

SUPPLEMENTAL/ BID BULLETIN

UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
BIDS AND AWARDS COMMITTEE 3

Bid Bulletin No. 1
12 December 2022

Project Title: **Printing of Guidelines for Vision Screener**
(PR No. 16196)

Notice is hereby given to all interested supplier/prospective bidder of the following amendment/modification in the bidding documents for the above cited project:

Particular	From	To
Terms and Conditions	- None	PLEASE SEE ATTACHED REVISED TERMS AND CONDITIONS SUBMITTED BY THE END-USERS.

2. All the other specifications, terms and conditions remain the same
3. This is posted at PhilGEPS www.philgeps.gov.ph

For guidance and information of all concerned.


TRISTAN NATHANIEL C. RAMOS, DDM, MPH
Chair ✓

Received by the bidder: _____

Company/Bidder: _____

Date: _____

**TERMS AND CONDITIONS FOR THE PRINTING AND DELIVERY OF VISION
SCREENER'S ONE-PAGE GUIDELINES FOR THE NATIONAL VISION
SCREENING PROGRAM OF THE PHILIPPINE EYE RESEARCH INSTITUTE
NATIONAL INSTITUTES OF HEALTH**

1. BACKGROUND

The Philippine Eye Research Institute was established by virtue of Republic Act No. 4593 on 19 June 1965. It is the center for advancement of ophthalmology in the country. One of its main projects is providing Vision Screening Kits to the public.

2. PROJECT DESCRIPTION

The project entails the procurement of the services of a third party service provider (TPSP) to meet the requirements of PERI for printing and delivery of the one-pager Guidelines for Vision Screeners ("Guidelines") based on the terms and conditions stipulated in this Terms of Reference (TOR).

3. APPROVED BUDGET FOR CONTRACT (ABC)

The total ABC for the project is Four Million One Hundred Eighteen Thousand Seven Hundred Fifty Pesos (Php 4,118,750.00) inclusive of all applicable government taxes and service charges.

4. DETAILED BUDGET OF THE ABC

**PHILIPPINE EYE RESEARCH INSTITUTE
UNIVERSITY OF THE PHILIPPINES**

PROJECT NAME: PHILIPPINE EYE RESEARCH INSTITUTE
UNIVERSITY OF THE PHILIPPINES MANILA
PRINTING AND DELIVERY OF VISION SCREENER'S ONE-PAGE GUIDELINES FOR THE VISION SCREENING PROGRAM OF THE PHILIPPINE EYE RESEARCH INSTITUTE NATIONAL INSTITUTES OF HEALTH

LOCATION: Padre Faura, St., Ermita Manila, 1000 Metro Manila

DETAILED BUDGET OF ABC

ITEM NO.	CODE	DESCRIPTION	UNIT	QTY	MATERIAL	LABOR	AMOUNT
1	001	Printing of Guidelines for Vision Screeners	pc	16,475	3,225,838.03	(included)	3,225,838.03
ESTIMATED COST							3,225,838.03
OVERHEAD, CONTINGENCIES, MISC. AND PROFIT: (% OF EDC)						14%	451,617.32
VALUE ADDED TAX (VAT): (% OF EDC, OCM, AND PROFIT)						12%	441,294.64
TOTAL COST							4,118,750.00

5. DURATION OF CONTRACT

The contract shall be for a period of one year (1) from the receipt of the Notice to Proceed (NTP) or commencement of the service as may be indicated in the NTP.

6. SELECTION OF THIRD PARTY SERVICE PROVIDER (TPSP)

The bidder (Prospective TPSP) should have the following qualifications:

- 6.1. Should be a service provider engaged in the business of printing in the Philippines for the last ten (10) years.

6.2. Should have or currently has at least one (1) contract that is similar to the contract subject of the bid and the amount of the said contract shall be at least fifty percent (50%) of the ABC of this Project.

6.3. Should be experienced in print on demand technology, on demand book publishing, electronic publishing, and digital printing methods.

6.4. Should have experience in typesetting, lay-outs, registering copyrights, and procuring ISBN numbers.

6.5. Should have an electronic library where books can be archived and be reprinted anytime.

The selection of the TPSP shall be in accordance with existing government laws, rules, and regulations.

