



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. 1

LEASE OF MULTI-FUNCTIONAL PHOTOCOPYING MACHINE

This Addendum No. 1 dated 09 August 2024 is issued to clarify, modify or amend items in the Bid Documents. This shall form an integral part of the Bid Documents.

ISSUES		CLARIFICATION/AMENDMENTS	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
ITB Clause		ITB Clause	
20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> The Service Provider shall submit a certificate with at least a satisfactory performance rating from its existing and previous client. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through BIR Electronic Filing and Payment System (eFS); 	20.1	<p>Within a non-extendible period of five (5) calendar days from receipt by the Bidder and/or authorized representative of the notice from the BAC that it submitted the Single/Lowest Calculated Bid, the Bidder shall submit the following documents:</p> <ol style="list-style-type: none"> The Service Provider shall submit a certificate with at least a satisfactory performance rating from its existing and previous client. Latest Income Tax Return and business Tax Return with proof of payment (filed and paid through Bureau of Internal Revenue (BIR) Electronic Filing and Payment System (eFS);



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<p>3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months;</p> <p>4. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC); and</p> <p>5. Updated Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.</p>	<p>3. VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the last 6 months;</p> <p>4. Latest Audited Financial Statement duly received by Security and Exchange Commission (SEC) and BIR; and</p> <p>5. Updated Mayor's Permit, Tax Clearance and Department of Trade and Industry or SEC Registration.</p>
<p><u>Section VI. Schedule of Requirements</u></p>	<p><u>Section VI. Schedule of Requirements</u></p> <p>Please see attached revised Schedule of Requirements</p>
<p><u>Bid Form</u></p>	<p><u>Bid Form</u></p> <p>Please see attached revised Bid Form</p>

Reminders:

- Submission of bids will be on or before 19 August 2024, 8:45 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

for: 
ATTY. ERWIN T. MENDOZA
 Chairperson, BOC-BAC



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BAGONG PILIPINAS

Section VI. Schedule of Requirements

Item	Description	Quantity	Delivery Date
1	<p>Multi-Function Monochrome Laser Photocopier (A4/Letter/Legal Size)</p> <p>CENTRAL OFFICE (OCOM)/ POM) (21)</p> <ol style="list-style-type: none"> 1. PCAG (2) 2. IAS 3. ACDD 4. Bonds Div. 5. POM-COA 6. CCC 7. CCCD 8. Customs Postal Office 9. EPD 10. EXPORT DIV. 11. FED 12. Collection Division 13. GTMBWD 14. Law Division 15. MMBWD 16. PID 17. PPBWD 18. VCRC 19. WAD 20. IED 	21	<p>Deliver within twenty (20) calendar days after receipt of Notice to Proceed to be delivered in the following locations:</p> <ul style="list-style-type: none"> • GSD Office, G/F OCOM Bldg., South Harbor, Port Area Manila. • Port of Manila (POM) • Manila International Container Port (MICP) • Port of NAIA
2	<p>Multi-Function Monochrome Laser Photocopier (A4/Letter/Legal/A3 Size)</p> <p>OCOM/IAG (17)</p> <ol style="list-style-type: none"> 1. Chief of Staff's Office (2) 2. Dep Comm, IAG 3. Tax Exempt 4. HRMD (2) 5. PIAD 6. Budget 7. Cashier 8. GSD Main (2) 9. CRMD 10. LDMD (2) 	119	



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	<p>11. Medical 12. COA-OCOM 13. COC</p> <p>INTELLIGENCE GROUP (10) 1. Deputy Commissioner, IG 2. Office of the Director, CIIS 3. Intelligence Division 4. Investigation Division 5. Xray Inspection Project (3) 6. Risk Management Office 7. Account Management Office 8. Operation Section/Unit</p> <p>AOCG (6) 1. AOCG – 2nd floor (2) 2. IAS (3) 3. WCD</p> <p>RCMG (10) 1. OD, Legal Service 2. Legal Service 3. Appellate Division 4. PLD 5. RRD 6. BATAS 7. STAD 8. RAD 9. Collection Service 10. Deputy Commissioner, RCMG</p> <p>PCAG (1) 1. PCAG</p> <p>MISTG (5) 1. Dep Comm, MISTG 2. MISTG, PSDS 3. MISTG, Admin 4. MISTG, SMD 5. MISTG, New Helpdesk</p> <p>ENFORCEMENT GROUP (6) 1. Deputy Commissioner, EG 2. ESS Headquarters (2) 3. ESS Personnel 4. OIO- EG 5. Task Force</p>		
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	<p>POM (11)</p> <ol style="list-style-type: none"> 1. Admin 2. Collection Div. 3. HCPTI 4. LBD 5. ODCAD 6. ODCASS 7. ODCOPE 8. ODC 9. WDRD/WID 10. Laguna Customs Office 11. Cavite Customs Office <p>MICP (22)</p> <ol style="list-style-type: none"> 1. District Collector 2. ODC, Assessment 3. ODC, Operations 4. Informal Entry 5. Admin Division 6. Liquidation and Billing 7. Bonds Division 8. Common Bonded Warehouse 9. North Harbor 10. COA - Assessment Bldg. 11. Law Division 12. ACDD 13. CCCD 14. CCC 15. Entry Processing Division 16. SWAU 17. Collection Division 18. PID 19. PID-Bay Service 20. Export Division 21. FED, Chief 22. Accounting Division <p>NAIA (31)</p> <ol style="list-style-type: none"> 1. Admin 2. Disbursing Unit 3. NAIA-MISTG 4. NAIA-COA 5. Law Division 6. ACDD 7. Office Of District Collector 8. Peza-Clearance Office 9. WAU 10. LBD 11. Collection Division 		
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	12. Aircraft Operation Div. (Terminal) 13. Aircraft Operation Div. 14. CBWD 15. Bond Division 16. Office Of Deputy Collector - Assessment 17. Office of Deputy Collector - Operation 18. Pair cargo Assessment 19. Customs Duty free Shop Division 20. Central Mail Exchange Center 21. Manila Domestic 22. PAL/PSI Assessment 23. Export Division 24. Arrival Operations Div. 25. Office Of Deputy Collector – Passenger Service 26. Departure Operation Div. 27. CCC 28. Baggage Operation Div. 29. ECCF 30. ESS – NAIA 31. CIIS - NAIA		
3	Multi-Function Monochrome and Color Laser Photocopier (A4/Letter/Legal/A3) OCOM Bldg. (25) 1. Office of the Commissioner (2) 2. Chief-of-Staff, OCOM 3. Deputy Commissioner, IAG 4. External Affairs Office 5. PIAD 6. Accounting (2) 7. Budget 8. HRMD 9. GSD 10. PPRD 11. CRMD 12. IIQMSO 13. LDMO (2) 14. IAS 15. STAD	25	



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	16. Admin Office 17. XIP 18. Collection Service 19. RAD 20. AOCG – 2 nd floor 21. IAS 22. AEO		
	<i>Note: Distribution list may be subject to changes during the contract implementation</i>		
	TOTAL	165	



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BAGONG PILIPINAS

Bid Form

Date: _____
Invitation to Bid¹ N^o: _____

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, "**Lease of Multi-Functional Photocopying Machine**" 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	Particulars	No. of Copies	Cost per Copy (inclusive of VAT)	Total Cost (inclusive of VAT)
1	Monochrome Laser Photocopier (A4 to Legal Size)	150,000		
2	Monochrome Laser Photocopier (A4, Legal and A3 Size)	1,900,000		
3	Color Laser Photocopier (A4, Legal and A3 Size)	105,000		
Total amount in figures (inclusive of VAT):				
Total amount in words (inclusive of VAT):				

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

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.

¹ If ADB, JICA and WB funded projects, use IFB.



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We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 14 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:¹

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 5 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 _____

¹ Applicable only if the Funding Source is the ADB, JICA or WB.

