



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

SUPPLEMENTAL BID BULLETIN NO. 1
14 November 2023

**LEASE OF MULTIPURPOSE DIGITAL PHOTOCOPIER MACHINES FOR THE
PRESIDENTIAL COMMUNICATIONS OFFICE CY 2024 (EARLY PROCUREMENT)**
(Procurement/Contract No. 2023-PCO-EPA-001)

Anent the Pre-Bid Conference held on **09 November 2023** for the above-cited procurement project by the Bids and Awards Committee, and the inquiries received by the Secretariat thereafter, please be informed of the following clarifications:

All amendments are indicated in **red**.

COMMENTS/ CLARIFICATION	ANSWER/RESPONSE
<p>Schedule of Delivery:</p> <p><i>Delivered and installed not later than fifteen (15) calendar days from the receipt of the Notice to Proceed</i></p> <p>Whether schedule of delivery can be increased to thirty (30) days.</p>	<p>Yes, please see revised Section VI. Schedule of Requirements.</p>
<p>Technical Specifications:</p> <p><i>Required accumulated number of free copies & additional billing charges:</i></p> <p><i>Free copies of 20,000 pages per multi-function photocopier every month. The additional billing charges shall only apply when the PCO exceeds the accumulated free copies reproduced of 180,000 (20,000x9) pages. The rate per copy is sixty-five centavos (.65).</i></p> <p>Noted that the rate of .65 centavos multiplied by the 20,000.00 free copies would exceed the approved budget of the contract.</p> <p>How will the supplier be paid in the event the agency exceeds the allowable budget allocated?</p>	<p>The .65 centavo fixed rate will only apply to the copies in excess of the free 20,000. The rate of the free copies of 20,000 pages per photocopier per month shall be inclusive in the one (1) year lease of the units.</p> <p>Fixed monthly rental payment shall be paid by the PCO based on the rates provided in the accomplished price schedule form by the supplier.</p>

<p><i>Machine Specifications – Wiring</i></p> <p>Whether wireless network such as wi-fi is a requirement or optional?</p>	<p>Wireless printing capability is a requirement.</p>
<p><i>Machine Specifications – Copy</i></p> <p><i>Copies per minute: at least 40 pages per minute</i></p> <p>Whether the copy speed can be relaxed to 35 copies per minute.</p>	<p>Yes.</p>
<p><i>Machine Specifications – Memory</i></p> <p><i>At least 2GB, 250GB HDD</i></p> <p>Whether the memory can be relaxed to at least 128GB.</p>	<p>No.</p>
<p><i>Maintenance Services – Supply/Delivery of consumables</i></p> <p><i>Toners, and fusers drums can be replaced by the end-user without technician intervention, if necessary.</i></p> <p>Whether toners, and fuser drums can be replaced only by the technician of the suppliers.</p> <p>Whether toners, and fuser drums shall be in the custody of the supplier and may only delivered as needed by the PCO.</p>	<p>No.</p> <p>No, toners, and fuser drums must be in the custody of the PCO.</p>
<p><i>Certification/s:</i></p> <p><i>Certification from the original equipment manufacturer that the copying machine was remanufactured by them or a certificate from the original manufacturer that the company is authorized to remanufacture the units to be supplied to the PCO.</i></p> <p><i>Certification should also specify that the units are manufactured in accordance to the latest standards and are brand new.</i></p> <p><i>(Shall be submitted as post-qualification requirement)</i></p>	

<p>Whether ISO 9001 and ISO 14001 are required.</p> <p>Inquired whether there is a required manufacturing date for the units to be supplied/leased.</p> <p>Whether the PCO will consider including the manufacturing period of the equipment in the Technical Specifications.</p>	<p>No ISO Certifications are required.</p> <p>Yes. Please see revised Technical Specifications.</p> <p>As recommended by the EU in coordination with the ICT Division, the Technical Specifications is revised to reflect the manufacturing period requirement in the Certification.</p> <p>Certifications must state that the units have been manufactured not earlier than January 2023.</p> <p>Please see revised Technical Specifications.</p>
<p>Whether the required machine is refurbished or brand new.</p>	<p>All units must be latest and brand new.</p>

Section VI. Schedule of Requirements

The delivery schedule expressed as calendar days stipulates hereafter a delivery date which is the date of delivery to the project site.

