



REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon*  
Malacañang, Manila

**SUPPLEMENTAL BULLETIN NO. 03**  
**(PROCUREMENT / CONTRACT NO. 2019-PCOO-I-003a)**

1. Further to the Invitation for Negotiated Procurement for the **PROCUREMENT OF THE SUPPLY AND DELIVERY OF FREEDOM OF INFORMATION MATERIALS / COLLATERALS**, the Presidential Communications Operations Office (“PCOO”) Bids and Awards Committee (“BAC”) - I invites technically, legally, and financially capable suppliers to first **submit** to the PCOO BAC Secretariat, at the address below, on or before **05 SEPTEMBER 2019, 9:00 AM, THREE (3) SEALED ENVELOPES** -- one (1) original and two (2) copies -- with each envelope containing the following requisite documents<sup>1</sup>:

- ☐ Registration Certificate from the Securities Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorships, or Cooperative Development Authority (CDA) for cooperatives;
- ☐ Mayor’s / Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. In case of a recently expired Mayor’s / Business permits, it shall be accepted together with the official receipt as proof that the supplier has applied for renewal within the period prescribed by the local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184;
- ☐ Tax Clearance per Executive Order No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR);
- ☐ Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- ☐ Statement of the Single Largest Completed Contract (SLCC) similar to the contract within the last three (3) years;
- ☐ Certificate of PhilGEPS Registration;
- ☐ Accomplished Schedule of Requirements (Annex “A”);
- ☐ Accomplished Technical Specifications (Annex “B”);

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<sup>1</sup> Section 23, 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (RIRR). Guideline V(D)(1)(b)(iv), Annex “H,” RIRR.

- ☐ Secretary's Certificate or Special Power of Attorney, as the case may be, authorizing the representative(s) of the supplier to submit its offer and to enter into the contract in case the same is awarded to it.
- ☐ Audited Financial Statements, showing, among others, the total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of offer submission;
- ☐ The computation of Net Financial Contracting Capacity (NFCC) or, in lieu thereof, a committed Line of Credit from a Universal or Commercial Bank.

*However, suppliers who were declared **eligible bidders in the first (1st) and/or second (2nd) round of competitive bidding for this or another similar procurement project of the PCOO this year** need only submit the following documents:*

- ☐ *Accomplished Schedule of Requirements (Annex "A");*
  - ☐ *Accomplished Technical Specifications (Annex "B"); and*
  - ☐ *Such documents as needs updating (e.g., there have been changes to said document OR said document was found defective during the post-qualification stage of the relevant past public bidding procurement).*
2. The opening and examination of said documents will be conducted on **05 SEPTEMBER 2019, 10:00 AM**, at the **4th Floor Conference Room, New Executive Building, Malacañang, Manila**.
- Those with incomplete or defective documents can submit the lacking requirements to the PCOO BAC Secretariat, at the address below, on or before **09 SEPTEMBER 2019, 9:00 AM**, in **THREE (3) SEALED ENVELOPES** -- one (1) containing originals and two (2) containing copies. The final opening and examination of said documents, if any, will be conducted on **09 SEPTEMBER 2019, 10:00 AM**, at the **4th Floor Conference Room, New Executive Building, Malacañang, Manila**.
3. Suppliers who submit all requisite Eligibility, Technical, and Financial documents will be issued a **Certificate of Compliance**. The recipients of said Certificates can proceed to the negotiations through **submitting** to the PCOO BAC Secretariat, at the address below, on or before **09 SEPTEMBER 2019, 1:00 PM**, their best offer in **THREE SEALED ENVELOPES** -- one (1) original and two (2) copies -- with each envelope containing the **Accomplished Offer Form (Annex "C")**.
4. Opening and evaluation of said best offers will be conducted on **09 SEPTEMBER 2019, 2:00 PM**, at the **4th Floor Conference Room, New Executive Building, Malacañang, Manila**.

