



**Bid Bulletin No. 1**  
**19 March 2025**

**PUBLIC BIDDING NO. 001-2025**

**PROCUREMENT FOR THE LEASE OF MULTI-FUNCTIONAL PRINTER 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 respond to bidders' questions raised during the pre-bidding conference last **13 March 2025** and written queries received within the prescriptive period of filing:

**A. AMENDMENTS/INCLUSIONS**

ITEM	AMENDMENTS/INCLUSION	BASES FOR AMENDMENT/INCLUSION
1	Page 34 Section VII: Technical Specifications  xxx  A newly factory re-manufactured machine is one that has undergone a <u>restoration</u> and replacement of its parts <u>with genuine OEM</u> maintenance parts, electronic parts, and plastic panels by the original manufacturer of the machine <u>or an ISO certified copier and printer manufacturing facility.</u>  xxx	To amend the terms of reference  See attached Annex "A" for the revised Terms of Reference
2	Page 34 Section VII: Technical Specifications  xxx  If remanufactured, a certification stating the following must be submitted:	The provision in the terms of reference is hereby changed to 5 years in consideration to the equipment's estimated useful lifespan and to promote competition  See attached Annex "A" for the

	<p>b. That the machine was in existence for only <del>three (3)</del> five (5) years or less from the manufacturing date as of the date of submission of bid;</p> <p>xxx</p>	revised Terms of Reference
<b>3</b>	<p>Page 25 Section V: Special Conditions of Contract</p> <p>xxx</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is <del>Mr. Karl Michael R. Espejo, OIC – Chief ITSD</del> <u>Ms. Abigail Ann O. Alicdan-Espere, Acting Division Chief, GSD</u> you reach her through email: <del>mespejo@ps-philgeps.gov.ph</del> <u>aalicdan@ps-philgeps.gov.ph</u></p> <p>xxx</p>	<p>To correct the Procuring Entity's Representative</p> <p>See attached Annex "B" for the revised Special Conditions of the Contract.</p>

## **B. CLARIFICATIONS**

<b>ITEM</b>	<b>CONCERN/REQUEST</b>	<b>CLARIFICATION/ RESOLUTION</b>
<b>1</b>	Paper Capacity: At least 1,100 sheets with 2 tray cassettes and 1 bypass tray	The IBAC clarifies that the specification is understood to be the minimum requirement. Therefore, the original specification is retained.
<b>2</b>	Paper Capacity: At least 2,000 sheets with 4 tray cassettes (500 sheets per tray) and 100 sheets bypass tray with built-in stand	The IBAC clarifies that the specification is understood to be the minimum requirement. Therefore, the original specification is retained.

<b>3</b>	Document Feeder: 150 sheets Duplex Single Pass Feeder (DSPF), auto back to back copies	The IBAC clarifies that the specification is understood to be the minimum requirement. Therefore, the original specification is retained.
<b>4</b>	Memory: At least 4GB-5GB RAM, 250GB-500GB HDD	None required in our specification, having one does not make the offer unacceptable.
<b>5</b>	Training or tutorials on how to use the Modernized Philgeps platform	See attached Annex "C" for the Merchant User Guide from PhilGEPS
<b>6</b>	One prospective bidder requested to consider the Sale of Multi-functional Printer/photocopier to aggregate with the lease/rental.	The original requirement is retained.
<b>7</b>	Defer the Opening of Bids dated 27 March 2025	The original requirement is retained.

By rules all other portions of the Bidding Documents correspondingly affected by these amendments are likewise deemed amended to conform to this Bid Bulletin.

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

**Signature Redacted**

**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.*

**TERMS OF REFERENCE**  
**Lease of Multi-functional Printers for**  
**PS-DBM Offices for Two (2) Years**

**INTRODUCTION**

The Procurement Service - Department of Budget and Management (PS-DBM) whose mandate is to operate a government-wide procurement system for Common-Use Supplies and Equipment. Aside from this mandate, PS is also being tapped by various agencies to act as a procuring agent for their procurement projects.

