



**SUPPLEMENTAL/BID BULLETIN NO. 1**

**Date:** May 17, 2024

**Title:** IB-2024-05-09 SUPPLY AND DELIVERY OF VARIOUS LABORATORY TOOLS & EQUIPMENT

**Reference No.:** 10820027

This Supplemental/Bid Bulletin is issued to all prospective bidders to clarify, modify and/or amend items in the Bidding Documents as discussed and agreed during the Pre-Bid Conference held on May 14, 2024, for the above-mentioned procurement project. This shall form an integral part of the Bid Documents.

REFERENCE	GENERAL QUERIES	AMMENDMENTS/ CLARIFICATIONS
ITB Clause 19.4. The Project shall be awarded as one (1) Project having several items, which shall be awarded as separate contracts per item. In case more than one (1) item is awarded to the same bidder, one (1) contract may be entered into containing all the items awarded.	Are we allowed to choose items we're going to participated in since this project comprises three (3) items?	Yes. The project shall be awarded as separate contracts per item; therefore, partial bid is allowed. Bidders may submit a proposal on any of the items, and evaluation will be undertaken on a per item basis. Please refer to Annex "A" for the amended Bid Data Sheet (BDS).
Section VII. Technical Specifications.  Item No. 1. Total Station with Tripod and Prism Pole	For item no. 1 Total Station, as per your specification, the total station is a robotic type, may we ask if we can offer a non-robotic model considering that three (3) units robotic model will exceed the budget?	Please refer to Annex "B" for the revised Technical Specifications.
Technical Component Envelope	May I suggest for laboratory tools and equipment that Supplier must provide Authorized Exclusive Distributor Certificate from Manufacturer for the brand that they offer. Moreover, the Supplier must provide Calibration Certificate and LMB Registration for Total Station.	Yes, the following documentary requirements must be submitted by the bidder during the Opening of Bids as part of the Technical Component: <ul style="list-style-type: none"> <li>✓ Authorized Exclusive Distributor Certificate from Manufacturer for the brand that they offer</li> <li>✓ Calibration Certificate</li> <li>✓ LMB Registration for Total Station</li> </ul>

All statements and formats referring to this clause should be amended/corrected accordingly.

For guidance and information of all concerned.

For further information, please refer to:

**(SGD) VINCENT B. CABANTOC**  
 Head, BAC Secretariat  
 CP No. 0953-355-7046 - TM  
 Email Add: [evsu.bacsecretariat@evsu.edu.ph](mailto:evsu.bacsecretariat@evsu.edu.ph)

Noted:

**(SGD) BENEDICTO T. MILITANTE, JR., Ph.D., J.D.**  
 Vice President for Administration & Finance Chairperson,  
 Bids and Awards Committee



## Section III. Bid Data Sheet

<b>ITB Clause</b>									
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. <b>SUPPLY AND DELIVERY OF VARIOUS LABORATORY TOOLS &amp; EQUIPMENT</b></li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>								
7.1	Subcontracting is not allowed.								
9	Prospective bidders may submit their written request for clarification on and/or interpretation of any part of the Bidding Documents, either to EVSU BAC Secretariat Office or through electronic mail at <a href="mailto:evsu.bacsecretariat@evsu.edu.ph">evsu.bacsecretariat@evsu.edu.ph</a> <b>not later than May 16, 2024 (5:00 PM)</b> . Clarifications made and submitted beyond the abovementioned date shall not be accepted and/or entertained further.								
<b>10.1</b>	<p><b>These additional technical requirements must be submitted during the Opening of Bids:</b></p> <ul style="list-style-type: none"> <li>a) <b>Authorized Exclusive Distributor Certificate from Manufacturer for the brand that they offer</b></li> <li>b) <b>Calibration Certificate</b></li> <li>c) <b>LMB Registration for the Total Station</b></li> </ul>								
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:								
	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 70%;">FORMS OF BID SECURITY</th> <th style="width: 30%;">AMOUNT OF BID SECURITY (EQUAL TO PERCENTAGE OF THE ABC)</th> </tr> </thead> <tbody> <tr> <td>• Bid Securing Declaration; <b>OR</b></td> <td><b>NOTARIZED</b></td> </tr> <tr> <td>• Cash, Cashier's/ manager's check issued by a Universal or Commercial Bank equivalent to Two Percent (2%); <b>OR</b></td> <td><b>33,000.00</b></td> </tr> <tr> <td>• Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)</td> <td><b>82,500.00</b></td> </tr> </tbody> </table>	FORMS OF BID SECURITY	AMOUNT OF BID SECURITY (EQUAL TO PERCENTAGE OF THE ABC)	• Bid Securing Declaration; <b>OR</b>	<b>NOTARIZED</b>	• Cash, Cashier's/ manager's check issued by a Universal or Commercial Bank equivalent to Two Percent (2%); <b>OR</b>	<b>33,000.00</b>	• Surety Bond equivalent to Five Percent (5%) (If security bond, attach the original copy of the official receipt of premium payment and certification issued by the Insurance Commission)	<b>82,500.00</b>
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15.2	<p>Each Bidder shall submit one (1) original and four (4) readable authenticated copies of the first and second components of its bid. Documents to be submitted shall be properly tabbed and labeled according to the title of the document attached for prompt identification: e.g., PhilGEPS Certificate of Registration (Platinum) – PhilGEPS</p> <p>For details in the preparation of sealed bids, please refer to the diagram below: Figure 1. Sealing of Bids (Illustration of bids with 1 original and 4 copies, each</p> <div style="text-align: center;"> </div> <p>box in the diagram represents a sealed envelope)</p> <p>All envelopes shall:</p> <ul style="list-style-type: none"> <li>• be addressed to the Procuring Entity's BAC;</li> <li>• bear the name and address of the Bidder in capital letters;</li> <li>• contain the name of the contract to be bid in capital letters;</li> </ul>								

