

PROJECT: BULK PURCHASE OF SUPPLIES AND MATERIALS FOR CY 2025**A. QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	Query/Clarifications	TWG/BAC Reply
1	Can we separate the TSF from the other items in Lot 2?	No.
2	Regarding item no. 5 in Lot 1, what does it mean by "envelope expanding without flap"? Is this like garterized envelope? Will the sample be provided to the prospective bidders?	This is an envelope that is open and without flap. No, the envelope has no garter. Yes, we will provide sample to prospective bidders as requested anytime from 8AM to 5PM, Monday – Friday.
3	In item no. 8, Looseleaf Cover, is there a required specific color?	No, there is no required specific color for item 8 – Looseleaf Cover.
4	Regarding the paper adding machine, is this in roll unit?	Yes, the paper adding machine is in roll unit.
5	In Lot 2 item no.1, the drum requirement is code 3R3355?	No, in Lot 2 item No. 1, there is no specific drum requirement. Any drum that is compatible with the specified printer unit, 5450 Brother Printer, is acceptable.
6	Will you accept a little delay in delivery?	No.
7	Item 7 to 9 of Lot 2, is this only a continuous paper? Is there a required color for this?	Yes, this is continuous paper, plain white.
8	All the items be provided with sample?	Yes, we will provide sample to prospective bidders as requested anytime from 8AM to 5PM, Monday – Friday.
9	With regards to the Single Largest Completed Contract (SLCC) for Lot 2 and 3, is it possible that the SLCC be 25% instead of 50%?	Please refer to Item 5.3 of the Bid Data Sheet.
10	Will there be an online Submission and Opening of Bids?	Bids can only be submitted manually/in-person, but the opening of bids can be witnessed face-to-face/online.
11	Will there be an attachment for the List of Ongoing Contracts?	There is no need for the attachments. We just need the list of all ongoing contracts submitted in the prescribed format as indicated in Form 05 of the Bidding Documents.

12	Do we need to put free of charge in the Price Schedule Form under column 6?	Please refer to Item No. 2 under the Notes of Form-02, Form-02.1, and Form-02.2.
13	<p>Lot 1 item 4, is the logo needed to be embossed?</p> <p>Will you provide sample for Lot 1 Item 5?</p> <p>Is there a specific ballpoint millimeter for Lot 3 item 2 to 3?</p>	<p>The SSS logo need not be embossed.</p> <p>Yes, we will provide sample to prospective bidders as requested anytime from 8AM to 5PM, Monday – Friday.</p> <p>No, there is no specific ballpoint millimeter for Lot 3 – items 2 to 3.</p>
14	Will the sample be provided thru email (pictures)?	Yes, you may request sample (pictures) thru email.
15	When will be the last day for the payment of Bid Docs?	Payment of Bid Documents is before the Submission and Opening of Bids.
16	When will the sample be available?	The samples are available anytime from 8AM to 5PM, Monday – Friday at the Office Services Department, 2/F SSS Main Office, East Avenue, Diliman, Quezon City.
17	Regarding the documents that is needed to be notarized, is there a need for a Certification of Notarial Commission as attachment?	No.
18	The awarding for this project is on per lot basis?	Yes.
19	If the bidder only intended to participate for Lot 1 and 3 only, can they use the same SLCC as an attachment or two different SLCC is required?	Yes, the bidder can use the same SLCC for Lots 1 and 3.

B. WRITTEN QUERIES:

	Query/Clarifications	TWG/BAC Reply
1	May Online Bid Opening din po ba ?	Please refer to Item A.10.
2	<p>Required po ba ng attachment yung List of Ongoing at SLCC ?</p> <p>Or pwede po ba na SLCC lang ang may attachment, then during post qual po yung attachment ng Ongoing if ever po ?</p>	<p>For List of Ongoing, there is no need for the attachment. We just need the list of ongoing contracts.</p> <p>For SLCC, submission of attachment is required.</p>
3	Ask na rin po kung ano po ang ilalagay namin sa Price Schedule Form under	Please refer to Item A.12.

	column 6 if free of charge po sa amin ang cost of transportation ?	
4	For Lot 1, under item #4, embossed po ba yung logo nito or printed po ?	Please refer to Item A.13.
5	For Lot 1, under item #5, mag request po sana kami ng sample nito.	Yes, we will provide sample.
6	For Lot 3, under item #2-3, ilang mm po yung ballpoint nito ?	Please refer to Item A.13.