**OBJECTIVE**

Engage a Contractor or service provider for the Lease of Multi-functional Printer that meets the current requirements of PS-DBM.

**CONTRACT DURATION**

The contract shall be for a period of two (2) years, beginning on 16 June 2025, or upon consumption of the total budget allotted, whichever comes first.

**GENERAL REQUIREMENTS**

The contractor shall provide PS-DBM with brand new or newly factory-remanufactured (non surplus) multi functional paper copier devices (copier, network printer, and scanner).

A newly factory re-manufactured machine is one that has undergone a restoration and replacement of its parts with genuine OEM maintenance parts, electronic parts and plastic panels by the original manufacturer of the machine or an ISO certified copier and printer manufacturing facility.

If remanufactured, a certification stating the following must be submitted:

- a. That the machine was remanufactured by the original equipment manufacturer or an ISO 9001 and ISO 14001 copier and printer manufacturing facility;
- b. That the machine was in existence for only five (5) years or less from the manufacturing date as of the date of submission of bid;

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As to the existence of the machine, it shall be reckoned NOT from the last date of remanufacturing, but from the original date when the machine was produced.

- c. That the maximum number of meter reading has not exceeded 400,000 copies per machine.

## Special Conditions of Contract

GCC Clause	
1	<p>The Project Site is:</p> <p><b>Procurement Service - DBM Main Office</b> RR Road, Cristobal St., Paco, Manila;</p> <p>Contact person/s:</p> <p><b>Abigail Ann O. Alicdan-Espere</b> Acting Division Chief, GSD</p> <p><b><i>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila</i></b></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>Mr. Abigail Ann O. Alicdan-Espere, Acting Division Chief, GSD you reach her through the email: aolicdan@ps-philgeps.gov.ph.</i></p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> </ol>

## Merchant User Guide

### HOW TO LOGIN:

1. Go to <https://www.philgeps.gov.ph> website
2. Click the Login option



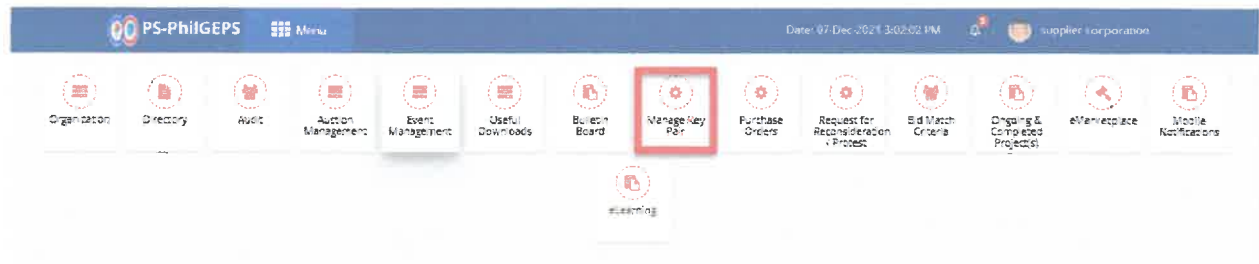
3. Select Login as “Merchant” then enter the user credentials and captcha

A screenshot of the LOGIN form on the PS-PhilGEPS website. The form is titled "LOG IN" in white text on a dark blue background. It contains several input fields: a dropdown menu with "Merchant" selected, a text field with "jdelacruz", a password field with masked characters, a captcha field showing "s3J6DV" with a refresh button, and a text field with "s3J6DV".

### HOW TO SET THE KEY PAIR:

*Note: The user will use the set password in keypair to decrypt the inputted financial proposal if there's any modification.*

1. Click on Menu and select Manage Key Pair.



2. On the action column, click to select the Set Password



**HOW TO ADD ONGOING AND COMPLETED PROJECTS  
(Platinum Merchants): (Please skip this part)**

*Note: Only the Supplier Coordinator can add the Ongoing and Completed Projects.*

### 1. Click on Menu and select Ongoing and Completed Projects



### 2. Click Add New Project button



### 3. Create Project for the Ongoing and Completed by selecting the status and providing the required information, then click the save button.

