



**BID BULLETIN 01**

**Date:** 28 February 2024

**Project Title:** Supply and Delivery of Customized Medals, ID Holder, and Printing of Forms (VSU-GOODS-24-17)

**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)
<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>290,762.50</b> .
	Or
	Statement of at least two (2) similar completed contracts w/ total amount of at least Php <b>290,762.50</b> and the largest of which should be at least Php <b>145,381.25</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)
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>1,163,050.00</b> )
	Or
	Committed Line of Credit (at least Php <b>116,305.00</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:**

1. 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).

2. Bidders are advised to use the latest GPPB forms for the following documents:

- a) Omnibus Sworn Statement
- b) Performance Securing Declaration (if applicable)
- c) Price Schedule for Goods Offered
- d) Bid Form
- e) Bid Securing Declaration

These forms can be accessed from the GPPB website: <https://www.gppb.gov.ph/downloadables.php>. Documents that are not in its updated/latest format shall be a ground for disqualification of the bidder.

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

- 1. **Scan per document** into Portable Document Format (PDF) and should be printable.
- 2. Properly label all scanned 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. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
3. Statement of Bidder's Single Largest Completed Contract	SLCC
4. Statement of at least two (2) similar completed contracts	Statement of Completed Contracts
5. Bid Security	Bid Security
6. Technical Specifications	Technical Specifications
7. SCHEDULE of Requirements/ 8. Production and delivery schedule	Schedule of Requirements
9. Manpower Requirements	Manpower Requirements
10. After Sales service/parts	After Sales
11. Omnibus Sworn Statement	Omnibus Sworn Statement
12. Audited Financial Statements	Audited Financial Statements
13. Net Financial Contracting Capacity	NFCC
14. Committed Line of Credit	CLC
15. Bid Form	Bid Form
16. 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 15 February – 06 March 2024 <i>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 Five Thousand Pesos (PhP 5,000.00). 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>5. A complete set of Bidding Documents may be acquired by interested Bidders on 15 February – 06 March 2024 <i>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 Five Thousand Pesos (PhP 5,000.00). 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 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 #	Description	Unit	Qty	ABC/Unit (Pesos)	Total ABC (Pesos)
<b>1</b>	<b>Medals</b>	<b>lot</b>	<b>1</b>	<b>320,000.00</b>	<b>320,000.00</b>
	<b>200 pcs. Medals with 2" diameter, big gold plated, with engraved VSU seal, and 31" long ribbon, 5mm thickness</b>				
	<i>2" diameter, big gold plated with engraved VSU seal, and 31" long ribbon, with rectangular hole for ribbon and with durable ring</i>				
	<b>1,000 pcs. Medals with 1.5" diameter, small gold plated with engraved VSU seal and 31" long ribbon, 3.5mm thickness</b>				
	<i>Medals 1.5 diameter, small gold plated with engraved VSU seal and 31" long ribbon, with rectangular hole for ribbon and with durable ring</i>				
	<i>Sample picture (please see attached below)</i>				
<b>3</b>	<b>Printing of diploma cover for VSU external campuses graduates without address</b>	<b>pcs</b>	<b>780</b>	<b>110.00</b>	<b>85,800.00</b>
	<i>Cloth bound, yellow color with VSU Seal with corner holder inside back cover</i>				
	<i>Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.</i>				
<b>4</b>	<b>Printing of diploma cover for VSU main graduates with address</b>	<b>pcs</b>	<b>1,400</b>	<b>110.00</b>	<b>154,000.00</b>
	<i>Cloth bound, yellow color with printed "VISAYAS STATE UNIVERSITY, Baybay City, Leyte" with VSU Seal with corner holder inside back cover</i>				
	<i>Note: Please use Arlin cloth for the cover and follow attached sample and the kind of material. Present sample output first to end-user before printing.</i>				
<b>5</b>	<b>Printing of Diploma form</b>	<b>pcs</b>	<b>3,000</b>	<b>27.00</b>	<b>81,000.00</b>



