



Republic of the Philippines
ZAMBOANGA CITY WATER DISTRICT
Pilar Street, Zamboanga City

SUPPLEMENTAL/BID BULLETIN
ADDENDUM NO. 01 – 25-0098
Series of 2025

This SUPPLEMENTAL BID BULLETIN is issued to clarify, modify or amend items in the issued Bidding Documents for the below subject procurement in view of the Pre-Bid Conference last June 24, 2025, at the BAC Room, 3rd Floor, ZCWD Bldg., Pilar Street, Zamboanga City and via Video Conferencing.

| PR No. | Item Description | Issues/Amendments/Updates/Clarifications to the Bidding Documents |
|---------|---|--|
| 25-0098 | Supply & Delivery of Various Office & Janitorial Supplies for use by various Department/Division and to be carried in stock | <ul style="list-style-type: none">• Please see the attached the <i>revised Schedule of Requirements and Technical Specifications</i>, which now includes additional specifications for the following item numbers:<ul style="list-style-type: none">▪ Item No. 6: STAPLE WIRE, standard (26/6 5000 wires)▪ Item No. 19: PAPER, MULTIPURPOSE A4, 500 sheets per ream (GSM 70 min)▪ Item No. 20: PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream (GSM 70 min)▪ Item No. 22: DATA FILE BOX Width: 125mm (min) Height: 230mm (min) Length: 400mm (min)▪ Item No. 23: DATA FOLDER Width: 75mm (min) Height: 230mm (min) Length: 380mm (min)▪ Item No. 24: Ballpen Black Blue Red Black 200 PCS Blue 200 PCS Red 100 PCS▪ Item No. 25: Corrugated Storage Box Width: 300mm (min) Height: 250mm (min) Length: 380mm (min)▪ Item No. 28: Paper Multipurpose A3 size (GSM 70 min)▪ Item No. 43: CLIP, backfold, 32mm (12 pcs./box)▪ Item No. 44: CLIP, backfold, 50mm (12 pcs./box) |

This shall form an integral part of the Bid Documents.

For guidance and information of all concerned.



ATTY. VINCENT F. FERNANDEZ
Chairperson
Bids and Awards Committee

Posting date: July 01, 2025
Posted in the Phil-GEPS, ZCWD Website & Bid Bulletin

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.

| Item Number | Description | Quantity | Total | Delivered, Weeks/Months |
|-------------|---|-----------|-------|--|
| | VARIOUS OFFICE SUPPLIES | | | |
| 1 | SIGN PEN, Black, liquid or gel | 768 piece | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 2 | SIGN PEN, Blue, liquid or gel | 458 piece | | |
| 3 | SIGN PEN, Red, liquid or gel | 201 piece | | |
| 4 | CLEARBOOK, 20 transparent pockets, A4 | 15 piece | | 2nd delivery: 35 calendar days upon receipt of NTP |
| 5 | GLUE, all-purpose, 200 grams | 73 jar | | |
| 6 | STAPLE WIRE, standard (26/6 5000 wires | 282 box | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 7 | TAPE, masking, 24mm | 354 rolls | | |
| 8 | TAPE, masking, 48mm | 138 rolls | | |
| 9 | TAPE, packaging, 48mm | 123 rolls | | |
| 10 | TAPE, transparent, 24mm | 207 rolls | | |
| 11 | TAPE, transparent, 48mm | 156 rolls | | |
| 12 | CORRECTION TAPE, 8 meters | 423 piece | | |
| 13 | ENVELOPE, Mailing, 500 pieces per box | 10 box | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 14 | ENVELOPE, Mailing, with window, 500 pieces per box | 7 box | | |
| 15 | FASTENER, metal, non-sharp edges, 50 sets per box | 167 box | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 16 | FOLDER with tab, legal, 100 pieces per pack | 48 pack | | |
| 17 | PAPER CLIP, vinyl/plastic coated, 33mm | 198 box | | 2nd delivery: 35 calendar days upon receipt of NTP |
| 18 | PAPER CLIP, vinyl/plastic coated, jumbo, 50mm | 214 box | | |
| 19 | PAPER, MULTIPURPOSE A4, 500 sheets per ream (GSM 70 min) | 565 ream | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 20 | PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream (GSM 70 min) | 543 ream | | |
| 21 | COMPUTER CONTINUOUS FORM, 1 PLY, 280MM X 378MM, 2000 SHEETS PER BOX | 20 box | | 2nd delivery: 35 calendar days upon receipt of NTP |
| 22 | DATA FILE BOX Width: 125mm (min) Height: 230mm (min) Length: 400mm (min) | 200 piece | | |
| 23 | DATA FOLDER Width: 75mm (min) Height: 230mm (min) Length: 380mm (min) | 90 piece | | |
| 24 | Ballpen Black Blue Red Black 200 pcs | 500 pcs | | 1 st delivery: 25 calendar days upon receipt of NTP |

