

**PROJECT: BULK PURCHASE OF SUPPLIES AND MATERIALS FOR CY 2024****A. QUERIES/CLARIFICATIONS RAISED DURING THE PRE-BID CONFERENCE:**

	<b>Query/Clarifications</b>	<b>TWG/BACSEC Reply</b>
1	May we clarify on the envelope, it states 1,614 "C", what does "C" stand for, packs, pieces, or cases?	"C" is equivalent to 100, which means 1,614 cases by 100 pcs per bundle or packaging.
2	With regard to the delivery, there is a total of 30,000 reams of "multi-purpose legal and A4", can your warehouse handle the 30,000 reams?	Yes. Our warehouse can accommodate the 30,000 reams of legal and A4 multi-purpose paper.
3	Can you advise us of the location where these items are to be delivered?	Yes, the place of delivery will be indicated in the Purchase Order (PO).
4	Is it indicated in the notice the number of items to be delivered in the Main Office and in Bagbag?	Yes, the complete details will be indicated in the PO.
5	This is just a follow-up question on the document envelope, usually, the envelopes are packaged at 500 pcs per box.  Can we deliver this at 500 pcs per box instead? Or do we need to re-package them by 100 pcs.? Can we deliver it at 500 pcs per box?	We can allow the number of items in your packaging as long as it is properly labeled (e.g. 500 pcs. is equivalent to 5C).
6	Under lot 5 of the Technical Specifications, it states that the thickness of tissue paper jumbo roll is 16 gsm per sheet, however, our supplier/manufacturer usually produces 15 gsm. Can we have this on 15 gsm instead?	We maintain our requirement of 16 gsm thickness per sheet.
7	Regarding the "eco-friendly" tag, since this is paper product, and is bio-degradable, what attachment is required from us to declare these as "eco-friendly"?  If I can suggest, the term "eco-friendly" on paper is about the type of bleaching being applied. The accepted type is elemental chlorine-free (ECF) bleaching.	A certification from the manufacturer stating that the offered tissue jumbo roll is eco-friendly, and biodegradable is substantial compliance with this requirement.
8	Regarding Lot 3, there is a requirement on the printed forms indicating that the bidders must submit a brochure from the manufacturer/supplier. The layout of the forms should come from SSS,	We maintain the requirement under Section VII. Technical Specifications.  While the layout of forms will be provided by SSS, submission of the Brochure will show and serve as a proof

	<b>Query/Clarifications</b>	<b>TWG/BACSEC Reply</b>
	<p>can we have this required brochure removed?</p> <p>We just feel that the requirement is irrelevant since SSS will be the one who will provide the bidders with the layout.</p>	<p>that the bidder has the type of form that meets our product specifications.</p>
9	<p>Regarding the SLCC for lots 1 and 4, since we just made a delivery of school and office supplies with another client, we can exceed the 25% requirement for SLCC. Is this specific to supplies only?</p> <p>If we are to exclude the cost amount of the chairs, and 25% of the SLCC is still met, can this be accepted?</p>	<p>For lots 1 and 4, we will require 25% on supplies and materials only.</p> <p>Yes.</p>
10	<p>Regarding the requirement in the printed brochure, we cannot provide you with a brochure of our product since, based on your requirements, it should have your logo. However, we have the items online and can be verified. Is it acceptable?</p>	<p>We maintain the requirement under Section VII. Technical Specifications.</p> <p>This will serve as proof that the bidder has the type of form that meets our product specifications.</p>
11	<p>For lot 1, item nos. 7 (window envelope mailing), it says that the Office Services Department will provide samples to the winning bidder, but it doesn't state that it should include the SSS logo and address. Others might think that this is a plain envelope only. Is this the SSS logo like the previous project?</p> <p>Is it with print?</p>	<p>Yes, it is the same SSS logo in the previous project.</p> <p>Yes. The logo and the address should be printed as this is the standard and official SSS mail window envelope.</p>
12	<p>For the brochures under lot 1, we can provide you with brochures for items 1 and 2, but with the other items, the samples would come from SSS. Do we also need to provide you with brochures for the other items except for item 4?</p>	<p>We maintain the requirement under Section VII. Technical Specifications.</p> <p>This will serve as a proof that the bidder has the type of form that meets our product specifications.</p>
13	<p>Regarding Lot 4, the SLCC is 25%, however with our previous project, not everything on the required items is present on the list of our previous project, can this be considered?</p>	<p>Yes. All items under Supplies-Others can be considered.</p>
14	<p>Do we still need to submit any proof for notarization?</p>	<p>No. Proof for notarization serves as a supporting document and not a requirement. However, the authority and notarial commission of the lawyer will be verified during the post-qualification.</p>

	<b>Query/Clarifications</b>	<b>TWG/BACSEC Reply</b>
15	How many sets of documents are we going to submit?	Three (3) sets of documents are required. One (1) set of original and two (2) sets of photocopies. Please refer to Section VIII. Checklist of Technical and Financial Documents.
16	If ever we want to have our documents pre-screened before the opening of bids, can we have them sent online?  Can we send it through email, bac@sss.gov.ph.?	Documents can be pre-screened upon request, but the same shall be limited only to eligibility and technical documents.  Yes.

## **B. WRITTEN QUERIES**

	<b>Query/Clarifications</b>	<b>TWG/BACSEC Reply</b>
1	The grammage of the tissue paper as per your TOR is 16 gsm. May we request that the grammage be lowered to 15 gsm or if not possible, at least be allowed a tolerance of -5%. As per our two (2) suppliers, the standard basis weight for this item is 15 gsm with tolerance of $\pm 4\%$ . The basis of this item that is most important actually is the wet strength or resistance to water which actually have no connection with the grammage.	We maintain our requirement of 16 gsm per sheet.
2	For supporting documents to be submitted to prove the item and manufacturer as eco-friendly, will it suffice to submit a Certificate of Elemental Chlorine Free (ECF) for Bleaching of the Paper, Certificate of PEPC for Reforestation and the Material Safety Data Sheet, all from the manufacturer as proof that the plant (factory) and item conforms to this requirement of your agency.	A certification from the manufacturer stating that the offered tissue jumbo roll is eco-friendly, and biodegradable is substantial compliance with this requirement.