



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Komunikasyon
Ermita, City of Manila

SUPPLEMENTAL/BID BULLETIN No. 2

30 June 2021

PROCUREMENT OF COMMON USE SUPPLIES AND EQUIPMENT
(General Office Supplies, Printer Inks and Toners)
(Procurement/Contract No. 2021-PCOO-I-007)

Please be informed of the following revisions in the **Bidding Documents** for the above-cited procurement:

All changes in Items are indicated in **red**:

Section VI. Schedule of Requirements.

Item/Lot	Description	Quantity	Delivery Schedule/s
1	General Office Supplies (Details in Sec. VII. Technical Specifications)	Details in Sec. VII. Technical Specifications	Within thirty (30) calendar days from receipt of Notice to Proceed (NTP)
2	Printer Inks and Toners (Details in Sec. VII. Technical Specifications)	Details in Sec. VII. Technical Specifications	Fifty per cent (50%), based on the total quantity, shall be delivered within thirty (30) calendar days and the remaining 50% shall be delivered within sixty (60) calendar days, all reckoned from receipt of Notice to Proceed (NTP)

Section VII. Technical Specifications.

Item No.	Product Description	Quantity	Unit of Measure	Statement of Compliance
LOT 1: GENERAL SUPPLIES (Commonly Use Supplies)				
1	BALIKBAYAN BOX (Travel Box) Size: 20x20x20 inches Thickness: 3ply, 4.5-	319	boxes	
2	BALLPOINT PEN with cap, 0.7mm color: Black	2,313	pieces	
3	BALLPOINT PEN with cap, 0.7mm color: Blue	1,440	pieces	

Supplemental Bid Bulletin No. 2 for the
Procurement of Common Use Supplies and
Equipment (General Office Supplies, Printer
Inks and Toners) (Procurement/Contract No.
2021-PCOO-I-007)

Page 2 of 7

x-----x

4	BALLPOINT PEN with cap, 0.7mm color: Red	248	pieces	
5	BATTERY DRY CELL, AA, 2pcs per blister pack	482	packs	
6	BATTERY DRY CELL, AAA, 2pcs per blister pack	377	packs	
7	CDR-W, speed: 4x700MB (with case)	100	pieces	
8	CORRECTION TAPE, film base type with protective cap, Color: white opaque; Dispensing Mechanism: gear type	744	pieces	
9	DVD REWRITABLE, speed: 4x min., 4.7 GB capacity min (minus)	100	pieces	
10	ELECTRIC TYPEWRITER RIBBON, compatible with Olympia, Model: Compact 5DM	12	pieces	
11	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box, Kraft paper, size: 229mm x 324mm (-	6	boxes	
12	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box, Kraft paper, size: 254mm x 381mm (- 2mm)	6	boxes	
13	ERASER FOR ELECTRIC TYPEWRITER RIBBON (compatible with Olympia, Model: Compact 5DM)	24	pieces	
14	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, compatibility: MS Windows and Mac OS	50	units	
15	FILE/STORAGE BOX WITH LID *Outside Dimension: 12 (Width) x 11 (Height) x 15 (Length) *Chipboard: 3mm thick (min) *Leatherette paper for outside cover *Front of the box: with pocket for label insert *Color: Red	88	boxes	
16	FLASH DRIVE 16GB, USB 3.0, with built-in USB interface cover (e.g. swivel, slide/retractable type), with carrying strap	350	pieces	

Supplemental Bid Bulletin No. 2 for the
Procurement of Common Use Supplies and
Equipment (General Office Supplies, Printer
Inks and Toners) (Procurement/Contract No.
2021-PCOO-I-007)

