BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 01

Procurement of Asset Inventory Management System

Invitation to Bid No. 2024-05-049

The PNOC Bids and Awards Committee hereby adopts the following provision in the Philippine Bidding Documents:

1. Amendments/Inclusions/Clarifications

Item No.	QUERIES	RESPONSE
1	Invitation to Bid Page 8 *xxx* 9. Bid opening shall be on *June 25, 2024 (11:00 PM)* at given address below and/or via *Zoom*. *xxx* *xxx*	Invitation to Bid Page 8 *xxx* 9. Bid opening shall be on *June 25, 2024* ***(11:00 AM)*** at given address below and/or via *Zoom*. *xxx* *xxx*
2	What are the required quantities for the hardware component of the system (Server, RFID Scanner, etc.)	Hardware Component — Quantity a. Server — 1 unit b. RFID Scanner — 1 unit
3	What are the forms/reports stated in Module 3 (6) and in V. Key Deliverables (5)(i)	For Module 3(6): - Forms/format should be in accordance with COA/DBM prescribed format for reporting/submission purposes to the said oversight agencies. For Key Deliverables: - Reports/formats required by COA and DBM during the time of programming

		of AIMS and prior to the delivery and acceptance of AIMS software.
4	In the Service Level Support and Warranty, whether Item a's duration is on top with Item b's or the six months of Item a is within the 12 months of Item b.	The six months in Item "a" is exclusive of the 12 months in Item "b", thus, the total Service Level Support and Warranty is eighteen (18) months.
5	It is clarified that inventory system must have provision for integration with the Computerize Accounting System, however, no express provision can be found in the TOR/Scope of Works.	The integration capability of Asset Inventory Management System is implicitly required in the TOR/Scope of Work as it is an integral part of the projected PNOC software interfacing system.
6	If it is possible to indicate in the TOR/Scope of Work the subject of integration between the Computerize Accounting System and the Asset Inventory Management System.	Asset Inventory Management System will be integrated with the Computerized Accounting System to extract the "Asset Tag Number" data.
7	If there is an integration fee, where will it be charged? PNOC or Provider?	The integration fee will be for the account of the provider/supplier.
8	Retention fee (page 25 & 32)	5% of every progress billing
9	Module 6 (8) Page 30 *xxx* 8. System can provide RFID or barcode identification on all property for inventory purposes *xxx*	Module 6 (8) Page 30 *xxx* 8. System can provide RFID **and** barcode identification on all property for inventory purposes *xxx*
10	Request to relax SLCC requirement to allow an Inventory and Asset Management System with any scanning technology.	Original requirement is retained

11	Request to relax the required three (3) completed government projects, Asset Management Software with RFID Technology to cover any scanning technology.	Original requirement is retained
12	Request to remove the requirement under ITB Clause 20.2 (c) of the Bid Data Sheet	Original requirement is retained
13	Request for a detailed elucidation of the rules, procedures and criteria pertaining to ITB Clause 20.2 (a) of the Bid Data Sheet and to relax the requirement to only demo the system	Original requirement is retained

2. Please see attached Annex "A" for the List and some Sample of the Required Forms for reference.

Amendments/inclusions/clarifications made herein shall be considered an integral part of the Bidding Documents.

Bid proposal to be submitted must include acknowledged/signed copy of this supplemental bid bulletin.

For guidance and information of all concerned.

Issued this June 18, 2024.

ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee

ANNEX "**A**"

MODULE 3: INVENTORY FORMS (COA Circular 2022-004)

1. Property Acknowledgement Report (PAR)
2. Inventory Custodian Slip (ICS)
3. Employee Ledger Card (ELC)
4. Report of Waste Material (RWM)
5. Property Card
6. Other forms stated in the COA Circulars

MODULE 4: INVENTORY REPORTS/REGISTRY (COA Circular 2022-004)

1. Inventory Count Form (ICF)/ Report on the Physical Count of Inventories (RPCI)
2. Inventory and Inspection Report of Unserviceable Property (IIRUP)
3. Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP)
4. Report on the Physical Count of Property, Plant and Equipment (RPCPPE)
5. Report on the Physical Count of Semi-Expendable Property (RPCSP)
6. List of Insurable Assets (GSIS Form)
7. Listing of Assets (per Department/Office)
8. Listing of Assets (per Category)
9. Inventory List (with Total Amount)
10. Listing of Non-existing/missing Items
11. Listing of Unlocated Items
12. Property Card for PPEs

PNOC
The Energy Company

AR no. _____

ACKNOWLEDGEMENT RECEIPT FOR SUPPLIES AND MATERIALS

PRM-02F3 Rev.0

COST CENTER: _____ DATE: _____

QTY	DESCRIPTION	UNIT COST	AMT.