7. BUSINESS PERMITS AND LICENSES

The Prospective TPSP shall present the documents as required by PERI and the list of past and current organizations utilizing their services.

The Prospective TPSP shall submit the following legal documents to be eligible to participate in the bidding:

- SEC/DTI Registration Certificate
- Mayor's Permit/License
- BIR Registration / TIN
- Company Profile / Reference
- PhilGEPS Certificate

8. GENERAL SCOPE OF WORK

8.1. TPSP shall provide printing services, which may include print production, formatting, setting, correcting, proofreading, binding and finishing.

8.2. TPSP may be instructed to convert photos to the right format and resolution. TPSP may be instructed to provide the appropriate imagery for the design of the Guidelines.

8.3. TPSP shall provide the final layout for printing, including the cover pages with titles, illustrations, and inside pages including text, photos, and others.

8.4. TPSP shall provide proof control in the form of PDF or laser print out.

8.5. TPSP shall present proof print (the prototype of actual representation of how the design will look) within five (5) working days upon being informed receipt of Notice to Proceed.

8.6. TPSP shall provide final proof (the approved final design) within five (5) working days from the date of the approval of the proof print.

9. TECHNICAL SPECIFICATION

Category	Specifications
Size	A4 size (210mm x 297mm)
Quantity	16,475 pcs
Text specs	Colored Print
No. of pages	1 page
File type	Pdf
Material	Direct PVC Print
Thickness	1mm

10. TERMS OF PAYMENT AND DELIVERY

10.1 Payment

Payment will be made in accordance with applicable accounting procedure. No claims for payment shall be processed and paid unless duly supported with complete documents.

Payment to the contractor based on the following payment schedule:

BILLING PARTICULARS	CONDITION / REQUIREMENTS
Advance Payment	Equivalent to 15% of the accepted contract amount
Eighty-Five Percent (85%) Remaining Payment	Eighty-five percent (85%) remaining payment shall be paid at the end of each quarter starting with the first quarterly installment upon delivery and acceptance of the Vision Screening Kit user's Guidelines, until fully paid

10.2. Schedule of delivery

The total number of Guidelines shall be divided into four equal quantities and shall be delivered on a quarterly basis.

10.3. Place of delivery

The Guidelines shall be delivered in the Philippine Eye Research Institute office located at 5th Floor SOJR Bldg. PGH Compound, Taft Avenue Manila.

11. RESPONSIBILITY

All personnel of the TPSP shall strictly follow the rules and regulations provided by PERI. Malpractice/errors/misbehavior towards staff shall be properly documented and reported directly to the PERI Director.

The TPSP shall be responsible for all illegal acts such as theft, robbery, damage to property, injuries or deaths resulting from the negligence of its personnel.

12. ADDITIONAL TERMS AND CONDITIONS OF CONTRACT

12.1. Instructions

12.1.1. TPSP shall be responsible for the source(s) of its goods/equipment and shall make the deliveries in accordance with the schedule, and specifications of the Notice to Proceed or Purchase Order. Failure of the TPSP to comply with this provision shall be ground for cancellation of the award or purchase order issued to the TPSP.

12.1.2. TPSP who accepted a Purchase Order and/or Notice to Proceed but failed to deliver the Guidelines within the time called for in the Purchase Order and/or Notice to Proceed shall be disqualified from participating in PERI's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the TPSP.

12.1.3. In case there are Guidelines that are rejected, these Guidelines shall be construed as non-delivery and TPSP shall replace it within thirty (30) days.

12.1.4. TPSP shall be liable for damages for delayed deliveries of the Guidelines.

12.1.5. All duties, excise, and other taxes and revenue charges shall be paid by the TPSP.

12.1.6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulations(s) of the Bureau of Internal Revenue.

12.2. Packaging

The TPSP shall provide such packaging of the Guidelines appropriate to prevent their damage or deterioration during transit to the project site. Guidelines shall be packaged with label identifying content and other applicable packaging symbols with the name of purchaser.

12.3. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Guidelines shall be charged as liquidated damages for every day of delay of the delivery of the Guidelines.