



Office of the President of the Philippines  
PRESIDENTIAL COMMUNICATIONS OFFICE  
Manila

**SUPPLEMENTAL BID BULLETIN NO. 1**  
**17 October 2023**

**Procurement of Tokens for Local and Foreign Dignitaries and Media**  
**[Procurement/Contract No. 2023-PCO-061]**

Anent the Pre-Bid Conference held on **10 October 2023** for the above-cited procurement project by the Bids and Awards Committee, and the inquiries received by the Secretariat thereafter, please be informed of the following clarifications made and the amendments on the Technical Specifications;

All amendments are indicated in **red**



<b>COMMENTS/ CLARIFICATION</b>	<b>ANSWER/RESPONSE</b>
Inquiry for the possibility to extend the delivery period from first week of December to 45 calendars from the approval of actual sample.	Please see attached revised Terms of Reference (TOR)
Whether corporate giveaways can be considered for the Single Largest Completed Contract (SLCC) requirement	Upon favorable recommendation of the Committee, corporate giveaways can be considered
Clarification whether the SLCC requirement of the agency is set to 25% or 50%	As provided in the Philippine Bidding Documents of Item 5.3 Instructions to bidders, provides that  xxx <i>The Bidder must have completed a single contract that is similar to this Project, equivalent to <b>at least fifty (50%) of the ABC.</b></i>  xxx
Sample photo/ reference	Please see attached revised Terms of Reference (TOR)
Clarification of the detailed specifications for the box requirement.	Please see attached revised Terms of Reference (TOR)



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 the project.

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## Section VII. Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

Description	Quantity	Statement of Compliance
<p><b>Travel Neck Pillow</b></p> <ul style="list-style-type: none"> <li>- <b>Material:</b> Soft Velvet</li> <li>- <b>Filling:</b> Memory Foam</li> <li>- Removable cover with zipper Portable and lightweight</li> <li>- 360 degrees neck support</li> <li>- Anti-bacterial</li> <li>- Comes with individual carry-on pouch Dimension: At least 27 x 15.5 cm</li> <li>- <b>Color:</b> Blue</li> <li>- <b>Print Details:</b> UV print of PCO Logo on the pillow and pouch</li> </ul> <div style="text-align: center;">  </div>	500	
<p><b>Travel Blanket</b></p> <ul style="list-style-type: none"> <li>- <b>Material:</b> Coral Fleece</li> <li>- Portable blanket foldable into a compact pillow or lumbar support</li> <li>- Hypoallergenic</li> <li>- Comes with a zippered carry pouch with a top handle</li> <li>- Heavy duty and can be machined washed</li> <li>- <b>Dimension:</b> 59 x 43 inches in open size and 13 x 10.5 inches when folded or packed</li> <li>- <b>Print Details:</b> Customized woven label with PCO initials</li> <li>- <b>Color:</b> Blue</li> </ul> <div style="text-align: center;">  </div>	500	

<p><b>Sleep Eye Mask</b></p> <ul style="list-style-type: none"> <li>- <b>Material:</b> Satin and Silk</li> <li>- Soft and comfortable</li> <li>- Heavy duty</li> <li>- Effective shading</li> <li>- Stretchable strap</li> </ul> 	500	
<p><b>All item must be embedded in a personalized box with the Presidential Communications Office logo and name – placed inside a Navy Blue Personalized paper bag with the Presidential Communications logo and name</b></p> <p><b>Finish:</b> Matte finish  <b>Material:</b> Hardboard  <b>Style:</b> Book type  <b>Features:</b></p> <ul style="list-style-type: none"> <li>- With soft foam embedding and top of the foam is covered in blue velvet</li> <li>- All items will be embedded inside the box</li> <li>- With magnetic seamless locking mechanism</li> </ul> <p><b>Box Thickness:</b> 2mm  <b>Logo:</b> Full color digital printing of PCO logo outside the box</p> 	500	

 <p><b>COLOR: Navy Blue</b>  <b>PRINT DETAILS:</b>  <b>Front Logo size: At least 6in x 6in</b></p>  <p><b>SIDE</b>  <b>Navy Blue Paper Bag:</b>  <a href="http://www.pco.gov.ph">www.pco.gov.ph</a></p>		
<p><b>Customized Paper Bags</b></p> <ul style="list-style-type: none"> <li>- <b>Fold coat</b></li> <li>- <b>Full-color print:</b> Logo and website link</li> <li>- With die-cut and assembling</li> <li>- With eyelet</li> <li>- With Stiffeners</li> <li>- With polyester handles with tipping</li> <li>- With matte Lamination.</li> <li>- <b>Color:</b>              Navy Blue Bag with Navy Blue string;              Light Cream Bag with Navy Blue string; and              Jet Black bag with Black string</li> <li>- <b>Size:</b>              Small: L 15cm x W 20cm x H 20cm              Medium: L 30cm x W 12cm x H 25cm              Large: L 35cm x W 15cm x H 30cm</li> </ul> <p><b>100 pieces of each color and each size</b>  <b>100pcs x 3 colors x 3 sizes</b>  <b>Total: 900 pieces (various colors &amp; sizes)</b></p>	<p>900</p>	

**PRINT DETAILS:**

**Front Logo size**

- Small: At least 3in x 3in
- Medium: At least 4.5in x 4.5in
- Large: At least 6in x 6in

**Logo:**



**Navy Blue Paper Bag:**

[www.pco.gov.ph](http://www.pco.gov.ph)



**Light Cream Paper Bag:**

[www.pco.gov.ph](http://www.pco.gov.ph)



Jet Black Paper Bag:  
[www.pco.gov.ph](http://www.pco.gov.ph)




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**Customized Ribbon**

- **Satin Ribbon with Print**
- **Color:**  
 Navy Blue ribbon with full-color logo print and White text  
 Navy Blue ribbon with full-color logo print and Golden Yellow text  
 White ribbon with full-color logo print and Navy Blue text
- **Size**  
 1 inch and 0.8 inch  
 5 rolls of each color and sizes



		
<p>Notes: Sample Item must be delivered seven (7) calendar days upon receipt of Notice to Proceed</p> <p>Final items must be delivered twenty (20) calendar days upon receipt of Notice to Proceed</p> <p>All items must be delivered within the <b>second week</b> of December <b>or earlier</b></p>		

**Conforme:**

Full Name and Signature of Bidder/Authorized Rep.

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Designation

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Name of Company

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

**BIDS AND AWARDS COMMITTEE SECRETARIAT**

Presidential Communications Office  
 7<sup>th</sup> Floor, Times Plaza, UN Avenue Manila  
 Telefax No. (02) 8735-  
 Email: bac1@pco.gov.ph  
 Website: <https://pco.gov.ph>

For information and guidance.

**ORIGINAL SIGNED**  
**ASEC. EUGENE HENRY C. RODRIGUEZ**  
*Chairperson*  
Bids and Awards Committee

Conforme:

\_\_\_\_\_  
Signature over printed name

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_