ISSUED BY:

_____
PRINT NAME & SIGN

RECEIVED BY:

_____
PRINT NAME & SIGN

WITHDRAWAL SLIP FOR COMMON-USED OFFICE SUPPLIES AND FORMS

DEPT/DIV.:				DATE:			
				Control No. (CN): 2024-			
To be filled-out by requesting Dept./Div.				*To be filled-out by Property Management Division*			
Requisition				Stock Available?		Issue	
Item no.	Description	Quantity		Yes	No	Quantity	Balance

	Requested by:	Approved by: (Division Chief / Manager)	Approved for issuance by:	Issued by:	Received by:
Signature :					
Printed Name :					
Designation :		Dept. Mgr.	OIC DC, Property Mgt. Div.	Administrative Officer	
Date :					

PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

PNOC
The Energy Company

INSPECTION AND ACCEPTANCE REPORT

PRM-02F2 Rev. 0

IAR No. : _____

Supplier :	Date :
Purchase Order No.:	Invoice No. :
Requisitioning Office/Dept.:	Delivery Receipt no.:
	Delivery Date:

Item no.	Description	U/M	Quantity
	*** *nothing follows* ***		

INSPECTION	ACCEPTANCE
☑ Inspected, verified and found in order as to quantity and specifications	☑ Complete ☐ Partial (pls. specify quantity)
_____ Administrative Officer	
_____ Proponent	_____ Chief Administrative Officer

PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

PNOC
The Energy Company

PROPERTY RETURN SLIP

PRM-04F1 Rev.0

DEPT./DIV.: _____ No.: _____
to be filled by PRM

PURPOSE: ☐ Disposal ☐ Return to Stock / Property ☐ Others: _____

QTY	ITEM DESCRIPTION	PROPERTY TAG NO.	PAR/ICS NO.	END-USER	UNIT COST (PhP)	REMARKS:

CERTIFICATION

I hereby certify that I have returned the item/s described above:

_____
Name & Signature

_____
Date

I hereby certify that I have received the item/s described above:

Received by:

_____
Administrative Officer, PRM

_____
Date

Approved by:

_____
Chief Administrative Officer

_____
Date

Annex A.1

SEMI-EXPENDABLE PROPERTY CARD

Entity Name : _____ **Fund Cluster:** _____

Semi-expendable Property:										
Description :								**Semi-expendable Property Number:** _____		
Date	**Reference**	**Receipt**			**Issue/Transfer/ Disposal**			**Balance**	**Amount**	**Remarks**
		Qty	Unit Cost	Total Cost	Item No.	Qty.	Office/Officer	Qty.		

Appendix 69

PROPERTY CARD

Entity Name : _____ **Fund Cluster:** _____

Property, Plant and Equipment :	**Property Number:** _____
Description :	

Date	Reference/ PAR No.	Receipt	Issue/Transfer/ Disposal		Balance	Amount	Remarks
		Qty.	Qty.	Office/Officer	Qty.		

PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

INVENTORY COUNT FORM

PROPERTY, PLANT AND EQUIPMENT

as of ____________

PRM-04F3

Article / Item	Description	OLD ASSET TAG	ASSET TAG	Property No. Assigned	Unit of Measure	Unit Value	Quantity per Property Card	Quantity per Physical Count	Location/ Whereabouts	Condition	Remarks

Note: For PPE Items without Property No., provide in the "Remarks" column other information such as Serial No./ Model No./ brief description that can be useful during the reconciliation process

PHYSICAL COUNT CONDUCTED BY:

Property Mgt. Div. Representative

Accounting Representative

IAO Representaive

COA Representative

APPROVED BY

Team Leader, Inventory Committee

PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

PNOC

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE PROPERTY

as of _____

DISPOSAL NO.: _____

PRM-05F3 REV 0

Fund Cluster: _____

_____ *(Name of Accountable Officer)*

_____ *(Designation)*

_____ *(Station)*

INVENTORY											INSPECTION and DISPOSAL							
											DISPOSAL						RECORD OF SALES	
Date Acquired	Particulars/ Articles	Asset Tag no.	Property No.	Qty	Unit / Acquisition Cost	Total Cost	Accumulated Depreciation	Accumulated Impairment Losses	Carrying Amount / NET Book Value	Remarks (condition / status)	Sale	Transfer	Destruction	Others (Specify)	Total	Appraised Value	OR No	Amount

I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated above.

Requested by:

_____
(Signature over Printed Name of Accountable Officer)

_____
(Designation of Accountable Officer)

Approved by:

_____
(Signature over Printed Name of Accountable Officer)

_____
(Designation of Authorized Official)

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.

_____
(Signature over Printed Name of Inspection Officer)

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this ____day of _____, _____

_____
(Signature over Printed Name of Witness)

PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

PNOC

INVENTORY AND INSPECTION REPORT OF UNSERVICEABLE SEMI EXPENDABLE PROPERTY

as of _____

DISPOSAL NO.: _____

PRM 05F3 REV.0

Fund Cluster: _____

_____ *(Name of Accountable Officer)*

_____ *(Designation)*

_____ *(Station)*

INVENTORY											INSPECTION and DISPOSAL							
											DISPOSAL						RECORD OF SALES	
Date Acquired	Particulars/ Articles	Asset Tag no.	Property No.	Qty	Unit / Acquisition Cost	Total Cost	Accumulated Depreciation	Accumulated Impairment Losses	Carrying Amount / NET Book Value	Remarks (condition / status)	Sale	Transfer	Destruction	Others (Specify)	Total	Appraised Value	OR No.	Amount

I HEREBY request inspection and disposition, pursuant to Section 79 of PD 1445, of the property enumerated above.

Requested by:

_____
(Signature over Printed Name of Accountable Officer)

_____
(Designation of Accountable Officer)

Approved by:

_____
(Signature over Printed Name of Accountable Officer)

_____
(Designation of Authorized Official)

I CERTIFY that I have inspected each and every article enumerated in this report, and that the disposition made thereof was, in my judgment, the best for the public interest.

_____
(Signature over Printed Name of Inspection Officer)

I CERTIFY that I have witnessed the disposition of the articles enumerated on this report this ____day of _____, _____

_____
(Signature over Printed Name of Witness)

PHILIPPINE NATIONAL OIL COMPANY
Fort Bonifacio, Taguig City

PNOC

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
PHILIPPINE NATIONAL OIL COMPANY

(Type of Property, Plant and Equipment)

As of ______________

PRM-04F2 REV. 0

For which ______________________________ is accountable, having assumed such accountability on ______________________

(Name of Accountable Officer) (Official Designation) (Agency Office) (Date of Assumption)

ITEM #	ASSET TAG (ACCOUNTING NUMBER)	DESCRIPTION	PROPERTY NUMBER	UNIT OF MEASURE	UNIT VALUE (Acquisition Cost)	BALANCE PER CARD	ON HAND PER COUNT	SHORTAGE / OVERAGE		REMARKS
						(Quantity)	(Quantity)	Quantity	Value	

PHYSICAL INVENTORY CONDUCTED BY:

Property Mgt. Div. Representative

Accounting Representatives

WITNESSED BY:

Internal Audit Office Representative

COA Representative

INSURAN CE

PHILIPPINE NATIONAL OIL COMPANY
PROPERTY INVENTORY FORM
As of ____________

Classification /Type	Item Description	Nature of Occupancy (schools, offices, hospital, etc.)	Location	Date Constructed / Acquired/ Manufactured	Property No./Other Reference	Valuation		Date of Appraisal	Remarks
						Acquisition Cost / Insurable Interest	Market / Appraisal/ Insurable Interest		
1	2	3	4	5	6	7	8	9	10
TOTAL									

PREPARED BY:

REVIEWED BY:

APPROVED BY: