SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE	:	Supplemental Bid Bulletin for the **Procurement of Office Supplies for the Sustainable Livelihood Program (SLP) Staff (LOT 1 TO LOT 6)**
ITB NO.	:	**DSWD12-SLP-2025-07-019**
DATE	:	15 August 2025

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

Addendum/Amendment Details

SECTION	BEFORE	AFTER
Section III. Bid Data Sheet	Amendment to Instruction to Bidders (ITB) Clause No. 5.3 Original Provision: For this purpose, contracts similar to the Project shall be: a. Supply of OFFICE SUPPLIES Amendment: For Lot 1 and 3, which includes the procurement of a desktop printer, the required similar contract shall be: a. Supply of Office Supplies and Equipment For Lot 2, 4, 5, and 6, the required similar contract shall remain as: a. Supply of Office Supplies	(ITB) Clause No. 5.3 For this purpose, contracts similar to the Project shall be: **a. Lot 1 and 3** Supply of OFFICE SUPPLIES and EQUIPMENT, and for **Lot 2, 4, 5, and 6** Supply of OFFICE SUPPLIES
Section 1. Invitation to Bid, Section V. Special Conditions of Contract, and Section VI. Schedule of Requirements	**Amendment to Section I, V, and VII** **Original Provision:** **Delivery Term:** One-time delivery and within **30 working days** upon receipt of Notice to Proceed **Amendment:** **Delivery Term:** One-time delivery and within **25 calendar days** upon receipt of Notice to Proceed	One-time delivery and within **25 calendar days** upon receipt of Notice to Proceed

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Section VI Schedule of Requirements and VII Technical Specifications	**<u>LOT 1</u>** **Item No. 1** It was agreed that the **original printer specifications** under **Item No. 1** required further review. Accordingly, the end-user was advised to consult the **Technical Working Group (TWG)** for ICT-related expertise to **assess and refine the technical specifications**. This led to the **amendment of the original All-in-One Ink Tank Printer specification** to a more detailed and updated version now described as **"Desktop Printer with Automatic Document Feeder (ADF)"**, with clearly defined functional and performance requirements.	1. **Desktop Printer with Automatic Document Feeder (ADF)** Functions: Print, Scan, Copy, Fax with ADF ADF Capacity: at least 30 sheets (A4) Print Resolution: at least 5,760 × 1,440 dpi Print Speed: at least 10 ipm for Black, at least 5 ipm for colored Draft Speed: Black: at least 33 ppm; Color: at least 15 ppm Scanner: Flatbed scanner + ADF scanning functionality. Scan Resolution: at least 1,200 × 2,400 dpi Scan Speed for ADF: at least 4.5 ipm at 200 dpi Copy Resolution: at least 600 × 600 dpi; up to 99 copies Ink Yield: Black: at least 4,500 pages; Color: at least 7,500 pages Connectivity: USB 2.0, Ethernet, Wi-Fi, Wi-Fi Direct Warranty: 2 years or 30,000 pages (incl. printhead0029
	Item No. 21 (Cutter with Blade) Original Specification: Cutter with Blade, Large Amendment: Cutter with Blade, 18mm **Statement:** To specify the blade size for clarity. The description has been amended to "Cutter with Blade, 18mm" to ensure uniformity and accuracy in offers.	21. Cutter with Blade, 18mm
	Item No. 23 (Tape Dispenser) Original Specification: 1 inch Tape Dispenser Amendment: 1 inch Tape Dispenser, Table Top Statement:	23. 1 inch Tape Dispenser Table Top

	The specification has been clarified to indicate “Table Top” type for better precision and to align with end-user requirements. **<u>LOT 2</u>** **Item No. 10 (Manual Paper Cutter Cutting Tools)** **Statement:** The specification was amended to include “Wood” as the material and “F4” as the paper size to ensure clarity and consistency with the end-user’s actual requirements. **<u>Lot 3</u>** **Item No. 33** **Statement:** The original All-in-One Ink Tank Printer specifications have been amended and replaced with a simplified Desktop 3-in-1 Printer based on the result of the concluded pre-bid conference and upon review by the e nd-user and TWG. The updated specification removes non-essential features such as ADF and advanced connectivity to reflect actual needs and ensure cost-efficiency. **Correction of Duplicate entries and Amend Specification of Vellum Board (for Lot 1 Item No. 14, Lot 3 Items No. 4 and 32, and Lot 6 Items No. 9 and 10)** Original Specification: **<u>Lot 1</u>** 14. Vellum Board A4, 200 gsm, 10 Sheets/Pack **<u>Lot 3</u>** 4. Vellum Board A4, 200 gsm, 10 Sheets/Pack	**<u>LOT 2</u>** 10. Manual Paper Cutter Cutting Tools (Wood F4) 23. 1 inch Tape Dispenser, Table Top **<u>Lot 3</u>** 33. **Desktop 3-in-1 printer** Functions: Print, Scan, Copy Print Resolution: Up to 5760 × 1440 dpi Print Speed: at least 10 ipm (Black), 5 ipm (Color) Copy Resolution: at least 600 × 600 dpi Scanner Resolution: 1200 × 2400 dpi Scanner type: Flatbed only, no ADF Ink Yield: Black ~4,500 pages; Color ~7,500 pages Connectivity: USB 2.0 only Warranty: 1 year (standard) **<u>Lot 1</u>** 14. Vellum Board A4, 200 gsm, 10 Sheets/Pack (White) **<u>Lot 3</u>** 4. Vellum Board A4, 200 gsm, 10 Sheets/Pack (White)