	<i>Heading only with borderline heading; VISAYAS STATE UNIVERSITY: color: Brilliant green, border color" brilliant gold, kind of paper" sheepskin, 150 lbs. <b>Short size paper</b></i>				
<b>6</b>	<b>Printing of Envelope with Approved Letterhead of the University Registrar</b>	<b>pcs</b>	<b>500</b>	<b>100.00</b>	<b>50,000.00</b>
	<i>Open End Catalog</i>				
	<i>Brown Kraft</i>				
	<i>Vellum Finish</i>				
	<i>Center Seam</i>				
	<i>No Window</i>				
	<i>Self-Sealing</i>				
	<i>Flap Extended</i>				
	<i>10"x15"</i>				
<b>7</b>	<b>Printing of Permanent record Envelope</b>	<b>pcs</b>	<b>3,000</b>	<b>30.00</b>	<b>90,000.00</b>
	<i>9"x14" LxW, Sample picture(please see attached below)</i>				
<b>8</b>	<b>Printing of Transcript of Record Form</b>	<b>reams</b>	<b>50</b>	<b>1,300.00</b>	<b>65,000.00</b>
	<i>Printing of Transcript of record form, 3 colors 8.5x13, book paper, 80 gsm "VISAYAS STATE UNIVERSITY" text background with telephone &amp; fax nos., website &amp; email address, <b>500 sheets per ream</b></i>				
<b>9</b>	<b>ID Holder with necklace</b>	<b>pcs</b>	<b>7,050</b>	<b>45.00</b>	<b>317,250.00</b>
	<i>necklace type, green color printed with "VISAYAS STATE UNIVERSITY" in yellow color, 1" wide and 16" long</i>				
				<b>TOTAL:</b>	<b>1,163,050.00</b>

**Appendix A: Sample Pictures**

**DILBERTO O. FERRAREN**  
BAC Chairman



**VISAYAS**  
STATE UNIVERSITY

Bidding No.: GOODS-24-17  
Bidding Title: Supply and Delivery of Customized Medals,  
ID Holder, and Printing of Forms  
Location of the Project: VSU Main, Visca, Baybay City Leyte

**Appendix A. SAMPLE PICTURES**  
Item # 1

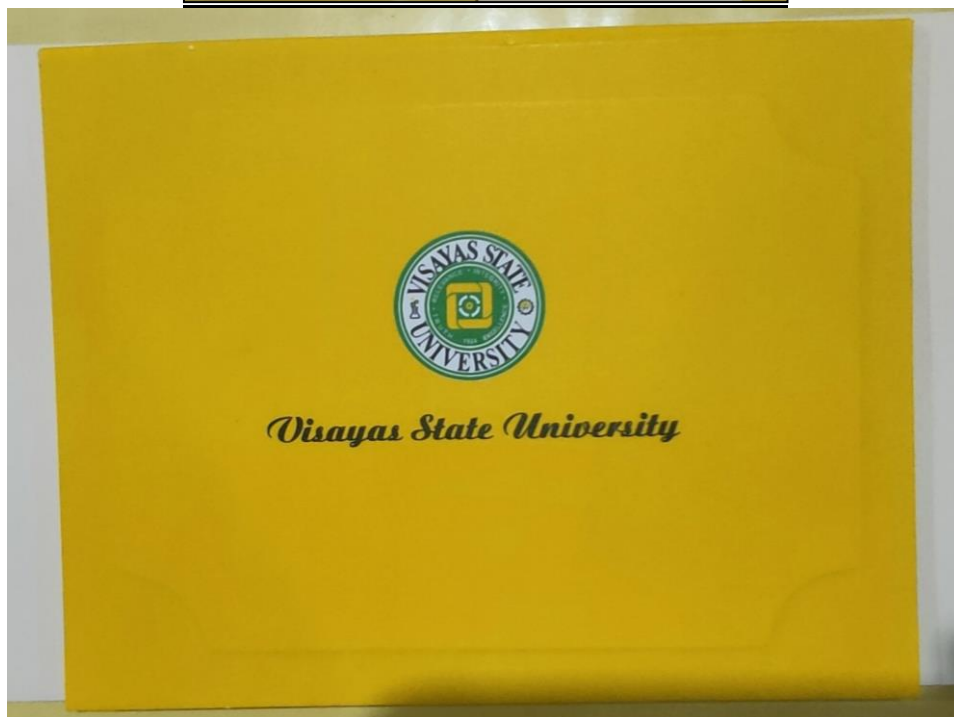
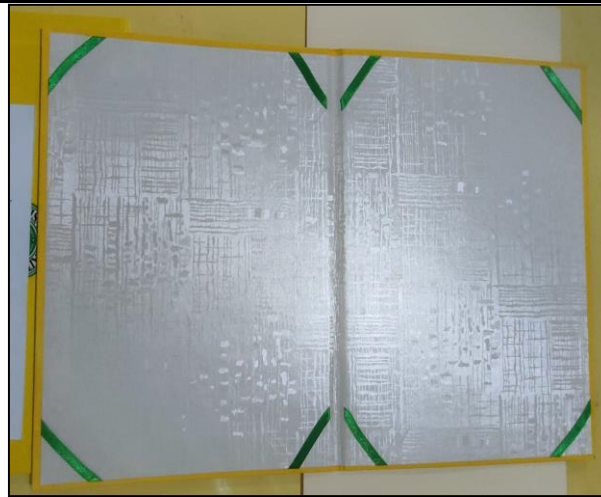
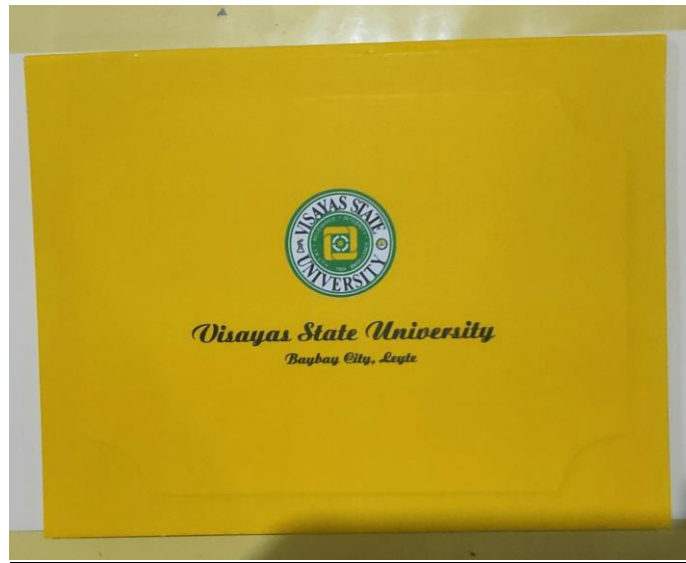




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Item # 3 &4





Item # 7

Student No. : \_\_\_\_\_  
 Name : \_\_\_\_\_  
 Course : \_\_\_\_\_  
 Major : \_\_\_\_\_  
 Date Admitted : \_\_\_\_\_  New  Transferee  
 Date Graduated : \_\_\_\_\_  
 BOR Resolution No.: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Date Issued \_\_\_\_\_  
 Transfer Credentials: \_\_\_\_\_

**Entrance Documents Submitted:**  
 Form 138  
 Birth Certificate (PSANSO)  
 Cert. of Good Moral Character  
 Form 137 / SF10  
 Transfer Credentials  
 Transcript of Records - Informative Copy  
 Official Transfer of Records


**UNIVERSITY REGISTRAR**  
**VISAYAS STATE UNIVERSITY**  
Visca, City of Baybay, Leyte  
**STUDENT'S PERMANENT RECORD**

