot 1-Lot 8 Place of Delivery/Venue: Sumpay Building, Blk 3, Marañon Village, Zone 3, Koronadal City	Lot 1 SURALLAH SATELLITE – RV Arcade Bldg., Crossing Curva, Brgy. Dajay, Surallah, South Cotabato **Lot 2 COTABATO SATELLITE**- RH 6 DTABS Home, Ortouste St. Oblts, Dri. Cotabato City **Lot 3 SULTAN KUDARAT SATELLITE** – Bonifacio St.,	to ensure direct delivery and better logistical efficiency for each satellite office of the project, the delivery terms were amended to reflect specific delivery locations per lot

		Poblacion, Tacurong City **Lot 4 KIDAPAWAN SATELLITE** – Amas Provincial Capitol, Kidapawan City **Lot 5 MIDSAYAP SATELLITE** – Poblacion 4, Midsayap, Cotabato **Lot 6 KORONADAL** – DSWD 12, Purok Bumanaag, Brgy. Zone III, City of Koronadal **Lot 7 SARANGANI SATELLITE** – Unihub Building, Pendatun Avenue, Brgy. Dadiangas North, General Santos City **Lot 8 GENERAL SANTOS SATELLITE** – Unihub Building, Pendatun Avenue, Brgy. Dadiangas North, General Santos City	

This Bid Bulletin shall form part of the bidding documents.

Please be guided accordingly.

JACKIYA A. LAO
Chairperson, DSWD FOXII BAC

Please accomplish the portion below and email at procurement.fo12@dswd.gov.ph.

Received from DSWD**, Supplemental/Bid Bulletin No. 01** for **DSWD12-AICS-2025-07-018 PROCUREMENT OF OFFICE SUPPLIES FOR THE USE OF IMPLEMENTATION OF AYUDA SA KAPOS ANG KITA PROGRAM (AKAP) (LOT 1 TO LOT 8)**

RECEIVED BY : _____ **DATE:** _____
(SIGNATURE OVER PRINTED NAME)

DESIGNATION : _____

COMPANY : _____