



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF CUSTOMS**

*A modernized and credible customs administration that upholds good governance and is among the world's best*

**BIDS AND AWARDS COMMITTEE**

**SUPPLEMENTAL/BID BULLETIN**

**ADDENDUM NO. 2**

**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES**

This Addendum No. 1 dated 20 February 2024 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

<b>ISSUES</b>	<b>CLARIFICATION/AMENDMENTS</b>
<u><b>Bid Form</b></u>	<u><b>Bid Form</b></u> <b>Please see attached revised Bid Form</b>

**Reminders:**

- Submission of bids will be on or before 28 February 2024, 10:30 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

  
**JONATHAN T. SORIANO**  
Vice-Chairperson, BOC-BAC



## Bid Form

Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N<sup>o</sup>: \_\_\_\_\_

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 the BOC, our services for the project, “**Supply and Delivery of Various Office Supplies**” 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.

Item	Description	Quantity	Unit Cost	Total Cost
1	Sign Pen, Fine Tip, Black, 0.7MM	450		
2	Sign Pen, Fine Tip, Blue, 0.7MM	450		
3	Sign Pen, Fine Tip, Red, 0.7MM	450		
4	Battery Dry Cell, Size AA (2's)	150		
5	Battery Dry Cell, Size AAA (2's)	120		
6	External Hard Drive (1tb)	45		
7	Staple Wire, Standard 26/6	300		
8	Tape, Masking, 50m x 24mm	450		
9	Tape, Masking, 50m x 48mm	450		
10	Tape, Packaging, 50m x 48mm	450		
11	Tape, Transparent, 50m x 48mm	450		
12	Correction Tape (15mx5mm)	900		
13	Marker, Permanent, Black, Felt	300		
14	Marker, Permanent, Blue, Felt	300		
15	Marker, Permanent, Red, Felt	150		
16	Pencil, Lead/Graphite, With Eraser, #2	750		
17	Notepad, Stick-On, 50mm X 76mm	600		
18	Notepad, Stick-On, 76mm X 100mm	600		
19	Notepad, Stick-On, 76mm X 76mm	600		
20	Paper, Multicopy A4, 80gsm	4000		
21	Paper, Multicopy Legal, 80gsm	3750		
22	Insecticide (600ml), Aerosol	600		
23	Toner Cartridge, Brother TN-3478, Black	105		
24	Toner Cartridge, HP CE285A (HP85A), Black	90		

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

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.



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 14.2 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:<sup>2</sup>

Name and address of agent	Amount and Currency	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 10 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 \_\_\_\_\_

<sup>2</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