Project Type/ Classification\* :  
Select Classification

PO/Contract ID\* :  
Award Notice Number\* :  
Project Name\* :  
Date of Contract\* :  
Total Contract Amount(PHP)\* :  
Status\* :  
Ongoing  
Ongoing  
Completed

Certification of Project Completion or Certification of Completed Delivery :  
Choose File  
[Note: pdf, doc, docx, xls, xlsx, jpg with 5MB Max Size]

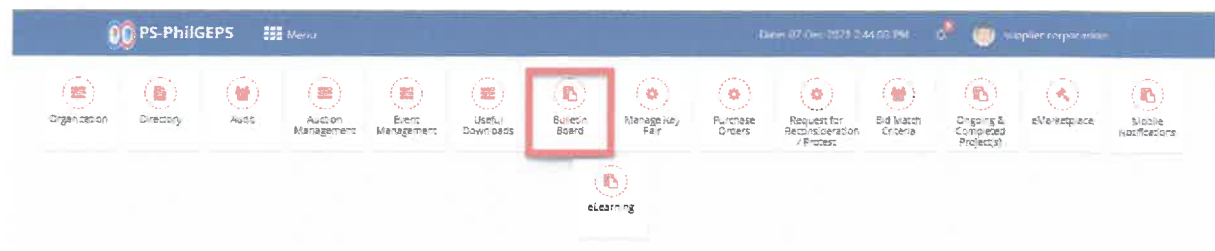
Save Close

## HOW TO BROWSE & DOWNLOAD BIDDING DOCUMENTS:

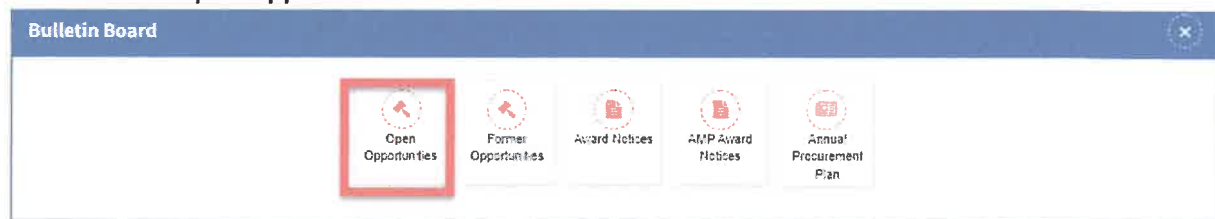
*Note: Only Platinum Merchants can download the bidding documents if the procurement mode is under Public Bidding/Limited Source Bidding.*



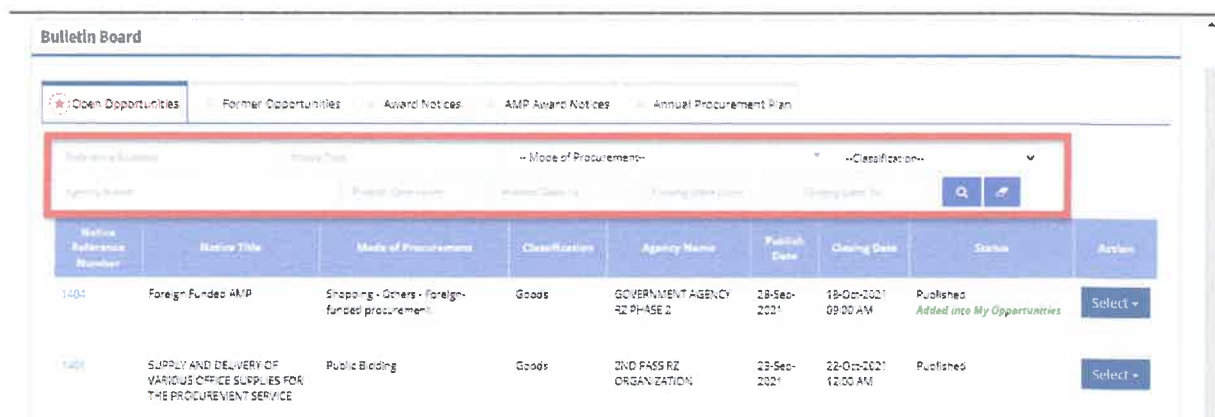
### 1. Upon login, Click the Menu option and select Bulletin Board