5. Accordingly, the schedule of activities for this procurement project is as follows:

Date	Time	Location	Activity
05 September 2019 (Thursday)	9:00 AM	PCOO BAC Secretariat	Deadline for Submission of Eligibility, Technical, and Financial Documents
	10:00 AM	4th Floor Conference Room, New Executive Building, Malacañang, Manila	Opening and Evaluation of Eligibility, Technical, and Financial Documents
09 September 2019 (Monday)	9:00 AM	PCOO BAC Secretariat	Deadline for Submission of Lacking Eligibility, Technical, and Financial Documents
	10:00 AM	4th Floor Conference Room, New Executive Building, Malacañang, Manila	Opening and Evaluation of Eligibility, Technical, and Financial Documents
	1:00 PM	PCOO BAC Secretariat	Deadline for Submission of Best Offer
	2:00 PM	4th Floor Conference Room, New Executive Building, Malacañang, Manila	Opening and Evaluation of Best Offers

6. The PCOO requests all interested suppliers to submit the documentary requirements with the appropriate tabs to ensure the efficient conduct of the opening and evaluation of the same.
7. The **Final Schedule of Requirements** for this procurement project is attached hereto as **Annex “A.”**
8. The **Final Technical Specifications** for this procurement project is attached hereto as **Annex “B.”** For reference, the following high resolution images can be downloaded at:

Image	Web Address
FOI Logo	<a href="https://pcoo.gov.ph/wp-content/uploads/2019/08/foi.png">https://pcoo.gov.ph/wp-content/uploads/2019/08/foi.png</a>
FOI Text	<a href="https://pcoo.gov.ph/wp-content/uploads/2019/08/text-foi.png">https://pcoo.gov.ph/wp-content/uploads/2019/08/text-foi.png</a>

9. The **Offer Form** for this procurement project is attached hereto as **Annex “C.”**
10. Interested suppliers may obtain further information from the PCOO BAC Secretariat at the address given below, during office hours between 8:00 A.M. to 5:00 P.M., excluding holidays.

**Atty. ANNA FARINAH B. MINDALANO**  
Head, Bids and Awards Committee Secretariat  
Presidential Communications Operations Office  
Basement Level, New Executive Building  
Malacañang Complex, Manila  
Telefax No.: (+632) 735-6170  
E-mail: [pcoo.bac@gmail.com](mailto:pcoo.bac@gmail.com)  
Website: <https://pcoo.gov.ph>

(ON OFFICIAL TRAVEL)  
**USec. MARVIN R. GATPAYAT**  
*Chairperson, PCOO BAC-I*

(ORIGINAL SIGNED)  
**ASec. OMAR V. ROMERO**  
*Vice-Chairperson, PCOO BAC-I*

## Final Schedule of Requirements

Item No.	Description	Quantity	Delivered, Weeks/Months
One (1) Lot	Supply of Freedom of Information (FOI) Promotion Materials/Collaterals	As specified and described in the Final Technical Specifications	<p>Samples of each item shall be submitted for approval no later than five (5) days from the receipt of Notice to Proceed.</p> <p>Approval of sample shall be within one (1) day after submission of sample.</p> <p>Delivery of the 20% of the materials shall be made within ten (10) days from the approval of samples. Succeeding deliveries amounting to 20% of the materials shall be made after every ten (10) days from the delivery of the first batch of materials.</p> <p>Prior written approval of samples is required before production.</p>

I hereby commit to comply and the deliver all of the above requirements in accordance with the above-stated schedule.

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*Name of Company/Bidder*

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*Signature over Printed Name of Representative*

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*Date*

# Final Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

	<i>ITEM</i>	<i>DESCRIPTION</i>	<i>QUANTITY</i>	<i>STATEMENT OF COMPLIANCE</i>
1	<b>PULL UP STANDEES</b>	<b>SIZE:</b> 6 x 2.5 ft. <b>TYPE:</b> Pull up banner with metal stand <b>COLOR:</b> Full Color	Three (3) pieces	
2	<b>FOI LAPTOP BAGS</b>	<b>SIZE:</b> 13.3” inches size: 36.0*26.0*3 cm LAPTOP BAG UNISEX <b>CLOSURE TYPE:</b> ZIPPER (1-way type) <b>EMBROIDERED TEXT:</b> Light grey, 4” x 1.5” Font type: Montserrat Semi-Bold (www.foi.gov.ph) <b>MATERIAL TYPE:</b> Nylon (Waterproof) <b>BAG COLOR (OUTSIDE):</b> Navy Blue <b>BAG COLOR (INSIDE):</b> Navy Blue <b>STYLE:</b> Shoulder strap with Padding (50” inches) <b>PARTITIONS INSIDE THE BAG:</b> 2 (1 for laptop), with 2 pen holders and 2 side pockets <b>EMBROIDERED LOGO:</b> 2.5” inches diameter, Color: Light grey	Two Hundred (200) Pieces	
3	<b>FOI PEN</b>	<b>BODY COLOR:</b> Navy Blue	Five Hundred (500) Pieces	

