



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

SUPPLEMENTAL BULLETIN NO. 04
(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 informs the suppliers with defective documents from the concluded initial Opening and Evaluation of Eligibility, Technical, and Financial Documents held on 05 September 2019 to, in accordance with **Item No. 2 of Supplemental Bulletin No. 03**, 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. **LATE OFFERS SHALL NOT BE ACCEPTED.**
2. The final opening and examination of said documents 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.
4. Immediately after the conclusion of said final opening and examination of documents, qualified suppliers can submit their best offers in **THREE SEALED ENVELOPES** -- one (1) original and two (2) copies -- with each envelope containing an accomplished **Offer Form (Annex "A")** to the PCOO BAC Secretariat at the **4th Floor Conference Room, New Executive Building, Malacañang, Manila.**
5. Opening and evaluation of said best offers will be conducted thereafter at the **4th Floor Conference Room, New Executive Building, Malacañang, Manila.**
6. The **Offer Form** to be submitted for this procurement project is attached hereto as **Annex "A."**
7. 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

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Telefax No.: (+632) 735-6170
E-mail: pcoo.bac@gmail.com
Website: <https://pcoo.gov.ph>

(ORIGINAL SIGNED)
USec. MARVIN R. GATPAYAT
Chairperson, PCOO BAC-I

Offer Form

Date: _____

Procurement Project: SUPPLY AND DELIVERY OF FREEDOM OF
INFORMATION MATERIALS / COLLATERALS

Procurement / Contract No.: 2019-PCOO-I-003a

To: **PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**
New Executive Bldg., Malacañang, Manila

Gentlemen and Ladies:

Having examined the **Invitation for Negotiated Procurement**, including **Supplemental Bulletin Nos. 01 to 04**, the receipt of which is hereby duly acknowledged, undersigned offers to supply and deliver materials / collaterals for the Freedom of Information Project Management Office in conformity with said invitation and bulletins for the following sum, inclusive of value-added tax (VAT):

AMOUNT IN WORDS : _____

AMOUNT IN FIGURES : _____

Should this Offer be accepted, undersigned undertakes to deliver the goods in accordance with the delivery schedule specified in the Final Schedule of Requirements.

Should this Offer be accepted, undersigned undertakes to provide a performance security,¹ denominated in Philippine Pesos and posted in favor of the Presidential Communications Operations Office (PCOO), which shall be forfeited in the event that undersigned is established to be the winning supplier in default in any of its obligations under the contract, valid until the issuance by the PCOO of the Certificate of Final Acceptance, in an amount not less than the required percentage of the Total Contract Price in accordance with the following schedule:

Form	Amount
Cash or Cashier's / Manager's Check issued by a Universal or Commercial Bank	5%
Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; <i>provided, however</i> , that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	30%

¹ Section 39 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (RIRR).

Undersigned agrees to abide by this Offer for one hundred twenty (120) calendar days from the date of the opening of offers² and it shall remain binding and may be accepted at any time before the expiration of that period.

Until a formal contract / purchase order is prepared and executed, this Offer, together with your written acceptance thereof and your Notice of Award, shall be binding upon undersigned.

Undersigned understands that you are not bound to accept the Lowest Calculated Offer or any Offer you may receive.

Undersigned certifies and confirms compliance with the eligibility requirements as per said Invitation for Negotiated Procurement and its supplemental bulletins.

Undersigned likewise certifies and confirms that undersigned,

- ☐ (For Sole Proprietorship) as the:
- ☐ owner and sole proprietor
 - ☐ authorized representative of _____ (Supplier)

has the

- ☐ (For Partnerships, Corporations, Cooperatives, or Joint Ventures) is granted

full power and authority to participate, submit the offer, and to sign and execute the ensuing contract for the SUPPLY AND DELIVERY OF FREEDOM OF INFORMATION MATERIALS / COLLATERALS of the Presidential Communications Operations Office.

Undersigned acknowledges that failure to sign each and every page of this Offer Form shall be a ground for the rejection of this offer.

Dated this _____ day of _____ 20_____.

Signature : _____
Full Name : _____
Designation : _____

² Section 28, RIRR.