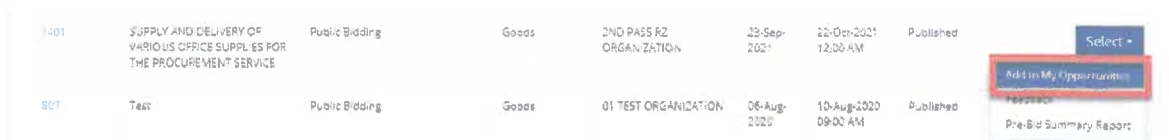
### 2. Select the Open Opportunities sub-menu



### 3. Search for Bid Notices by using the search filter option



### 4. On the select option corresponding to Bid Notice, click the Add to My Opportunities to download the Bidding Documents

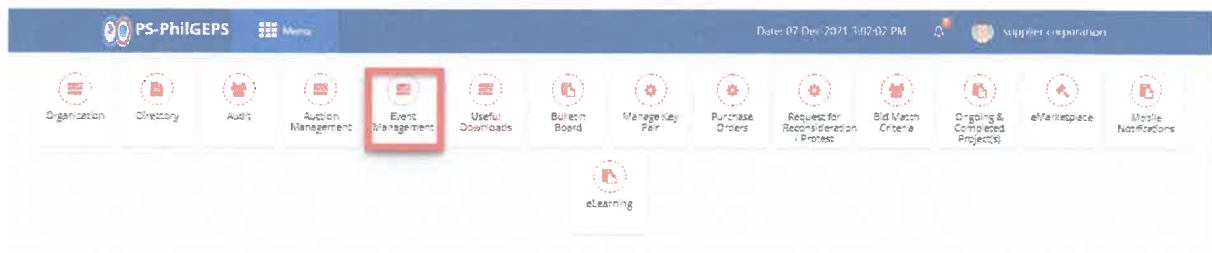


## HOW TO SUBMIT THE PROPOSAL (ONLINE SUBMISSION):

*Note: The user must set their key-pair to encrypt and decrypt the financial proposal (Follow the steps to set the key-pair).*

**1. Follow the steps of downloading the bidding documents**

**2. Click the Menu and Select Event Management**



**3. On Event management, click the My Opportunities sub-menu**



**4. On the Action column, click to select the prepare response option corresponding to the selected project.**

[Invitation to Bid](#)
[My Opportunities](#)
[My Award Notices](#)
[Bid Match](#)

Publish Date From:

Publish Date To:

Closing Date From:

Closing Date To:

Agency Budget Category:

Approved Budget Category:

Reference Number:

Search Title:

Agency Name:

Bidding User:

Mode of Procurement:

--Select Classification--

Q

X

Bid Reference Number	Bid Title	Mode of Procurement	Classification	Agency Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
1436	Foreign Funded AMP	Shopping - Others - Foreign funded procurement	Goods	100000	28-Sep-2021 12:00 AM	18-Oct-2021 09:00 AM	GOVERNMENT AGENCY R2 PHASE 2	supplier corporation	Published	In-draft	<div>Select</div> <div> <div>Feedback</div> <div> <div>Prepare Response</div> <div>Change Response</div> <div>View Summary Report</div> <div>Pre-Bid Summary Report</div> </div> </div>
1395	Modernized PH/IGPS System (R2 Submission)	Public Bidding	Consulting Services	1000000	01-Sep-2021 12:00 AM	09-Nov-2021 09:00 AM	2ND PASS R2 ORGANIZATION	supplier corporation	Closed - Pending Opening		
1403	Foreign Funded	International Competitive	Goods	100000	28-Sep-	25-Oct-	GOVERNMENT	supplier	Closed		