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| | Blue 200 pcs Red 100 pcs | | | |
| 25 | Corrugated Storage Box Width: 300mm (min) Height: 250mm (min) Length: 380mm (min) | 280 pcs | | |
| 26 | Special Paper A4 (color beige) | 250 pack | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 27 | Sticker Paper A4 (waterproof gloss) | 250 pack | | |
| 28 | Paper Multipurpose A3 size (GSM 70 min) | 71 reams | | |
| 29 | Vellum paper 20pcs/pack | 45 pack | | |
| 30 | Ink cartridge refill Epson 003 Black | 60 bottle | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 31 | Ink cartridge refill Epson 003 Magenta | 56 bottle | | |
| 32 | Ink cartridge refill Epson 003 Cyan | 56 bottle | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 33 | Ink cartridge refill Epson 003 Yellow | 56 bottle | | |
| 34 | Ink cartridge refill Epson 001 Black | 10 bottle | | |
| 35 | Ink cartridge refill Epson 001 Magenta | 6 bottle | | |
| 36 | Ink cartridge refill Epson 001 Cyan | 6 bottle | | |
| 37 | Ink cartridge refill Epson 001 Yellow | 6 bottle | | |
| 38 | Epson Ink T7741 Black | 10 cart/ bottle | | |
| 39 | INK CARTRIDGE, CANON CL-811, Colored | 16 carts | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 40 | INK CARTRIDGE, CANON PG-810, Black | 16 carts | | |
| 41 | RIBBON CARTRIDGE, EPSON C13S015632, Black LX310 | 250 carts | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 42 | RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black | 56 carts | | |
| 43 | CLIP, backfold, 32mm (12pcs./box) | 94 box | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 44 | CLIP, backfold, 50mm (12pcs./box) | 100 box | | |
| 45 | MARKER, Permanent, Black | 505 piece | | 1 st delivery: 25 calendar days upon receipt of NTP |
| 46 | MARKER, Permanent, Blue | 144 piece | | |
| 47 | MARKER, Permanent, Red | 112 piece | | |
| 48 | MARKER, Whiteboard, Black | 110 piece | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 49 | MARKER, Whiteboard, Blue | 75 piece | | |
| 50 | MARKER, Whiteboard, Red | 66 piece | | |
| 51 | NOTEPAD, Stick on, 2" x 3", 100 sheets per | 149 pad | | 2nd delivery: 35 calendar days upon receipt of NTP |
| 52 | NOTEPAD, Stick on, 3" x 4", 100 sheets per | 158 pad | | |
| 53 | NOTEPAD, Stick on, 3" x 3", 100 sheets per | 137 pad | | |
| 54 | INK CARTRIDGE, EPSON C13T664100 (T6641) Black | 100 cart/ bottle | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 55 | INK CARTRIDGE, EPSON C13T664100 (T6642) Cyan | 100 cart/ bottle | | |
| 56 | INK CARTRIDGE, EPSON | 100 cart/ | | |

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|-----------|---|---------------------|--|--|
| | C13T664100 (T6643) Magenta | bottle | | |
| 57 | INK CARTRIDGE, EPSON C13T664100 (T6644) Yellow | 100 cart/ bottle | | |
| | VARIOUS JANITORIAL | | | |
| 1 | AIR FRESHENER, Aerosol Type, 150g | 169 can | | 2nd delivery: 35 calendar days upon receipt of NTP |
| 2 | Broom, Soft (walis tambo) | 79 pcs | | |
| 3 | Broom, Stick (walis ting-ting) | 107 pcs | | |
| 4 | DETERGENT BAR, 140g as packed | 186 bar | | |
| 5 | DETERGENT POWDER, all purpose, 1kg | 249 pouch | | |
| 6 | DISINFECTANT SPRAY, Aerosol type, 400g | 232 can | | |
| 7 | RAGS, all cotton 1 kilo per bundle | 66 bundle | | |
| 8 | INSECTICIDE, 600mL | 118 can | | |
| 9 | LIQUID HAND SOAP, 500mL | 100 pcs | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 10 | CLEANER, Toilet Bowl and Urinal, 900mL-1000mL | 82 can | | 3rd delivery: 45 calendar days upon receipt of NTP |
| 11 | BATTERY, dry cell, size AA, Two (2) pieces per blister pack | 250 pack | | |
| 12 | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | 252 pack | | |
| 13 | TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack | 82 pack/roll | | |
| | Delivery Period: Staggered 1st delivery: 25 calendar days upon receipt of NTP 2nd delivery: 35 calendar days upon receipt of NTP 3rd delivery: 45 calendar days upon receipt of NTP | | | |
| | Point of Delivery: ZCWD Property Section, Motorpool, Pasonanca, Z.C. | | | |

Technical Specifications

| Item | Specification | Statement of Compliance |
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| | | <i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i> |
| | VARIOUS OFFICE SUPPLIES | |
| 1 | 768 piece SIGN PEN, Black, liquid or gel | |
| 2 | 458 piece SIGN PEN, Blue, liquid or gel | |
| 3 | 201 piece SIGN PEN, Red, liquid or gel | |
| 4 | 15 piece CLEARBOOK, 20 transparent pockets, A4 | |
| 5 | 73 jar GLUE, all-purpose, 200 grams | |
| 6 | 282 box STAPLE WIRE, standard (26/6 5000 wires | |
| 7 | 354 rolls TAPE, masking, 24mm | |
| 8 | 138 rolls TAPE, masking, 48mm | |
| 9 | 123 rolls TAPE, packaging, 48mm | |
| 10 | 207 rolls TAPE, transparent, 24mm | |
| 11 | 156 rolls TAPE, transparent, 48mm | |
| 12 | 423 piece CORRECTION TAPE, 8 | |

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| 13 | 10 box ENVELOPE, Mailing, 500 pieces per box | |
| 14 | 7 box ENVELOPE, Mailing, with window, 500 pieces per box | |
| 15 | 167 box FASTENER, metal, non-sharp edges, 50 sets per box | |
| 16 | 48 pack FOLDER with tab, legal, 100 pieces per pack | |
| 17 | 198 box PAPER CLIP, vinyl/plastic coated, 33mm | |
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| 21 | 20 box COMPUTER CONTINUOUS FORM, 1 PLY, 280MM X 378MM, 2000 SHEETS PER BOX | |
| 22 | 200 piece DATA FILE BOX Width: 125mm (min) Height: 230mm (min) Length: 400mm (min) | |
| 23 | 90 piece DATA FOLDER Width: 75mm (min) Height: 230mm (min) Length: 380mm (min) | |
| 24 | 500 pcs Ball pen Black Blue Red Black 200 pcs Blue 200 pcs Red 100 pcs | |
| 25 | 280 pcs Corrugated Storage Box Width: 300mm (min) Height: 250mm (min) Length: 380mm (min) | |
| 26 | 250 pack Special Paper A4 (color beige) | |
| 27 | 250 pack Sticker Paper A4 (waterproof gloss) | |
| 28 | 71 reams Paper Multipurpose A3 size (GSM 70 min) | |
| 29 | 45 pack Vellum paper 20pcs/pack | |
| 30 | 60 bottle Ink cartridge refill Epson 003 Black | |
| 31 | 56 bottle Ink cartridge refill Epson 003 Magenta | |
| 32 | 56 bottle Ink cartridge refill Epson 003 Cyan | |
| 33 | 56 bottle Ink cartridge refill Epson 003 Yellow | |

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| 34 | 10 bottle Ink cartridge refill Epson 001 Black | |
| 35 | 6 bottle Ink cartridge refill Epson 001 Magenta | |
| 36 | 6 bottle Ink cartridge refill Epson 001 Cyan | |
| 37 | 6 bottle Ink cartridge refill Epson 001 Yellow | |
| 38 | 10 cart/ bottle Epson Ink T7741 Black | |
| 39 | 16 carts INK CARTRIDGE, CANON CL-811, Colored | |
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| 42 | 56 carts RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black | |
| 43 | 94 box CLIP, back fold, 32mm (12pcs./box) | |
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| 45 | 505 piece MARKER, Permanent, Black | |
| 46 | 144 piece MARKER, Permanent, Blue | |
| 47 | 112 piece MARKER, Permanent, Red | |
| 48 | 110 piece MARKER, Whiteboard, Black | |
| 49 | 75 piece MARKER, Whiteboard, Blue | |
| 50 | 66 piece MARKER, Whiteboard, Red | |
| 51 | 149 pad NOTEPAD, Stick on, 2" x 3", 100 sheets per | |
| 52 | 158 pad NOTEPAD, Stick on, 3" x 4", 100 sheets per | |
| 53 | 137 pad NOTEPAD, Stick on, 3" x 3", 100 sheets per | |
| 54 | 100 cart/ bottle INK CARTRIDGE, EPSON C13T664100 (T6641) Black | |
| 55 | 100 cart/ bottle INK CARTRIDGE, EPSON C13T664100 (T6642) Cyan | |
| 56 | 100 cart/ bottle INK CARTRIDGE, EPSON C13T664100 (T6643) Magenta | |
| 57 | 100 cart/ bottle INK CARTRIDGE, EPSON C13T664100 (T6644) Yellow | |
| | VARIOUS JANITORIAL | |
| 1 | 169 can AIR FRESHENER, Aerosol Type, 150g | |
| 2 | 79 pcs Broom, Soft (walis tambo) | |
| 3 | 107 pcs Broom, Stick (walis ting-ting) | |
| 4 | 186 bar DETERGENT BAR, 140g as packed | |
| 5 | 249 pouch DETERGENT POWDER, all purpose, 1kg | |

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| 6 | 232 can DISINFECTANT SPRAY, Aerosol type, 400g | |
| 7 | 66 bundle RAGS, all cotton 1 kilo per bundle | |
| 8 | 118 can INSECTICIDE, 600mL | |
| 9 | 100 pcs LIQUID HAND SOAP, 500mL | |
| 10 | 82 can CLEANER, Toilet Bowl and Urinal, 900mL-1000mL | |
| 11 | 250 pack BATTERY, dry cell, size AA, Two (2) pieces per blister pack | |
| 12 | 252 pack BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | |
| 13 | 82 pack/roll TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack | |