SUPPLEMENTAL / BID BULLETIN NO. 01

TITLE : Supply and Delivery of Office Supplies for CIS Satellite Offices

ITB NO. : DSWD12-CIS-2026-07-004

DATE : 05 August 2026

This Supplemental/Bid Bulletin is issued to clarify and amend certain provisions of the Bidding Documents pursuant to the discussions and agreements reached during the Pre-Bid Conference. This shall form an integral part of the Bidding Documents.

REFERENCE	ORIGINAL	AMENDED
Technical Specification	Item no. 22 - Marker Permanent, bullet type, blue	Item no. 22 - Marker Permanent, bullet type, blue, **12 pcs./box**
	Item No. 23 - Marker Permanent, bullet type, black	Item No. 23 - Marker Permanent, bullet type, black, **12 pcs./box**
	Item No. 24 - Marker Permanent, bullet type, red	Item No. 24 - Marker Permanent, bullet type, red, **12 pcs./box**
	Item No. 35 – Correction on the unit of measure, change to "Pack" to "Piece"	Item No. 35 – 120 pieces Stamp Pad blue (size no.2) 120mm x 68mm
	Item no. 40 - Correction on the unit of measure, change to "Piece" to "Bottle"	Item No. 40 – 20 bottles Stamping pad ink (Blue) 60 ml
	Item No. 51 – Change of the specification for POST-IT TAPE FLAG NO. 680-9, 1 × 1.71 SIGN HERE	Item No. 51 - **"SIGN HERE" Index Tabs**, five (5)-color indicator labels, arrow-point design, with strong adhesive, break-resistant, at least **43 mm × 12 mm**, **100 pieces per pad**.
	Item No. 57 - Correction on the unit of measure, change to "Pack" to "Pad"	Item No. 57 – 30 pads Lined Notepad Model: Classic Lined Notepad Color: Yellow Size: 3" x 3" (76mm x 76mm) Sheets: 100 sheets per pad
	Item No. 66 – Pencil No. 2	Item No. 66 – Pencil No. 2, 12pcs/box
	Item No. 69 – Notebook (Glossy) – 40 leaves	Item No. 69 – Notebook (Glossy), A5 size, 40 leaves
	Item no. 70 - Sign Pen .7 Grip (Blue), liquid ink roller ball pen, medium tip (12 pcs./box)	**[Delete and consolidate with Item No. 75** due to similar technical specifications]
	Item No. 75 - Sign Pen (Blue) 0.7, gel pen ink, water-resistant, roller ball type suitable for smooth and vibrant writing, quick-drying ink	Item no. 75 - Sign Pen (Blue) 0.7, **12 pcs./box**, gel pen ink, water-resistant, roller ball type suitable for smooth and vibrant writing, with quick-drying ink.

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

		Total quantity shall be **<u>100 boxes</u>*** *(90 boxes + 10boxes from Item no. 70) *The quantity adjusted to include the quantity transferred from Item No. 70.*
	Item no. 79 - RETRACTABLE Erasable Pen, tip size 0.5, refillable, black 12 pcs./box (BLUE)	Item no. 79 - **RETRACTABLE Erasable Pen**, tip size 0.5, refillable, **blue ink**, **12 pcs./box**
	Item no. 85 - DISINFECTANT SPRAY (510g)	Item no. 85 - **Disinfectant Spray**, **at least 510 g**, kills **99% of bacteria** and provides **antiviral protection**
	Item No. 86 - Correction on the unit of measure, change to "Pack" to "roll"	Item No. 86 - Garbage Bag, Black Thick Disposable Plastic Trash Bag (18.5 × 18.5 × 40 inches), XXL, **10 pcs./roll**
	Item no. 91 - Garbage Bag, Black Thick Disposable Plastic Trash Bag (11 × 11 × 24 inches), Medium	Item no. 91 - Garbage Bag, Black Thick Disposable Plastic Trash Bag (11 × 11 × 24 inches), Medium, **10 pcs./roll**
Additional Notes	• For all items to be procured, the bidder/supplier shall submit or attach a clear photo and product brochure/catalogue of the offered product as part of the bid documents for reference and evaluation. • For all ink products, the bidder/supplier shall likewise bring actual samples of the offered products during the bid opening for evaluation and verification purposes. • Compliance with the technical specifications of the remaining items shall be verified and validated during the post-qualification stage in accordance with the applicable procurement rules and the requirements of the Procuring Entity.	
Distribution of Items for Annex A	• The final distribution list of the items to the respective Satellite Offices shall be provided by the End-User to the winning bidder upon the issuance of the Notice of Award (NOA). The winning bidder shall deliver the items in accordance with the final distribution list to be furnished by the End-User, which shall form part of the implementation of the contract.	

All other provisions of the Bidding Documents not affected by this Supplemental/Bid Bulletin shall remain in full force and effect.

For the information and guidance of all concerned.

NAIRA S. ARATUC
Chairperson, DSWD FO XII BAC

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

Received from DSWD, **Supplemental/Bid Bulletin No. 01** for **DSWD12-CIS-2026-07-004 Supply and Delivery of Office Supplies for CIS Satellite Offices**

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

DESIGNATION : _____

COMPANY : _____