DESCRIPTION	DELIVERY SCHEDULE
Lease of Multipurpose Digital Photocopier Machines for the Presidential Communications Office CY 2024 (Early Procurement) <i>(Details in Section VII. Technical Specifications)</i>	Delivered and installed not later than thirty (30) calendar days from the receipt of the Notice to Proceed

Payment Terms: Fixed monthly rental payment based on the actual unit price per photocopier machine provided in the accomplished financial Offer.

Contract Duration: One (1) year Contract which shall commence not later than thirty (30) calendar days from receipt of Notice to Proceed.

Section VII. Technical Specifications

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications”.

LEASE OF MULTI-PURPOSE DIGITAL PHOTOCOPIER MACHINES FOR THE PCO (MONOCHROME, BLACK AND WHITE)		
DETAILED TECHNICAL SPECIFICATIONS		STATEMENT OF COMPLIANCE
Color output	Monochrome, Black and White	
Quantity	Nine (9) units	
Duration of Service	One (1) year Contract which shall commence not later than fifteen (15) calendar days from receipt of Notice to Proceed.	
Required accumulated number of free copies & additional billing charges	Free copies of 20,000 pages per multi-function photocopier every month. The additional billing charges shall only apply when the PCO exceeds the accumulated free copies reproduced of 180,000 (20,000x9) pages. The rate per copy is sixty-five centavos (.65).	
Payment Terms	Fixed monthly rental payment based on the actual unit price per photocopier machine provided in the accomplished financial offer. Total billing charges are computed by multiplying the actual total number of copies reproduced less 1% spoilage and test copies by the rental rate.	
Machine Specifications		
Wiring	Wireless and cabled network printing and scanning with available online driver for ease of configuration and setup	
Printing	Capable of Back-to-Back Printing, Automatic/Electronic Sorting, and in good operating condition. Capable of wireless printing from supported operating system Capable of Reverse Automatic Document Feeder (RADF, optional)	
Supported Operating System	Capable to print documents from MS Office Applications and other applications/formats for documentary printing (e.g., JPEG, PDF, etc.) Compatible and able to support Windows 7 and/or higher OS Software compatibility: Windows 7/8/10/11 and other operating system including iOS	

DETAILED TECHNICAL SPECIFICATIONS		STATEMENT OF COMPLIANCE
Machine Specifications		
Copies	Copies per minute: at least 40 pages per minute	
Scanned Document	Machine can be used as a scanner and printer with no additional cost for the needed accessories/ programs. Scanned Document output files must be in TIF/JPEG/JPG and PDF format and can be saved/stored directly to desired location, network PC/Server/Laptop, with Lightweight Directory Access Protocol (LDAP) Support.	
Scan Destinations	Scan to E-mail/ Desktop/ FTP Server/ SMB/ USB Drive	
Memory	At least 2GB, 250GB HDD	
Paper Capacity	At least 1,100 sheets (2 x 500-sheets tray plus 100-bypass tray)	
Paper Size	Capable of printing and scanning up to A3 paper size	
Reduction or Enlargement	Magnification: 25% - 400% reduction/ enlargement	
Certification/s	Certification from the original equipment manufacturer that the copying machine was remanufactured by them or a certificate from the original manufacturer that the company is authorized to remanufacture the units to be supplied to the PCO. Certification should also specify that the units are manufactured in accordance to the latest standards and are brand new Certifications must state that the units have been manufactured not earlier than January 2023. (Shall be submitted as post-qualification requirement)	
Maintenance Services		
Supply/Delivery of consumables	Regular supply/delivery of consumables regardless of operating time/number of copies free of charge. Toners, and fusers drums can be replaced by the end-user without technician intervention, if necessary. The company shall provide at least two (2) toners and one (1) spare drum on stock for each unit of the copying machine and three (3) unit fusers for the whole lot.	
Replacement Warranty	Replacement of defective parts shall be free of charge. Availability and delivery of service unit after 48 hours in the event of machine breakdown.	