	32. Vellum Board A4, 200 gsm, 10 Sheets/Pack (change the size to long) **<u>Lot 4</u>** 9. Vellum Board A4, 200 gsm, 10 Sheets/Pack 10. Vellum Board Long, 200 gsm, 10 Sheets/Pack Statement: It was clarified that the color "White" should be indicated to prevent misinterpretation and to ensure consistency with the requirements **Note Pad (For Lot 1 Item No. 20, Lot 2 Item No. 11 and 20, Lot 3 Items No. 23 and 24, Lot 4 Item No. 6, and Lot 6 Item No. 27)** **Statement:** It was clarified that the Note Pad should be in assorted colors to meet the end-user's intended use and standard office requirements. **Highlighter Pen (For Lot 1 Item No. 26, Lot 3 Item No. 18, Lot 4 Item No. 12, and Lot 5 Item No. 22)** **Statement:** The specification has been amended to reflect **"Assorted Colors"** instead of indicating a specific or preferred	32. Vellum Board Long 200 gsm 10 Sheets / Pack (White) **<u>Lot 4</u>** 9. Vellum Board A4, 200 gsm, 10 Sheets/Pack (White) 10. Vellum Board Long, 200 gsm, 10 Sheets/Pack (White) **<u>Lot 1</u>** 20. Note Pad (2"x 3) Assorted Colors **<u>Lot 2</u>** 11. Note Pad (3" x 3"), Assorted Colors 20. Note Pad (2" x 3"), Assorted Colors **<u>Lot 3</u>** 23. Note Pad (2" x 3"), Assorted Colors 24. Note Pad (3" x 3"), Assorted Colors **<u>Lot 4</u>** 6. Notepad 3'X4 Assorted Colors **<u>Lot 6</u>** 27. Notepad 3'X4 Assorted Colors **<u>Lot 1</u>** 26. Highlighter Pen Assorted Colors

	color. This ensures greater flexibility and wider availability of options from suppliers while still meeting the end-user's functional requirements. **<u>LOT 6</u>** **(Correction of Duplicate and Misclassified Items)** During the review of **Lot 6**, it was noted that: • **Item No. 4 and 5-EPSON 001 Blue** was listed separately, despite being the same as **EPSON 001 Cyan**. EPSON 001 Blue removed; quantity merged under Cyan for accuracy • **Item No. 15 and 17- EPSON 003 Black** appeared **twice** in the list. Duplicate entries combined into one with updated quantity Item no. 17 Epson 003 Black removed; quantity merged under Item no. 15	**Lot 3** 18. Highlighter Pen Assorted Colors **<u>Lot 4</u>** 12. Highlighter Pen Assorted Colors **<u>Lot 5</u>** 22. Highlighter Pen Assorted Colors **<u>Lot 6</u>** 4. EPSON 001, CYAN Genuine -8 bottles 15. EPSON 003, BLACK Genuine-30 bottles
	Amendment to Place of Delivery / Venue Original Requirement: Place of Delivery/Venue: Within Region XII, per cluster offices Amendment: Upon the recommendation of the BAC, the delivery address per lot has been specifically indicated to ensure clarity for all participating bidders and to facilitate accurate bid preparation and logistics planning.	Place of Delivery/Venue: Lot 1- 2nd Floor, Duga Building, corner Rizal Street, Poblacion 3, Midsayap, Cotabato Province (Cotabato Cluster-I) Lot 2- MCO II, 4th Block Extension, Osmeña Drive, Kidapawan City, Cotabato Province (Cotabato Cluster-II) Lot 3- SLP Provincial Office, beside Cultural Center, City Hall, Tacurong City (Sultan Kudarat Cluster)

		Lot 4- Cultural Gymnasium, Alunan Avenue, Koronadal City (South Cotabato Cluster) Lot 5- City Hall Compound, Jersey Street, General Santos City (Sarangani-GenSan Cluster) Lot 6- DSWD XII, Purok Bumanaag, Brgy. Zone III, Koronadal City (Regional Project Management Office - RPMO)

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-SLP-2025-07-019 Procurement of Office Supplies for the Sustainable Livelihood Program (SLP) Staff (LOT 1 TO LOT 6)**

RECEIVED BY : _____ **DATE:** _____
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COMPANY : _____