



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL/BID BULLETIN

ADDENDUM NO. 1

LEASE OF MULTI-FUNCTIONAL PHOTOCOPYING MACHINE

This Addendum No. 1 dated 04 March 2025 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	
5.3	<p>The bidder must have completed a single contract that is similar to the project and whose value must be at least fifty percent (50%) of ABC.</p> <p>Such project must have been completed within five (5) years prior to submission and receipt of bids.</p> <p>As evidence thereof, bidders must include in their Bid a photocopy of the Contract for the Single Largest Completed Project supported by the following documents:</p> <ol style="list-style-type: none"> 1. For government projects; <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Notice to Proceed (NTP); and c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent document. 	5.3	<p>The bidder must have completed a single contract that is similar to the project and whose value must be at least fifty percent (50%) of ABC.</p> <p>Such project must have been completed within five (5) years prior to submission and receipt of bids.</p> <p>As evidence thereof, bidders must include in their Bid a photocopy of the Contract for the Single Largest Completed Project supported by the following documents:</p> <ol style="list-style-type: none"> 1. For government projects; <ol style="list-style-type: none"> a. Notice of Award (NOA) b. Notice to Proceed (NTP); and c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate



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<p>2. For projects with the private sector, proof of completed contract such as but not limited to Purchase Order, Sales Invoice, Delivery Receipts or any other equivalent/relevant document.</p> <p>Failure to submit a copy of the Contract of the Single Largest Completed Project with proof of Completion or failure to prove the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to “Provision of Security Services” For this purpose, similar contract shall refer to “Rent/Lease of Photocopying Machines”</p>	<p>of Final Acceptance Report or equivalent document.</p> <p>2. For projects with the private sector, proof of completed contract such as but not limited to Purchase Order, Sales Invoice, Delivery Receipts or any other equivalent/relevant document.</p> <p>Failure to submit a copy of the Contract of the Single Largest Completed Project with proof of Completion or failure to prove the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security.</p> <p>For this purpose, similar contract shall refer to “Provision of Security Services” For this purpose, similar contract shall refer to “Rent/Lease of Photocopying Machines”</p>
<p><u>Section VI. Schedule of Requirements</u></p>	<p><u>Section VI. Schedule of Requirements</u></p>
	<p>Please see revised Schedule of Requirements</p>

Reminders:

- Submission of bids will be on or before 11 March 2025, 10:30 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

fw. **ATTY. ERWIN T. MENDOZA**
Chairperson, BCC-BAC



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 (18)</p> <ol style="list-style-type: none"> 1. Office of the Commissioner (1) 2. Chief of Staff's Office (2) 3. Dep Comm, IAG 4. Tax Exempt 5. HRMD (2) 6. PIAD 7. Budget 8. Cashier 9. GSD Main (2) 10. CRMD 11. LDMO (2) 12. Medical 13. COA-OCOM 14. COC <p>INTELLIGENCE GROUP (10)</p> <ol style="list-style-type: none"> 1. Deputy Commissioner, IG 	120	



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	<p>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> <p>POM (11) 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> <p>MICP (22)</p>		
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	<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 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 		
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	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 (2) 15. STAD 16. Admin Office 17. XIP 18. Collection Service 19. RAD 20. AOCG – 2 nd floor 21. AEO	25	
	<i>Note: Distribution list may be subject to changes during the contract implementation</i>		
	TOTAL	166	

I hereby commit to comply and deliver the above requirements.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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