## 5. Select the response type as Individual or Joint venture:

Individual / Joint Merchant Formation Back

Prepare Response

Response As :

## 6. Click the choose file button to upload the Bid Docs Fee and Bid Security, then click the Save and Continue button

Payment Details Back

Payment Bid Document Fee

☐ Pay Online
 ☒ Offline
 ☐ Exemption

Amount : 500

Upload "Cash deposit receipt" :

16A112710 Bid Docs Fee/Receipt X Completed

NOTE : Only upload pdf/jpeg/png/doc/xls/xlsang.doc with 10MB max size  
 NOTE : Please click on SAVE & CONTINUE after uploading the payment details to SAVE the payment details

Payment Bid Security

☐ Pay Online
 ☒ Offline

☐ Surety Bond
 ☒ Cash
 ☐ Cashier's/Manager's cheque
 ☐ Bank draft/Guarantee
 ☐ Irrevocable letter of Credit
 ☐ Bid Securing Declaration

Bid Security Amount : 10000

Upload Supporting Document :

16A315278 Bid Security Document X Completed

7. Click the Upload Document button to attach the required documents.

Sr. No.	Document Name	Document	Status
1.	Bid Security Payment	Image Placeholder	Completed

Sr. No.	Template Group Name	Document Name	Select File	File Name	Status
1.	Public Bidding - IFR - Goods - Technical	Compliance/Conformity with the Technical Specifications	<b>Upload Document</b>	IS-2118-2472_Technical_Specifications.pdf	Completed
2.	Public Bidding - IFR - Goods - Technical	Compliance/Conformity with the Schedule of Requirements	Upload Document		Pending
3.	Public Bidding - IFR - Goods - Technical	Omnibus Sworn Statement	Upload Document		Pending

8. Place the Bid Price proposal and encrypt.

Place Bid Back

Template Name : Price Bid From FR

Show 10 rows per page.

0	C0	C1	C2	C3	C4	C5	C6	C7
Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate	
2	43211507	Desktop computers	Desktop computers	4	Unit	50000	200000	

**Encrypt** Print View

9. Once all the required documents are already completed, Tick the checkbox to certify and click the Submit Bid Response

Sr. No.	Template Name	Template	Status
1	Price Bid From FR		Completed

☒ certify that each of the documents uploaded in satisfaction of the bidding requirements is complete, and all statements and information provided herein are true and correct. \*

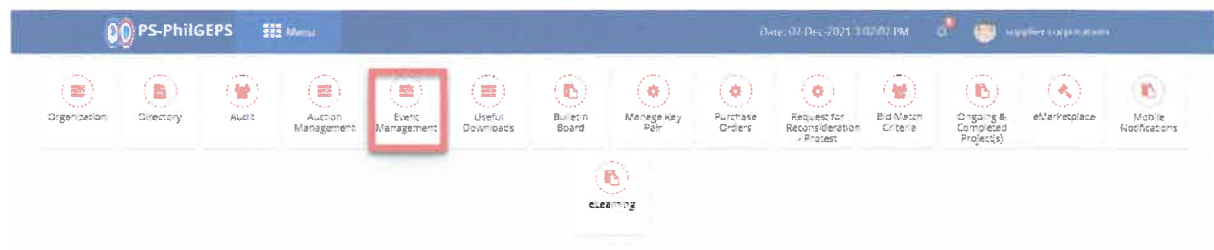
**Submit Bid Response**

*Note: Complete all the requirements for submission, and the system will generate the Bid Receipt.*