Page 3 of 7

X ----- X

17	FLASH DRIVE 32GB, USB 3.0, with built-in USB interface cover (e.g. swivel, slide/retractable type), with carrying strap	121	pieces	
18	MANUAL TYPEWRITER RIBBON (Compatible with Olympia typewriter), Color: black nylon	12	pieces	
19	MAP/PUSH PINS (colored plastic tacks), approx. 50 pieces per box/pack	20	packs	
20	PERMANENT MARKER, Broad type, Black	240	pieces	
21	PERMANENT MARKER, Broad type, Blue	180	pieces	
22	PERMANENT MARKER, Broad type, Red	120	pieces	
23	NOTE PAD, Stick-on, 50mm x 76mm (2" x 3") min 100 sheets per pad Adhesive Strength: standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use, must be easily removable from pad/surface without adhesive transfer	250	pads	
24	NOTE PAD, Stick-on, 76mm x 76mm (3" x 3") min 100 sheets per pad Adhesive Strength: standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use, must be easily removable from pad/surface without adhesive	250	pads	
25	NOTE PAD, Stick-on, lined (4" x 6") min 100 sheets per pad Adhesive Strength: standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use, must be easily removable from pad/surface without adhesive	183	pads	
26	PAPER, MULT-COPY, 80gsm, size: 210mm x 297mm	500	reams	
27	PAPER, MULT-COPY, 80gsm, size: 216mm x 330mm	500	reams	

Supplemental Bid Bulletin No. 2 for the
Procurement of Common Use Supplies and
Equipment (General Office Supplies, Printer
Inks and Toners) (Procurement/Contract No.
2021-PCOO-I-007)

Page 4 of 7

x-----x

28	PENCIL, lead with eraser, wood cased, hardness: HB,12 pieces per box	85	boxes	
29	PHOTO PAPER, Glossy, A4, white,10 sheets per pack	55	packs	
30	PHOTO PAPER, Matte, A4, white,10 sheets per pack	55	packs	
31	RECORD BOOK, 300 pages, size: 214mm x 278mm *Paper stock shall be white bond, non-blot *machine pre-numbered pages *Cover material: Laminated chipboard *Margins: Top-25mm, Bottom-8mm *Number of writing lines: 37 (min) equal spaced, smythe sewn binding *Durable * with "OFFICIAL RECORD BOOK" printed on the outside front cover	140	books	
32	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip, with cap	1,020	pieces	
33	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip, with cap	960	pieces	
34	SIGN PEN, GREEN, liquid/gel ink, 0.5mm	90	pieces	
35	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip, with cap	120	pieces	
36	STICKER PAPER, Glossy, A4, 10 sheets, white, 80gsm	155	pieces packs	
37	STICKY NOTES/ INDEX TAB with "SIGN HERE", 50 flags (pads) per dispenser/pack Adhesive Strength: Standard Ability: stick and re-stick Adhesive must last for at least 30 days from first use Must be easily removable from pad/surface without adhesive transfer	361	pieces	
38	TAPE, ELECTRICAL, 18mm(width) x 16M (length) min Color: Black	75	rolls	

Supplemental Bid Bulletin No. 2 for the
Procurement of Common Use Supplies and
Equipment (General Office Supplies, Printer
Inks and Toners) (Procurement/Contract No.
2021-PCOO-I-007)

Page 5 of 7

x-----x

39	TAPE, PACKAGING, width: 48mm (+/- 1mm) Color: Tan Usable Length: 50 meters Adhesion Strength: 6N/24mm Breaking	150	rolls	
40	TAPE, TRANSPARENT, width: 24mm (+/- 1mm) Usable Length: 50 meters Adhesion Strength: 6N/24mm Breaking Strength: 14N/24mm	513	rolls	
41	TAPE, TRANSPARENT, width: 48mm (+/- 1mm) Usable Length: 50 meters Adhesion Strength: 6N/24mm Breaking Strength: 14N/24m	150	rolls	

Item No.	Product Description	Quantity	Unit of Measure	Statement of Compliance
LOT 2: PRINTER INKS AND TONERS (Consumables)				
1	Ink Cartridge, Brother BT5000C (Cyan)	30	cart	
2	Ink Cartridge, Brother BT5000M (Magenta)	30	cart	
3	Ink Cartridge, Brother Ink BT5000Y (Yellow)	30	cart	
4	Ink Cartridge, Brother BT6000B (Black)	36	cart	
5	Ink Cartridge, Brother LC39BK (black)	36	cart	
6	Ink Cartridge, Brother LC39C (cyan)	36	cart	
7	Ink Cartridge, Brother LC39M (magenta)	36	cart	
8	Ink Cartridge, Brother LC39Y (yellow)	36	cart	
9	Ink Cartridge, Canon 750 Black	66	cart	
10	Ink Cartridge, Canon 751 Black	30	cart	
11	Ink Cartridge, Canon 751 Cyan	30	cart	
12	Ink Cartridge, Canon 751 Magenta	30	cart	
13	Ink Cartridge, Canon 751 Yellow	30	cart	
14	Ink Cartridge, Canon CL-811, Colored	438	cart	
15	Ink Cartridge, Canon PG-810, Black	582	cart	
16	Ink Cartridge, HP GT51 or GT53, Black	15	cart	
17	Ink Cartridge, HP GT52, Cyan	15	cart	
18	Ink Cartridge, HP GT52, Magenta	15	cart	
20	Ink Cartridge, HP GT52, Yellow	15	cart	

