



BID BULLETIN 01

Date: 22 April 2022

Project Title: *Supply and Delivery of One (1) Lot Printing Services for UIMC (GOODS-22-25)*

Location: VSU Main, Visca, Baybay City, Leyte

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

I. LIST OF REQUIREMENTS

(1st Envelope) TECHNICAL COMPONENT ENVELOPE	
<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 127,250.00)
	Or
	Statement of at least two (2) similar completed contracts w/ total amount of at least Php 127,250.00 and the largest of which should be at least PhP 63,625.00 .
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 509,000.00)
	Or
	Committed Line of Credit (at least Php 50,900.00)
(2nd Envelope) FINANCIAL COMPONENT ENVELOPE	
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:

Document	Filename (in PDF form)
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 before the deadline.

III. Changes in the Bidding Documents

Original	(Amendment)
<p>2. The <i>Visayas State University</i> now invites bids for the above Procurement Project. Delivery of the Goods is required <i>within 30 days from receipt of Notice to Proceed (NTP) and final draft from the end-user</i>. Bidders should have completed, within <i>two (2) years</i> from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)</p>	<p>2. The <i>Visayas State University</i> now invites bids for the above Procurement Project. Delivery of the Goods is required <i>within 20 days from receipt of Notice to Proceed (NTP) and final draft from the end-user</i>. Bidders should have completed, within <i>two (2) years</i> from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders)</p>
<p>Section I. Invitation to Bid</p> <p>5. A complete set of Bidding Documents may be acquired by interested Bidders on <i>08 April – 03 May 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>A complete set of Bidding Documents may be acquired by interested Bidders on <i>08 April – 03 May 2022 until 8:30</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 jessamine.ecleo@vsu.edu.ph</p>



<p>Section II. Instructions to Bidders</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 Pink envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</p>
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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	Printing Services for the following:	lot	1	509,000.00	509,000.00
	a) Obelisk Newsletter 2021 (1,000 pcs)				
	Broadsheet 560 x 432 mm				
	80 GSM				
	Full colors all pages				
	24 pages / volume				
	Volumes per quarter				
	1 - January to March - 250 copies				
	2 - April to June - 250 copies				
	3 - July to September - 250 copies				
	4 - October to December - 250 copies				
	Printing will be done in batches according to volume. Full delivery of the batch must be accomplished within 20 working days upon receipt of final layout in Adobe In Design from VSU.				
	b) Communications and Public Relations Manual (50 copies)				
	Size: Letter				
	Cover: CS2 220 gsm with lamination				
	Inside pages: Glossy 100 gsm				
	Colors: Full colors all pages				
	Binding: Perfect				
	Pages: 60 inclusive of cover				
	b.2) Printing of the Web Operations Manual (20 copies)				
	Size: Letter				
	Cover: CS2 220 gsm with lamination				
	Inside pages: Glossy 100 gsm				
	Colors: Full colors all pages				
	Binding: Perfect				
	Pages: 60 inclusive of cover				



	c) VSU Annual Report 2021 (200 copies)				
	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				
	Full laser print with vibrant colors and clean print copies. Bidder must provide sample of previous similar printouts for evaluation of the requesting party. Full delivery must be accomplished within 20 working days upon receipt of the final layout in Adobe InDesign from VSU.				
	d) Sintra Boards for 2022 Graduation (1 lot)-Delete				
	Sintra boards of various sizes totaling 10 sq m. for use during the 2022 Graduation around September; Specifications to be arranged with Production Team shortly before printing. - Delete				
				TOTAL:	509,000.00

Sgd.
DILBERTO O. FERRAREN
BAC Chairman