- bear the specific identification of this bidding process indicated in the ITB Clause 1; and bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, as specified in the IB.

TO	:	<b>THE BIDS AND AWARDS COMMITTEE EASTERN VISAYAS STATE UNIVERSITY</b>
FROM	:	_____
ADDRESS	:	_____
BID REF. NO.	:	_____
<i>(In Capital Letters, Indicate the Phrase):</i>		
“DO NOT OPEN BEFORE: _____”		

15.3 Guidelines for Electronic Submission of Bids:

- The Bidder must submit a soft copy of their bids through e-mail to [evsu.bacsecretariat@evsu.edu.ph](mailto:evsu.bacsecretariat@evsu.edu.ph) at any time before **May 28, 2024, 1:30 P.M.**
- In the online submission of bids, a two-folder system will be utilized. The first folder contains the requirements of the Technical Component checklist as presented under Section VIII and shall be labeled “**TECHNICAL COMPONENT**”. The second folder contains the requirements of the Financial Component checklist and is marked “**FINANCIAL COMPONENT**”.
- The documentary requirements shall be segregated and labelled according to the type of document for prompt identification (e.g., PhilGEPS Certificate of Registration (Platinum) labelled as PhilGEPS) and each shall be in Portable Document Format (PDF).
- Each folder shall be compressed in Zip, RAR or 7z format with password protection. Submitted bidding documents that are not in compressed archive format and are not password protected, will be automatically rejected.
- The password for accessing the file shall be disclosed by the Bidders during the bid opening which may be done in person or face-to-face through videoconferencing, webcasting, e-mail or similar technology.
- An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.
- For further information, please refer to:  
**VINCENT B. CABANTOC**  
*Head, BAC Secretariat*  
*CP No. 0953-355-7046 - TM*  
*Email Add: evsu.bacsecretariat@evsu.edu.ph*

19.2 **The Project allows partial bids. Bidders may submit a proposal on any of the items, and evaluation will be undertaken on a per item basis.** All Goods are grouped in items listed below.

ITEM NO.	PARTICULARS	QTY	UNIT	TOTAL AMOUNT
1	Total station with tripod and prism pole	3	Units	1,200,000.00
2	Automatic Level	5	Units	250,000.00
3	Digital Theodolite	2	Units	200,000.00

19.5 The Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, is calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

20.1 No further instruction.

## Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

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1	<p><b>TOTAL STATION WITH TRIPOD AND PRISM POLE</b></p> <p>Specifications:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: left; padding: 2px;">GENERAL</th> </tr> </thead> <tbody> <tr><td style="padding: 2px;">Weight</td><td style="padding: 2px;">5.8Kg (12.79lbs)</td></tr> <tr><td style="padding: 2px;">Dimensions</td><td style="padding: 2px;">200mm×210mm×385mm (7.87" L x 8.27" W x 15.16" H)</td></tr> <tr><td style="padding: 2px;">Warranty</td><td style="padding: 2px;">One Year</td></tr> <tr><td style="padding: 2px;">Internal Memory</td><td style="padding: 2px;">Approx. 100,000 Points</td></tr> <tr><td style="padding: 2px;">Software</td><td style="padding: 2px;">Intelligent Calibration Software / Integrated Survey software</td></tr> <tr><td style="padding: 2px;">Tribrach</td><td style="padding: 2px;">Detachable</td></tr> <tr style="background-color: #d3d3d3;"> <th colspan="2" style="text-align: left; 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(Date)

## Section VII. Technical Specifications

### SUPPLY AND DELIVERY OF VARIOUS LABORATORY TOOLS & EQUIPMENT

ITEM NO.	DESCRIPTION	QTY	UNIT	STATEMENT OF COMPLIANCE COMPLY/ NOT COMPLY																																																																																																						
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(Date)

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (Specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_