



Office of the President of the Philippines
PRESIDENTIAL COMMUNICATIONS OFFICE
Manila

SUPPLEMENTAL BID BULLETIN NO. 1
10 March 2025

**LEASE OF MULTI-FUNCTION COLORED DIGITAL PHOTOCOPYING
MACHINES OF THE PRESIDENTIAL COMMUNICATIONS
OFFICE CY 2025**
[PROCUREMENT/CONTRACT NO. 2025-02-011]

Anent the Pre-Bid Conference held on **04 March 2025** for the above-cited procurement project by the Bids and Awards Committee, please be informed of the following made on the following:

- A. Schedule of Requirements
- B. Technical Specifications

All amendments are indicated in **red**.

I. Section VI. Schedule of Requirements

Clarification

The BAC would like to reiterate the Mandatory submission of all the documents enumerated under **Section VIII. Checklist of Technical and Financial Documents** with emphasis on the submission of the Schedule of Requirements under Sec. VI.

During the Opening of Bids, the BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed.”



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.

Item No.	Description	Quantity	Delivery Schedule
1	Lease of Multi-Function Colored Digital Photocopying Machines of the Presidential Communications Office CY 2025 [Procurement/Contract No. 2025-02-011]	11 units	Delivery of the units is within fifteen (15) calendar days from receipt of Notice to Proceed. One (1) year lease services will commence upon acceptance of the delivered unit.

Conforme:		
Full Name and Signature of Bidder/Authorized Rep	:	
Designation	:	
Name of Company	:	

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II. Section VII. Technical Specifications

Kindly use the revised Technical Specifications declaring the Statement of Compliance column.

‘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 Bidders 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).’

RENTAL/LEASE OF MULTI-FUNCTIONAL COLORED DIGITAL PHOTOCOPYING MACHINES FOR THE PRESIDENTIAL COMMUNICATIONS OFFICE		
Complies with the following minimum requirements:		
DETAILED TECHNICAL SPECIFICATIONS		STATEMENT OF COMPLIANCE
Brand/Model Offered	:	
Color Output	:	Colored, Black and White
Quantity	:	Eleven (11) 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 & and additional billing charges	:	5,000 pages of free monochrome copies and 10,000 pages of free colored copies per multifunction photocopier every month. The additional billing charges shall only apply when the PCO exceeds the accumulated free copies reproduced of 165,000 (15,000 x 11 units) pages. The

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		rate per copy is one peso (PhP 1.00) for monochrome copy and six pesos (PhP 6.00) for colored copy.	
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 a supported operating system Capable of Reverse Automatic Document Feeder (RADF, optional) Laser Printing	
Print Quality	:	Up to 1,200 x 1,200 dpi for black and colored printing	
Supported Operating System	:	Capable of printing documents from MS Office Applications and other	

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		<p>applications/formats for documentary printing (e.g., JPEG, PDF, etc.)</p> <p>Compatible and able to support Windows 7/8/10/11 and other operating systems including iOS 10.6 and/or higher OS</p>	
Processor Speed	:	at least 1500 MHz	
Copies	:	at least 50 pages per minute for black and colored copying	
Copy Resolution	:	Up to 600 x 600 dpi for black and colored copying	
Scanned Document	:	<p>Flatbed, ADF; Machine can be used as a scanner and printer with no additional cost for the needed accessories/ programs.</p> <p>Scanned Document output files must be in PDF, JPG, TIFF, XPS, Searchable PDF, Compact PDF, PDF/A, PDF Encryption, Digital Signature in PDF format and can be saved/stored directly to desired location, network PC/Server/Laptop, with Lightweight Directory Access Protocol (LDAP) Support.</p>	
Scan Destinations	:	Scan to E-mail/ Desktop/ FTP Server/ SMB/ USB Drive	
Scan Size	:	128 x 140 mm to 297 x 432 mm	
Scan Speed	:	Up to 80 ppm for black and colored	
Scan Resolution	:	Optical, up to 600 dpi	
Memory	:	At least 6GB, 320 GB HDD	
Paper Capacity	:	100-sheet multipurpose tray, 2 x 520-sheet second input	

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		trays, 100-sheet Automatic Document Feeder	
Paper Size	:	Capable of printing and scanning up to A3 paper size	
Number of Print Cartridges	:	4 (1 each black, cyan, magenta, yellow)	
Reduction or Enlargement	:	Magnification: 25% - 400% reduction/enlargement	
Display	:	10.1-in Color Touchscreen Panel (Pivoting)	
Certification/s	:	<p>Certification from the original equipment manufacturer that the Color Laser Multifunction Printer 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.</p> <p>Certification should also specify that the units are manufactured in accordance with the latest standards and are brand new (Shall be submitted as post-qualification requirement).</p>	
Maintenance Services			
Supply/Delivery of consumables	:	<p>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.</p> <p>The company shall provide at least four (4) toners and four (4) imaging units on stock for each unit, which is transferable to the other</p>	

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		rented units if not fully consumed.	
Replacement Warranty	:	Replacement of defective parts shall be free of charge. Availability and delivery of service units 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 two (2) hours from the receipt of service calls upon the advice of the end-user, and replacement of defective parts within the next 24 hours.	
Installation Services			
a.		Supplier's Representative/Technician shall configure/ setup the equipment to make it operational in the presence of representatives from the Property and Supply Management Section (PSMS), ICTD tech staff, and respective End-User Units	
b.		Supplier's Representative/Technician shall conduct orientation and basic troubleshooting for the representatives from the Property and Supply Management Section (PSMS), ICTD tech staff, and respective End-User Units	
c.		Supplier's Representative/Technician shall conduct a twice a week schedule for onsite preventive maintenance of all the units during the entire contract duration.	

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.

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

BIDS AND AWARDS COMMITTEE SECRETARIAT

Presidential Communications Office, New Executive Building,
JP Laurel St., San Miguel, Manila,
Metro Manila, Philippines
(02) 8733-0790 loc. 209
Email: bac1@pco.gov.ph
Website: <https://pco.gov.ph>

For information and guidance.

Original Signed
JOSE MARIA M. VILLARAMA II
OIC-Undersecretary
Chairperson
Bids and Awards Committee

Conforme:

Signature over printed name

Designation: _____

Company: _____

Date: _____

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