



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**

**SUPPLY AND DELIVERY OF LAPTOPS FOR THE BUREAU OF CUSTOMS**

This Addendum No. 1 dated 09 June 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
<b><u>Section I. Invitation to Bid</u></b>  7. All bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or June 16, 2025, 1:00 p.m. Any late bids shall not be accepted.  9. The bid opening shall be conducted on June 16, 2025, 2:00 p.m. at the given address below submitted bids will be opened in the presence of the bidders' representatives who choose to attend the activity.	<b><u>Section I. Invitation to Bid</u></b>  7. All bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or <b>June 19, 2025, 9:30 a.m.</b> Any late bids shall not be accepted.  9. The bid opening shall be conducted on <b>June 19, 2025, 10:00 a.m.</b> at the given address below submitted bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
<b><u>Section II. Instructions to Bidders</u></b>  <b>14. Bid Security</b>  14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the <b>BDS</b> , which shall be not less than the percentage of the ABC in accordance with the schedule in the <b>BDS</b> .  14.2. The Bid and bid security shall be valid until October 14, 2025, Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.	<b><u>Section II. Instructions to Bidders</u></b>  <b>14. Bid Security</b>  14.3. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the <b>BDS</b> , which shall be not less than the percentage of the ABC in accordance with the schedule in the <b>BDS</b> .  14.4. The Bid and bid security shall be valid until <b>October 17, 2025</b> , Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.



**Section III. Bid Data Sheet**

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"><li>1. Certificate (manufacturer or distributor that the proposed brand of laptops (notebook) is an international brand that is sold and marketed continuously in the Philippines for the last 10 years, provided in case the certificate will be issued by the distributor a certificate if distributorship or distributorship agreement must also be submitted.</li><li>2. Must provide a list if Authorized Service Center/s in the Philippines (with available spare parts, indicating the address, telephone &amp; fax numbers, email address, and contact person). The principal must have a local parts center/depot.</li><li>3. The service provider must secure a Certificate of Completion and Acceptance with a rating of at least "Satisfactory" issued by the bidder's Single Largest Completed Contract.</li><li>4. Valid and Current Certificate of Distributorship / Dealership / Resellership</li></ol>