Supplemental Bid Bulletin No. 2 for the
Procurement of Common Use Supplies and
Equipment (General Office Supplies, Printer
Inks and Toners) (Procurement/Contract No.
2021-PCOO-I-007)

Page 6 of 7

21	Ink Cartridge, HP CZ107AA (HP678), Black	138	cart	
22	Ink Cartridge HP CZ108AA (HP678), Tri- color	80	cart	
23	Ink Cartridge, HP F6V26AA (HP680), Tri-color	300	cart	
24	Ink Cartridge, HP F6V27AA (HP680), Black	310	cart	
25	Ink Cartridge, HP 932XL, Black	52	cart	
26	Ink Cartridge, HP 933XL, Cyan	32	cart	
27	Ink Cartridge, HP 933XL, Magenta	32	cart	
28	Ink Cartridge, HP 933XL, Yellow	32	cart	
29	Belt unit, Brother BU-220 CL	12	pieces	
30	Drum Cartridge, Brother DR-261 CL	6	cart	
31	Drum Cartridge, Brother DR-2255	14	cart	
32	Drum Cartridge, HP CF219A (HP19A) Original Laserjet Imaging	12	cart	
33	Toner Cartridge Brother, 261 Black	36	cart	
34	Toner Cartridge, Brother, 261 Cyan	36	cart	
35	Toner Cartridge, Brother, 261 Magenta	36	cart	
36	Toner Cartridge, Brother, 261 Yellow	36	cart	
37	Toner Cartridge, Brother TN-2360	12	cart	
38	Toner Cartridge, Brother TN-2280	12	cart	
39	Toner Cartridge, HP CB435A (HP35A),	8	cart	
40	Toner Cartridge, HP CE285A (HP85A),	11	cart	
41	Toner Cartridge, HP CF217A(HP17A),	17	cart	
42	Toner Cartridge, HP CF226A(HP26A),	13	cart	
43	Toner Cartridge, HP Q2612A, Black	9	cart	
44	Waste Toner, Brother WT-220 CL	12	pieces	
Total Quantity		2794		

For reference and guidance, please refer to the **sample bidding documents** posted on the procurement page (<https://pcoo.gov.ph/procurement/>) of the PCOO website under the above-cited procurement project.

Pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, this Supplemental/Bid Bulletin is issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued for said project.

Supplemental Bid Bulletin No. 2 for the Procurement of Common Use Supplies and Equipment (General Office Supplies, Printer Inks and Toners) (Procurement/Contract No. 2021-PCOO-I-007)

Page 7 of 7

x-----x

Should you have further concerns, you may contact the BAC Secretariat through the details below:

Atty. MARK WAYNE E. EUBANK
Head, Bids and Awards Committee
Secretariat Presidential Communications
Operations Office 7th Floor, 81 United
Nations Ave, Ermita, Manila, 1000 Metro
Manila
Telefax No: (+632) 935-248-1213
Email: bac1@pco.gov.ph
Website: <https://pcoo.gov.ph>

For information and guidance.

(ORIGINAL SIGNED)

ASec. OMAR V. ROMERO
Chairperson, Bids and Awards Committee – I

CERTIFICATION

The revisions in the Invitation to Bid for this project are hereby approved by the End-User unit:

(ORIGINAL SIGNED)

JOY MARIE P. PALOMA
End-User Representative

Prepared by: (ORIGINAL SIGNED) CLARISSE S. SANTIAGO Admin Officer, BAC Secretariat	Approved for release by: (ORIGINAL SIGNED) ATTY. MARK WAYNE E. EUBANK Head, BAC Secretariat
--	---