		<b>SIZE:</b> 5.5” inches <b>INK COLOR:</b> BLACK [500pcs] <b>MECHANISM:</b> Push Mechanism <b>TYPE:</b> Standard Ballpoint <b>MATERIAL:</b> ABS Plastic <b>PRINT:</b> FOI LOGO AND FULL NAME with pattern, 0.4” x 1.6” inch (CMYK)		
4	FOI WOODEN CRYSTAL USB FLASH DRIVE	<b>CAPACITY:</b> At least 16GB (200 pcs) <b>STYLE:</b> Rectangle (3” x 1”) Wooden + Crystal glass 1” inch crystal, 2” inches wood <b>USB PORT:</b> USB 2.0 <b>STYLE:</b> <i>Crystal</i> (3D LASER ENGRAVED FOI LOGO), 0.80” inch diameter, <i>Wood</i> (Engrave text: FOI Philippines) 1.5” x 0.80” inch	Two Hundred (200) Pieces	
5	FOI BOMBER JACKET	<b>TYPE:</b> Bomber Jacket Unisex <b>COLOR:</b> Navy Blue <b>EMBROIDERED LOGO:</b> 2.5” inches, Light Grey <b>PIECES PER SIZE:</b> S - 100 pcs, M - 100 pcs, L – 100pcs <b>FABRIC:</b> Nylon (outer); Gina (inner) <b>INSIDE COLOR:</b> Navy Blue	Three Hundred (300) Pieces	

		<p><b>GSM:</b> 300, Medium</p> <p><b>MATERIAL:</b> 1 way-zipper, 2 pockets both sides, double lining both sleeve and collar</p> <p>Samples are available for inspection by interested suppliers at the PCOO BAC Secretariat at its office address. Upon inspection, interested suppliers will receive a Certificate of Inspection.</p>		
6	<b>FOI TIN PLATE PIN BADGE</b>	<p><b>SIZE:</b> 2.5” inches diameter</p> <p><b>TYPE:</b> Tin Plate Pin Badge</p> <p><b>PRINT:</b> Full Color, CMYK</p> <p><b>TYPE:</b> Glossy finish, with Safety pin clasp</p>	Five Hundred (500) Pieces	
7	<b>FOI UMBRELLA</b>	<p><b>MATERIAL:</b> Nylon with black-backing nylon cloth, waterproof</p> <p><b>SIZE:</b> 40” inches diameter</p> <p><b>LOGO PRINT:</b> 7” inches diameter, silkscreen, light grey (1 logo)</p> <p><b>COLOR OF UMBRELLA:</b> Navy Blue</p> <p><b>RIBS:</b> Steel ribs with self tips with button</p>	Two Hundred Fifty (250) Pieces	
8	<b>FOI SHIRT</b>	<p><b>TYPE:</b> POLO SHIRT UNISEX (S-XL)</p> <p><b>SHIRT COLOR:</b> Navy Blue</p> <p><b>MATERIAL:</b> Honeycomb with 2 buttons</p> <p><b>EMBROIDERED TEXT:</b> Light Gray, 3” X 2” inches</p>	<p>Four Hundred Fifty (450) Pieces</p> <p>S – 130 pcs</p> <p>M – 150 pcs</p> <p>L – 150 pcs</p> <p>XL – 20 pcs</p>	



