



**BID BULLETIN 01**

**Date:** 24 November 2021

**Project Title:** *Supply and Delivery of One (1) Lot Printing Services for OVPREI (GOODS-22-14)*

**Location:** VSU Main, Visca, Baybay City, Leyte

Bidders are hereby informed/reminded of the following addendums/amendments/clarifications:

**I. LIST OF REQUIREMENTS**

<b>(1st Envelope) TECHNICAL COMPONENT ENVELOPE</b>	
<i>Legal Documents</i>	
1	PhilGEPS Certificate of Registration (Platinum)
	or
	a. Registration Certificate (SEC, DTI or CDA)
	b. Mayor's/Business Permit
	c. Tax Clearance
<i>Technical Documents</i>	
2	Statement of All On-Going Government & Private Contracts
3	Statement of Bidder's Single Largest Completed Contract (at least 25% of the ABC or Php <b>181,000.00</b> )
	Or
	Statement of at least two (2) similar completed contracts w/ total amount of at least Php 181,000.00 and the largest of which should be at least Php <b>90,500.00</b> .
4	Bid Security
5	Technical Specifications
6	SCHEDULE of Requirements/Production and delivery schedule
7	Manpower Requirements
8	After Sales service/parts from acceptance of delivered goods (at least 1 year for equipment and 3 months for supplies)
9	Original Duly Signed Omnibus Sworn Statement
<i>Financial Documents</i>	
10	The Supplier's Audited Financial Statements
11	Net Financial Contracting Capacity (at least Php <b>724,000.00</b> )
	Or
	Committed Line of Credit (at least Php <b>72,400.00</b> )
<b>(2<sup>nd</sup> Envelope) FINANCIAL COMPONENT ENVELOPE</b>	
12	Original of duly signed and accomplished Financial Bid Form
13	Original of duly signed and accomplished Price Schedule(s)



**Please take note:**

In the **Technical Specifications**, bidders must state either “Comply” or “Not Comply” **against each of the individual parameters of the specifications** per item stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in the **Bidders Bid** and cross-referenced to that evidence. Evidence shall be in the form of **manufacturer’s un-amended sales literature (Data Sheets), unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, and Brand and Model** as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1 (a)(ii).

**II. Preparation of Electronic Bid (for bidders who prefer electronic bid submission)**

1. Convert all documents into Portable Document Format (PDF) and should be printable.
2. Properly label all documents for prompt identification. Filename of documents, whichever are applicable to the bidder, should be as follows:

<b>Document</b>	<b>Filename (in PDF form)</b>
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Registration Certificate (SEC/DTI)	Registration Certificate
3. Mayor’s/Business Permit	Mayor’s-Business Permit
4. Tax Clearance	Tax Clearance
5. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
6. Statement of Bidder’s Single Largest Completed Contract	SLCC
7. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
8. Bid Security	Bid Security
9. Technical Specifications	Technical Specifications
10. SCHEDULE of Requirements/Production and delivery schedule	Schedule of Requirements
11. Manpower Requirements	Manpower Requirements
12. After Sales service/parts	After Sales
13. Omnibus Sworn Statement	Omnibus Sworn Statement
14. Audited Financial Statements	Audited Financial Statements
15. Net Financial Contracting Capacity	NFCC
16. Committed Line of Credit	CLC
17. Bid Form	Bid Form
18. Price Schedule	Price Schedule

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII.



The second folder should contain all requirements under Financial Component checklist.

4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at [jessamine.ecleo@vsu.edu.ph](mailto:jessamine.ecleo@vsu.edu.ph) before the deadline.

**III. Changes in the Bidding Documents**

Original	
<p><b>Section I. Invitation to Bid</b></p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on <i>04 February-24 February 2022 until 8:30 AM</i> from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (PhP 1,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.</p>	<p><i>(Amendment)</i></p> <p>A complete set of Bidding Documents may be acquired by interested Bidders on <i>04 February-24 February 2022 until 8:30 AM</i> from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of One Thousand Pesos (PhP 1,000.00). The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means:</p> <p>The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person, by facsimile, or through electronic means.</p> <p>The Bidders may deposit the payment for the bidding documents to the Visayas State University Landbank Account with the following details:</p> <p>Account Name: Visayas State University Fund 164 Account Number: <u>3572-1000-13</u></p> <p>Then send the deposit slip to <a href="mailto:jessamine.ecleo@vsu.edu.ph">jessamine.ecleo@vsu.edu.ph</a></p>
<p><b>Section II. Instructions to Bidders</b></p> <p>15. Sealing and Marking of Bids</p>	<p><i>(Additional Instructions)</i></p> <p>Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.</p> <p>For filing purposes, the bidders are urged to use <b>Pink</b> envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</p>

**IV. Revised List of Goods and Technical Specifications**



- Some Specifications were added (in red font) and/or deleted (in blue font)
- Some Quantities and Unit Prices (ABC) were changed

