



BID BULLETIN NO. 1
05 APRIL 2023

PUBLIC BIDDING NO. 008-2023

**Procurement for the Lease of Multi-Functional Printers for the
Procurement Service - Department of Budget and Management (PS-DBM)**

Issued pursuant to Sec. 22.5 of the IRR of R.A. 9184 to clarify and/or amend certain provisions in the Bidding Documents issued for this project.

I. AMENDMENTS

REFERENCE	JUSTIFICATION/ EXPLANATION
Page 19 Section III. Bid Data Sheet xxx ITB Clause 14.1 Please see Section VIII attached as Annex " H " xxx xxx ITB Clause 20.2 xxx	To amend the details in BDS ITB Clause 14.1 Please see Section VIII attached as Annex " <u>G</u> " ITB Clause <u>20.1</u> See attached Annex "A"
Page 28 Section VI. Schedule of Requirements xxx Delivery Period: Within Three (3) calendar days from the issuance of Notice to Proceed xxx	To amend the Schedule of Requirement Within <u>Thirty (30)</u> calendar days from the issuance of Notice to Proceed See attached Annex "B"

II. CLARIFICATIONS

CLARIFICATION/S	RESOLUTION/S
GENERAL	
<p>Page 19 Section III. Bid Data Sheet ITB Clause 20.1</p> <p>xxx For purposes of Post-qualification the following document(s) shall be required:</p> <p>2. Latest Value Added Tax Returns (Form 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, the latest VAT or Percentage tax returns shall cover the previous six (6) months prior to the deadline for submission of bids. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date.</p> <p>xxx</p> <ul style="list-style-type: none"> • Bidder's representative clarified that the Latest Value Added Tax Returns to be submitted is the September and December 2022 which was six (6) months prior deadline for submission of bids. 	<p>For this bidding, we are requiring the following:</p> <ol style="list-style-type: none"> 1. July 2022 - Form 2550M 2. August 2022 - Form 2550M 3. September 2022 - Form 2550Q 4. October 2022 - Form 2550M 5. November 2022 - Form 2550M 6. December 2022 - Form 2550Q
<p>Page 28 Section VI. Schedule of Requirements</p> <p>xxx Delivery Period: Within three (3) calendar days from the issuance of Notice to Proceed xxx</p> <ul style="list-style-type: none"> • Bidder representative requested if it's possible to add extension of delivery lead time from thirty (30) to forty five (45) calendar days, due to A3 type of Printer has no stock and by order basis • Bidder representative requested if it's possible to add extension of delivery lead time to forty five (45) calendar days since 	<p>See amendment to the Schedule of Requirement</p>

<p>the required model is brand new and they will offer the latest model</p> <ul style="list-style-type: none"> • Bidder representative requested if it's possible to add extension of delivery for at least fifteen (15) calendar days due to the process of approval of the documents. • Bidder representative requested if it's possible to add extension of delivery lead time to forty five (45) calendar days • Bidder representative requested if it's possible to add extension of delivery lead time from seven (7) to fifteen (15) calendar days. • Written clarification requesting if it's possible to add extension of delivery lead time from seven (7) calendar days. 	
<p>Page 30 Section VII. Technical Specification</p> <p>xxx Print and Copy Speed: Heavy Duty - Monochrome, 50 pages per minute xxx</p> <ul style="list-style-type: none"> • Bidder representative clarifies if the print output requires colored and if yes, he asked about the costing. • Bidder representative clarifies that the requirement is only monochrome and not colored. • Bidder representative propose 65 pages per minute. <p>xxx Inclusive: Free genuine replacement of parts and consumables (drums and toners); Free delivery and network installation; Free basic Training; free repairs and preventive maintenance Print, Scan, Copy xxx</p> <ul style="list-style-type: none"> • Bidder representative clarifies how to prove the free genuine replacement. 	<p>Please refer to Technical Specifications:</p> <p>Print and Copy Speed: Heavy Duty - Monochrome, <u>50 pages per minute</u></p> <p><u>Since</u> ownership of the unit is retained by the lessor they are responsible in ensuring that the replacement parts and consumables are genuine.</p>

<p>Page 42 Section VIII. Checklist of Technical and Financial Documents</p> <p>xxx Annex C – Statement of Single Largest Completed Contract Similar to the Contract to be bid xxx</p> <ul style="list-style-type: none"> • Bidder representative clarifies if the Official Receipt (OR) to be submitted for every Single Largest Completed Contract Similar to the Contract to be bid is only the last OR or all the OR since they bill on a monthly basis. 	<p>The bidder shall submit the last Official Receipt together with the Certificate of Completion for the Single Largest Completed Contract.</p>
<ul style="list-style-type: none"> • Bidder representative inquired if the laptops and computer were windows 11 and informed the committee that Windows will end their support for windows eight (8) and below. 	<p>Majority of the Laptops/Computers are already installed with Windows 10 or 11.</p>

All other portions of the Bidding Documents affected by these amendments shall be made to conform to the same.

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

The changes made in the Philippine Bidding Documents (6th Edition, July 2020) are deemed integrated in the terms and conditions for this project.


ENGR. JAIME M. NAVARRETE JR.
Chairperson, Internal Bids and Awards Committee

For the purpose of this Bulletin and for better understanding of its contents, the following rules shall apply: (a) Double Strike out – denotes deletion; (b) Underline – denotes inclusion or new item/requirement; and "xxx" – denotes separation of phrase/s being amended from the rest of the main text.

