

**PROJECT: PRINTING OF INFORMATION MATERIALS****QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
6.1	May we submit samples that are similar but near your required specifications as samples are not always within the requirements.	<p>You may submit samples that does not meet <b>all</b> our requirements, but you must attach a sample of the missing requirement.</p> <p>For example, for flyers, you may submit a flyer in full color sized 8.267" x 11.692" (A4) and printed back-to-back in a different paper stock. However, you must attach a sample of C2S 70 paper stock.</p> <p>For posters, you may submit a full color poster sized 15" x 21" in a different paper stock, but you must attach a sample of C2S 120 paper stock.</p>
6.2	Is the ₱7,000.00 fee good for the two (2) items? Is this a one (1) Lot awarding?	Yes, the bidding fee of ₱7,000.00 is good for the two (2) items. This is a one (1) Lot project.
6.3	Regarding the delivery, for clarification, the fourteen (14) calendar days is for partial delivery and the completeness is within sixty (60) calendar days?	<p>Once final proof is approved, the winning bidder will have fourteen (14) calendar days to print and deliver the info materials partially.</p> <p>The whole project, which includes the printing of 4,050,000 pcs. of flyers, 1,500 pcs. of booklets, and 20,000 pcs. of posters, must be completed within sixty (60) calendar days from the receipt of Notice to Proceed and Signed Contract</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Flyer 1 at 400,000 pcs., Poster 1 at 1,000 pcs. and Booklet at 1,500 pcs. were all approved by October 14. The winning supplier must print and deliver the 400,000 flyers, 1,000</li> </ul>

		<p>posters, and 1,500 booklets by October 28.</p> <ul style="list-style-type: none"> <li>Flyers 2-6 at 200,000 pcs. each were approved by October 16. The winning supplier must print and deliver a total of 1,000,000 pcs. of flyers by November 1.</li> </ul>
6.4	May we be allowed to pay the Bid Documents fee thru Landbank deposit?	Yes, you are allowed to pay the Bid Documents fee thru Landbank. Kindly provide us proof of deposit/payment for the issuance of the Bidding Documents.
6.5	Where is the delivery base?  For clarification, there will be one (1) drop off point for delivery but there is a distribution list or allocation?	<p>Delivery base will be at the SSS Office Services Department warehouse near the South Door entrance of the SSS Main Office building.</p> <p>Yes. A distribution list will be provided as a guide in the packaging of info materials. Distribution to the branches will be handled by the SSS Corporate Communications Department.</p>
6.6	Regarding the Omnibus Sworn Statement, we deleted some lines that we deemed unnecessary, is that okay?	That would be acceptable as long as these lines are not major provisions.
6.7	Regarding the sealing and marking of bids, there is a difference between the instructions in the presentation and in the Bidding Documents.	Kindly follow the instructions presented in the discussion. You may attend the Pre-screening of Documents for proper documentation.
6.8	May we have a copy of this presentation?	Yes, we will provide a copy.
6.9	Is it okay if the date of the notary is dated late from the preparation?	Yes.
6.10	Is the Submission of Bids conducted on a face-to-face session?	Yes, the submission of Bids is conducted on a face-to-face basis/session.
6.11	When will be the Pre-Screening of the Documents?	The pre-screening of documents will be on Tuesday, 15 October 2024, from 8:00 am to 5:00 pm.

**WRITTEN QUERIES:**

	<b>Query/Clarifications</b>	<b>TWG/BAC Reply</b>
1	For the requirement to submit a sample similar to specifications you've provided.	Yes, you may submit a sample of your previous work that is similar to the specifications provided, although the

<p>For the Booklet with multiple pages (44 pages), do we have to submit exactly the same number of pages from our previous work? Or is it acceptable if we submit a booklet according to size but not according to the number of pages?</p> <p>Can we request to submit a sample according to the size but not with the number of pages?</p>	<p>sample does not have the exact number of pages (44 pages).</p> <p>Yes, you may submit a sample that is according to the required size and other specifications, even if it does not have the exact number of pages.</p>
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**OTHER CLARIFICATIONS:**

The TWG would also like to correct a portion of the **Form-02 (Bid Breakdown)** previously stated in the Bid Documents, as follows:

**From:**

<b>Price Schedule(s)/Bid Breakdown</b>			
Name of Bidder _____		Invitation to Bid Number: _____	
Cost Component	No. of Units	Cost per Unit	Total Cost
Brochures/Flyers	4,050,000 pcs.	₱	₱
Posters	20,000 pcs.	₱	
Booklet	1,500 pcs.	₱	₱
<b>TOTAL</b>		₱	

**To:**

**Price Schedule(s)/Bid Breakdown**

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Name of Bidder \_\_\_\_\_ Invitation to Bid Number: \_\_\_\_\_

<b>Cost Component</b>	<b>No. of Units</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
Brochures/Flyers	4,050,000 pcs.	₱	₱
Booklet	1,500pcs.	₱	
Poster	20,000 pcs.	₱	₱
<b>TOTAL</b>		₱	

The revised Form-02 Bid Breakdown is attached as Annex "B".

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**Price Schedule(s)/Bid Breakdown**


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Name of Bidder \_\_\_\_\_ Invitation to Bid Number: \_\_\_\_\_

<b>Cost Component</b>	<b>No. of Units</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
Brochures/Flyers	<b>4,050,000 pcs.</b>	₱	₱
Booklet	<b>1,500pcs.</b>	₱	
Poster	<b>20,000 pcs.</b>	₱	₱
<b>TOTAL</b>		₱	

**Note:**

- Any bid exceeding the ABC of ₱ 6,784,670.00 shall not be accepted.
  - Item 1: Brochures/Flyers/Booklet: ₱6,210,830.00
  - Item 2: Posters: ₱573,840.00
- Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.
  - If the item is given for free, indicate dash (-), zero (0) or free
  - If the item is not applicable, indicate N/A
- All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
- Bid proposal must be inclusive of all applicable taxes.
- Warranty requirement is at no cost to SSS.

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

Legal capacity: \_\_\_\_\_

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

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

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