Item No.	Description	Unit	Qty	ABC/Unit	Total ABC
1	<b>Printing Services for OVPREI</b>	lot	1	724,000.00	724,000.00
(a)	<b>Printing of 2020 Undergraduate Research Digest/Book of Abstracts (200 pcs)</b>				
	<i>Specifications:</i>				
	<i>Size: A4</i>				
	<i>Cover: CS2 200 gsm</i>				
	<i>Inside pages: Book paper 100 gsm</i>				
	<i>Colors: Full colors Front and back cover; Gray-scale for inside pages</i>				
	<i>Binding: Saddle-stitch or Perfect</i>				
	<i>Pages: 100 inclusive of cover</i>				
	<i>Copies: 200 copies</i>				
	<i>Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 30 Calendar days of end-user's submission of final draft in Adobe InDesign.</i>				
(b)	<b>Printing of Research Digest/Book of Abstracts (5 volumes) - Colored Version (150 pcs)</b>				
	<i>Size: A4</i>				
	<i>Cover: CS2 220 gsm with lamination</i>				
	<i>Inside pages: Glossy 100 gsm</i>				
	<i>Colors: Full colors all pages</i>				
	<i>Binding: Perfect</i>				
	<i>Pages: 60 inclusive of cover</i>				
	<i>Copies: 30 copies per volume x 5 volumes = 150 copies</i>				
	<i>Volumes:</i>				
	<i>I - 1996-2000</i>				
	<i>II - 2001-2005</i>				
	<i>III - 2006-2010</i>				
	<i>IV - 2011-2015</i>				
	<i>V - 2016-2020</i>				
	<i>Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within 30 Calendar days of end-user's submission of final draft in Adobe InDesign.</i>				
(c)	<b>Printing of Research Digest/Book of Abstracts (5 volumes) - BnW Version (750 pcs)</b>				
	<i>Specifications:</i>				
	<i>Size: A4</i>				



	Cover: CS2 200 gsm				
	Inside pages: Book paper 100 gsm				
	Colors: Full colors Front and back cover; Gray-scale for inside pages				
	Binding: Saddle-stitch				
	Pages: 60 inclusive of cover				
	Copies: 150 copies per volume x 5 volumes = 750 copies				
	Volumes:				
	I - 1996-2000				
	II - 2001-2005				
	III - 2006-2010				
	IV - 2011-2015				
	V - 2016-2020				
	Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within <b>30 Calendar days</b> of end-user's submission of final draft in Adobe InDesign.				
(d)	<b>Printing of RDE Highlights Newsletter 2021 (500 pcs)</b>				
	Specifications:				
	Size: Letter				
	Pages: 12 pages				
	Paper: CS2 100 gsm				
	Printing: Full color				
	Binding: Saddle-stitch				
	Volumes: I - January to June 2021; II - July to December 2021				
	Copies: 250 copies per volume; Total = 500 copies				
	Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within <b>30 Calendar days</b> of end-user's submission of final draft in Adobe InDesign.				
(e)	<b>Printing of the 2021 Annual In-House Review Proceedings (150 pcs)</b>				
	Specifications:				
	Size: A4				
	Cover: CS2 200 gsm				
	Inside pages: Book paper 100 gsm				
	Colors: Full colors Front and back cover; Gray-scale for inside pages				
	Binding: Saddle-stitch				
	Pages: 60 inclusive of cover				



	Copies: 150 copies				
	Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within <b>30 Calendar days</b> of end-user's submission of final draft in Adobe InDesign.				
(f)	<b>Printing of the 2021 OVPREI Annual Report (150 pcs)</b>				
	Specifications:				
	Size: A4				
	Cover: CS2 200 gsm				
	Inside pages: Book paper 100 gsm				
	Colors: Full colors All pages				
	Binding: Saddle-stitch <b>or perfect</b>				
	Pages: 100 inclusive of cover				
	Copies: 150 copies				
	Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within <b>30 Calendar days</b> of end-user's submission of final draft in Adobe InDesign.				
(g)	<b>Printing of 2022 Directory of University Experts (250 pcs)</b>				
	Specifications:				
	Size: Letter				
	Cover: CS2 220 gsm with lamination				
	Inside pages: Glossy 100 gsm				
	Colors: Full colors all pages				
	Binding: Perfect				
	Pages: 100 inclusive of cover				
	Copies: 250 copies				
	Supplier must be able to provide previous samples of similar outputs; should be able to coordinate with end-user for mockups and adjustments. Delivery of final print should be made within <b>30 Calendar days 30 Calendar days</b> .				
	<b>Contract duration for this bidding project is one year from receipt of Notice to Proceed</b>				
				<b>TOTAL:</b>	<b>724,000.00</b>

**DILBERTO O. FERRAREN**  
BAC Chairman