		<b>SLEEVE LINING:</b> 0.20” inch		
<b>9</b>	<b>FOI CERTIFICATE HOLDERS</b>	<p><b>SIZE:</b> A4 (210 x 297 mm)</p> <p><b>MATERIAL TYPE:</b> Leatherette</p> <p><b>STAMP:</b> GOLD LOGO (2.5” inches diameter)</p> <p><b>COLOR:</b> ROYAL BLUE; subject to availability of the color in the market, suppliers may provide the closest available shade, provided that all holders provided shall have the same shade</p> <p><b>RIBBONS:</b> Royal Blue (4 sides)</p> <p><b>FINISH:</b> Paper Finish; NOT Matte</p>	<p>One Thousand Nine Hundred (1,900) Pieces – Landscape</p> <p>One Hundred (100) Pieces – Portrait</p>	
<b>10</b>	<b>FOI COMPLIANCE CERTIFICATE</b>	<p><b>SIZE:</b> A4 (210 x 297 mm)</p> <p><b>ORIENTATION:</b> Landscape</p> <p><b>PRINT:</b> Full color on board paper (beige), CMYK</p> <p><b>GSM:</b> 250 GSM</p> <p><b>FINISH:</b> <u>NOT</u> MATTE</p> <p>Must be compatible for printing with inkjet / laser printers, or copiers</p> <p>Samples are available for inspection by interested suppliers at the PCOO BAC Secretariat at its office address. Upon inspection, interested suppliers will receive a Certificate of Inspection.</p>	<p>One Thousand (1,000) Pieces</p>	

<b>11</b>	<b>FOI VINYL COMPLIANCE STICKER</b>	<b>SIZE:</b> 6" inches in diameter <b>ORIENTATION:</b> CIRCLE <b>PRINT:</b> FULL COLOR (CMYK) <b>MATERIAL:</b> Vinyl, Waterproof <b>CUT:</b> DIE-CUT	One Thousand (1,000) Pieces	
<b>NOTE: ALL MATERIALS SHALL BE SUBMITTED TO THE END-USER FOR APPROVAL BEFORE MASS PRODUCTION.</b>				

I hereby commit to comply and the deliver all of the above requirements in accordance with the above-stated schedule.

\_\_\_\_\_  
*Name of Company/Bidder*

\_\_\_\_\_  
*Signature over Printed Name of Representative*

\_\_\_\_\_  
*Date*

1	Pull Up Standees	<div data-bbox="429 302 588 421"></div> <div data-bbox="422 430 593 499"><b>d89f30</b></div> <div data-bbox="657 302 817 421"></div> <div data-bbox="649 430 826 499"><b>40b0ac</b></div> <div data-bbox="882 302 1042 421"></div> <div data-bbox="874 430 1059 499"><b>012449</b></div> <div data-bbox="1123 302 1283 421"></div> <div data-bbox="1115 430 1295 499"><b>718a9d</b></div> <div data-bbox="1361 302 1520 421"></div> <div data-bbox="1353 430 1530 499"><b>e7e7e7</b></div> <div data-bbox="394 533 1578 1249">  </div>
2	FOI Laptop Bag	<div data-bbox="413 1296 517 1370"></div> <div data-bbox="399 1375 526 1422"><b>D3D3D3</b></div> <div data-bbox="557 1296 660 1370"></div> <div data-bbox="542 1375 663 1422"><b>000080</b></div> <div data-bbox="564 1388 1129 1948">  </div> <div data-bbox="1150 1303 1578 1603">  </div> <div data-bbox="1150 1637 1578 1935">  </div>

3	FOI Pen	
4	FOI Wooden Crystal USB Flash Drive	
5	FOI Bomber Jacket	

Lighter version  
(To see zipper and  
pocket)



**d89f30**



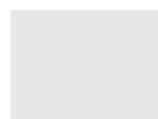
**40b0ac**



**012449**



**718a9d**



**e7e7e7**

6 FOI Tin Plate Badge



FOI Umbrella





8

FOI Shirt



9

FOI Certificate Holders

PORTRAIT



002366 D4AF37

LANDSCAPE

10

FOI Compliance Certificate



d89f30 40b0ac 012449 718a9d e7e7e7 0038a8 fcd116 06226c



FOI Vinyl  
Compliance Sticker



d89f30



40b0ac



012449



718a9d



e7e7e7



0038a8



fcd116



06226c

## Offer Form

Date: \_\_\_\_\_  
 Invitation to Bid No.: \_\_\_\_\_

*To: [name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount Currency	and Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state “None”)

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

### For Goods Offered From Abroad

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_\_\_\_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_. Invitation to Bid Number \_\_\_\_\_. Page \_ of \_\_\_\_\_.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_