Bid Data Sheet

ITB Clause														
5.3	For this purpose, contracts similar to the Project shall be: <p style="margin-left: 40px;"><i>a. <u>Lot 1: Any contract for the lease/rental of multi-functional printers.</u></i></p> <p style="margin-left: 40px;"><i>b. Completed within five (5) years prior to the deadline for the submission and receipt of bid for Lot 1 .</i></p>													
7.1	Subcontracting is not allowed.													
12	The price of the Goods shall be quoted DDP PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila or the applicable International Commercial Terms (INCOTERMS) for this Project.													
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Item/Description</th> <th style="text-align: center;">Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%)</th> <th style="text-align: center;">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)</th> <th style="text-align: center;">Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Lease of Multi functional Printer</td> <td style="text-align: center;">₱ 93,504.00</td> <td style="text-align: center;">₱ 233,760.00</td> <td style="text-align: center;">Please see Section VIII attached as Annex "H"</td> </tr> </tbody> </table> <p>The bid security in the form of cashier's/manager's check shall be payable to PROCUREMENT SERVICE.</p>				Lot No.	Item/Description	Amount Cash, Cashier's / Manager's Check, Bank Draft/ Guarantee/ Irrevocable Letter of Credit (2%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission (5%)	Bid Securing Declaration (Pursuant to GPPB Resolution No. 03-2012	1	Lease of Multi functional Printer	₱ 93,504.00	₱ 233,760.00	Please see Section VIII attached as Annex "H"
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1	Lease of Multi functional Printer	₱ 93,504.00	₱ 233,760.00	Please see Section VIII attached as Annex "H"										
15	Each Bidder shall submit one (1) original and one (1) copy of the first and second components of its bid. <p style="margin-left: 40px;">The duplicates- i.e. copy 1, must include the same documents as that of the original set of documents. In case, however, a bidder opts to submit cash as bid security, copy 1 need not contain photocopies of the same.</p>													
19.3	The NFCC computation, if applicable, must be sufficient for all the lots or contracts to be awarded to the Bidder: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Item/Description</th> <th style="text-align: center;">Approved Budget for the Contract</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">4,870,000 pages*</td> <td style="text-align: center;">LEASE OF MULTI-FUNCTIONAL PRINTER</td> <td style="text-align: center;">₱ 4,675,200.00</td> </tr> </tbody> </table>				Lot No.	Quantity	Item/Description	Approved Budget for the Contract	1	4,870,000 pages*	LEASE OF MULTI-FUNCTIONAL PRINTER	₱ 4,675,200.00		
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1	4,870,000 pages*	LEASE OF MULTI-FUNCTIONAL PRINTER	₱ 4,675,200.00											

	<p><i>*The contract shall be for the lease of Multi-functional Printers of PS-DBM for a period of two (2) years from the receipt of Notice to Proceed or upon consumption of the total budget allotted, whichever comes first.</i></p>
20.1	<p>For purposes of Post-qualification, the following document(s) shall be required:</p> <ol style="list-style-type: none"> 1. Latest Income Tax Returns for the year 2021 (BIR Form 1701 or 1702). 2. Latest Value Added Tax Returns (Form 2550Q) or Percentage Tax Returns (Form 2551M). For this requirement, the latest VAT or Percentage tax returns shall cover the previous six (6) months prior to the deadline for submission of bids. For those with less than six (6) months of operations, this refers to the monthly business tax returns filed to date. <p><i>The income tax and business tax returns stated above should have been filed through the Electronic Filing and Payment System (EFPS). However, exceptions issued by the BIR are recognized subject to validation and verification.</i></p> <ol style="list-style-type: none"> 3. Proof of completion of the SLCC as identified in the Statement of SLCC, which shall be a verifiable copy of the following documents: <ol style="list-style-type: none"> 1. Any of the following: <ol style="list-style-type: none"> a. Contract/s or Purchase Order/s; b. corresponding Sales Invoice/s; or c. Official Receipt/Cash Receipt/Collection Receipt 2. Certificate of Completion. 4. Warranty Certificate. 5. Brochure or Technical Data Sheet, or equivalent 6. Submission of pieces of evidence as proof of compliance with the bidder's actual offer, if applicable. <p>In the column "Bidder's Compliance", the bidder must state "comply" against each of the individual parameters of each specification corresponding to performance parameter of equipment offered. Statement of "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 or distributor's un-amended sales literature, unconditional statements or specification and compliance issued by the manufacturer or distributor, samples, independent test data etc., as appropriate.</p> <p>In case the PhilGEPS Certificate of Registration or any of the documents listed under its Annex A has expired after the bid opening, the bidder is required to submit the said documents anytime during the post-qualification stage.</p> <p><i>Note: Documents submitted during post-qualification as part of post-qualification documents must be certified by the authorized representative to be true copy/ies of the original.</i></p>
21.1	<p><i>No further instructions.</i></p>

Section VI. Schedule of Requirements

Lot No.	Qty.	Item Description	Delivery Period
1	4,870,000 pages*	LEASE OF MULTI-FUNCTIONAL PRINTER	Within Thirty (30) Calendar Days from the issuance of Notice to Proceed.

**The contract shall be for the lease of Multi-functional Printers of PS-DBM for a period of two (2) years from the receipt of Notice to Proceed or upon consumption of the total budget allotted, whichever comes first.*

I hereby commit to comply and deliver all the above requirements in accordance with the above-stated schedule.

Name of Company	Signature Over Printed Name of Authorized Representative	Date
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