	Replacement of service unit after four (4) breakdowns.																															
Labor Service	On-call customer service/technician who shall respond within four (4) hours from the receipt of service calls upon the advice of the end-user, and replacement of defective parts within the next 24 hours.																															
DETAILED TECHNICAL SPECIFICATIONS		STATEMENT OF COMPLIANCE																														
Installation Services																																
Supplier's Representative/Technician shall configure/ setup the equipment to make it operational in the presence of representatives from the Property and Supply Section (PSS), ICTD tech staff, and respective End-User Units.																																
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	<table border="1"> <thead> <tr> <th></th> <th>OFFICE/UNITS ASSIGNED</th> <th>LOCATION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Property Section</td> <td>5th Flr. Times Plaza, U.N.</td> </tr> <tr> <td>2</td> <td>Commission on Audit (COA)</td> <td>7th Flr. Times Plaza, U.N.</td> </tr> <tr> <td>3</td> <td>Legal Division</td> <td>7th Flr. Times Plaza, U.N.</td> </tr> <tr> <td>4</td> <td>Office of the Secretary</td> <td>7th Flr. Times Plaza, U.N.</td> </tr> <tr> <td>5</td> <td>Office of the Secretary</td> <td>2nd Flr. Little Presidents, Malacañang</td> </tr> <tr> <td>6</td> <td>Legal Division (First Residences)</td> <td>2nd Flr. First Residences, Malacañang</td> </tr> <tr> <td>7</td> <td>Senior Usec. HR Mercado</td> <td>2nd Flr. First Residences, Malacañang</td> </tr> <tr> <td>8</td> <td>MARO</td> <td>2nd Flr. First Residences, Malacañang</td> </tr> <tr> <td>9</td> <td>Press Working Area</td> <td>2nd Flr. First Residences, Malacañang</td> </tr> </tbody> </table>		OFFICE/UNITS ASSIGNED	LOCATION	1	Property Section	5 th Flr. Times Plaza, U.N.	2	Commission on Audit (COA)	7 th Flr. Times Plaza, U.N.	3	Legal Division	7 th Flr. Times Plaza, U.N.	4	Office of the Secretary	7 th Flr. Times Plaza, U.N.	5	Office of the Secretary	2 nd Flr. Little Presidents, Malacañang	6	Legal Division (First Residences)	2 nd Flr. First Residences, Malacañang	7	Senior Usec. HR Mercado	2 nd Flr. First Residences, Malacañang	8	MARO	2 nd Flr. First Residences, Malacañang	9	Press Working Area	2 nd Flr. First Residences, Malacañang	
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Supplier's Representative/Technician shall conduct orientation and basic troubleshooting to the representatives from the Property and Supply Section (PSS), ICTD tech staff, and respective End-User Units.																																
Other Requirements																																
Bid price must be inclusive of all applicable government taxes.																																
Delivery Terms: Please refer to Section VI. Schedule of Requirements.																																
Please indicate the actual brand of multipurpose digital photocopier being offered for lease:																																

Pursuant to Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, this Supplemental/Bid Bulletin is issued for the information and guidance of all prospective bidders and shall form an integral part of the Bidding Documents issued for said the project.

Should you have further concerns, you may contact the BAC Secretariat through the details below:

BIDS AND AWARDS COMMITTEE SECRETARIAT

Presidential Communications Office
7th Floor, Times Plaza, UN Avenue Manila
Telefax No. (02) 8734-5968
Email: bac1@pco.gov.ph
Website: <https://pco.gov.ph>

For information and guidance.

Original Signed
ASEC. EUGENE HENRY C. RODRIGUEZ
Chairperson
Bids and Awards Committee

Conforme:

Signature over printed name

Designation: _____

Company: _____

Date: _____