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	<p>of the items being offered, issued by the principal or manufacturer.</p> <p>5. Manufacturers official Brochure / Technical Data Sheet or equivalent document.</p> <p>6. 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));</p> <p>7. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or in case of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;</p> <p>8. Latest/Current Audited Financial Statement duly received by BIR and Security and Exchange Commission (SEC); and</p> <p>9. Latest/Current Mayor/Business Permit, Tax Clearance and Department of Trade and Industry or SEC.</p>		<p>issued by the principal or manufacturer.</p> <p>5. Manufacturers official Brochure / Technical Data Sheet or equivalent document.</p> <p>6. 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));</p> <p>7. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or in case of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;</p> <p>8. Latest/Current Audited Financial Statement <b>with validation through email confirmation from both the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC)</b>; and</p> <p>9. Latest/Current Mayor/Business Permit, Tax Clearance and Department of Trade and Industry or SEC.</p>
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</p>	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>the Single Largest Completed Project supported by the following documents:</p> <ol style="list-style-type: none"><li>1. For government projects;<ol style="list-style-type: none"><li>a. Notice of Award (NOA)</li><li>b. Notice to Proceed (NTP); and</li><li>c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent document.</li></ol></li><li>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.</li></ol> <p>Failure to submit a copy of the <b>Contract of the Single Largest Completed Project</b> 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 <b>“Supply and Delivery of IT Equipment that includes desktop and laptops”</b></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"><li>1. For government projects;<ol style="list-style-type: none"><li>a. Notice of Award (NOA)</li><li>b. Notice to Proceed (NTP); and</li><li>c. Technical Inspection and Acceptance Committee (TIAC) Report or Certificate of Final Acceptance Report or equivalent document.</li></ol></li><li>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.</li></ol> <p>Failure to submit a copy of the <b>Contract of the Single Largest Completed Project</b> 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 <b>“Supply and Delivery of IT Equipment that includes desktop or laptops”</b></p>
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<p><b><u>Section VII. Technical Specifications</u></b></p> <p>Any globally recognized brand of laptop and has been marketed in the Philippines for the last ten (10) years</p>	<p><b><u>Section VII. Technical Specifications</u></b></p> <p><b>The brand of laptops must have been continuously marketed in the Philippines for at least the past ten (10) years</b></p>
<ul style="list-style-type: none"> <li>• <b>Web Camera:</b> minimum 720p HD Camera with microphone</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Web Camera: 2MP biometric camera with privacy shutter</b></li> </ul>
<p><b>Battery:</b> at least 3 cell (40Whrs)</p>	<ul style="list-style-type: none"> <li>• <b>Battery: 4 cell (80Whrs)</b></li> </ul>
<p><b><u>Section VIII. Checklist of Technical and Financial Documents</u></b></p> <ol style="list-style-type: none"> <li>1. Certificate (manufacturer or distributor that the proposed brand of laptops (notebooks) is an international brand that is sold and marketed continuously in the Philippines for the last 10 years, provided in case the certificate will be issued by the distributor a certificate if distributorship or distributorship agreement must also be submitted.</li> <li>2. Must provide a list if Authorized Service Center/s in the Philippines (with available spare parts, indicating the address, telephone &amp; fax numbers, email address, and contact person). The principal must have a local parts center/depot.</li> <li>3. The service provider must secure a Certificate of Completion and Acceptance with a rating of at least “Satisfactory” issued by the bidder’s Single Largest Completed Contract.</li> <li>4. Valid and Current Certificate of Distributorship / Dealership / Resellership of the items being offered, issued by the principal or manufacturer.</li> <li>5. Manufacturers official Brochure / Technical Data Sheet or equivalent document.</li> <li>6. 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));</li> <li>7. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or in case of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;</li> </ol>	<p><b><u>Section VIII. Checklist of Technical and Financial Documents</u></b></p> <ol style="list-style-type: none"> <li>1. Certificate (manufacturer or distributor that the proposed brand of laptops (notebooks) <b>is a brand that is sold and marketed continuously in the Philippines for the last 10 years</b>, provided in case the certificate will be issued by the distributor a certificate if distributorship or distributorship agreement must also be submitted.</li> <li>2. Must provide a list if Authorized Service Center/s in the Philippines (with available spare parts, indicating the address, telephone &amp; fax numbers, email address, <del>and contact person</del>). The principal must have a local parts center/depot.</li> <li>3. The service provider must secure a Certificate of Completion <b>or</b> Acceptance with a rating of at least “Satisfactory” issued by the bidder’s Single Largest Completed Contract.</li> <li>4. Valid and Current Certificate of Distributorship / Dealership / Resellership of the items being offered, issued by the principal or manufacturer.</li> <li>5. Manufacturers official Brochure / Technical Data Sheet or equivalent document.</li> <li>6. 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));</li> <li>7. VAT Returns (Form 2550Q) with proof of payment covering the last 2 quarters prior to the submission of bid, or in case of Percentage Tax Returns (2551M) with proof of payment covering the last 6 months prior to the submission of bid;</li> </ol>

8. Latest/Current Audited Financial Statement duly received by BIR and Security and Exchange Commission (SEC); and	8. Latest/Current Audited Financial Statement <b>with validation through email confirmation from both the Bureau of Internal Revenue (BIR) and the Securities and Exchange Commission (SEC)</b> ; and
9. Latest/Current Mayor/Business Permit, Tax Clearance and Department of Trade and Industry or SEC.	9. Latest/Current Mayor/Business Permit, Tax Clearance and Department of Trade and Industry or SEC.

**Reminders:**

- Submission of bids will be on or before 19 June 2025, 9:30 AM.
- Bids must be properly sealed and signed.
- Late submission will not be accepted.

For guidance and information of all concerned.

  
**MICHAEL C. FERMIN**  
Chairperson, BOC-BAC