## HOW TO MODIFY/WITHDRAW BID:

*Note: The submission status must be "Submitted" to modify/withdraw the bid.*

### 1. Click the Menu and Select Event Management



### 2. On Event management, click the My Opportunities sub-menu



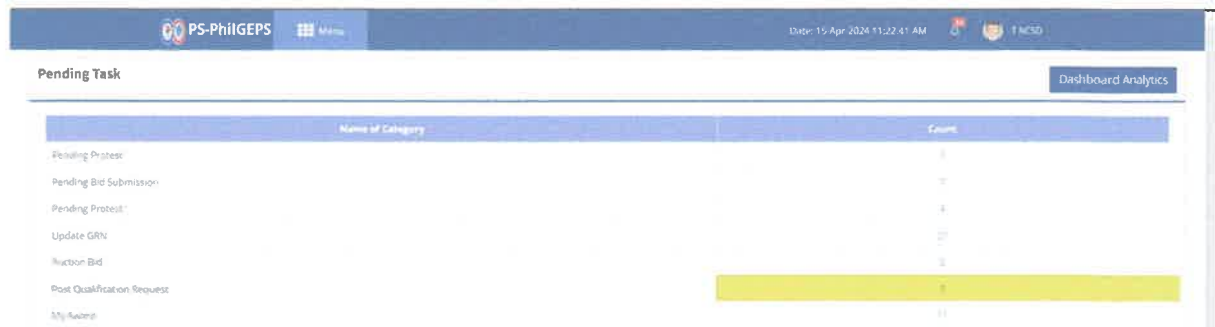
### 3. On the action column corresponding to the selected bid notice, click to select the Modify/Withdraw bid.

Bid Notice Reference Number	Notice Title	Mode of Procurement	Classification	Approved Budget Contract	Publish Date	Closing Date	Agency name	Participating User	Status of Bid notice	Bid Submission Status	Actions
1404	Foreign Funded ANP	Shopping - Others - Foreign-funded procurement	Goods	100000	28-Sep-2021 12:00 AM	18-Oct-2021 09:00 AM	GOVERNMENT AGENCY R2 PHASE 2	supplier corporation	Published	Submitted	Select -
1395	Modernized PhilGEPS System (PE Submission)	Public Bidding	Consulting Services	1000000	01-Sep-2021 12:00 AM	09-Nov-2021 09:00 AM	2ND PHASE R2 ORGANIZATION	supplier corporation	Closed - Pending Opening		Feedback Change Response Type Modify Bid Withdraw Bid
1403	Foreign Funded	International Competitive Bidding - Others - Foreign-funded procurement	Goods	100000	28-Sep-2021 12:00 AM	28-Oct-2021 12:00 AM	GOVERNMENT AGENCY R2 PHASE 2	supplier corporation	Closed		Bid Receipt View Summary Report Pre-Bid Summary Report

## HOW TO SUBMIT POST-QUALIFICATION DOCUMENTS:

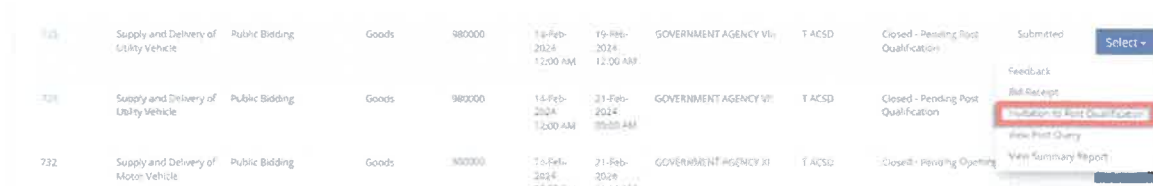
Note: The same user who submitted the bid requirements online must be the to submit the post-qua documents.

**1. Upon login, Click the Number link corresponding to the Post Qualification Request**



Name of Category	Count
Pending Protest	0
Pending Bid Submission	0
Pending Protest	4
Update GRN	27
Auction Bid	0
Post Qualification Request	1
My Account	11

**2. On the action column corresponding to the selected project, Click the Invitation to Post Qualification option.**



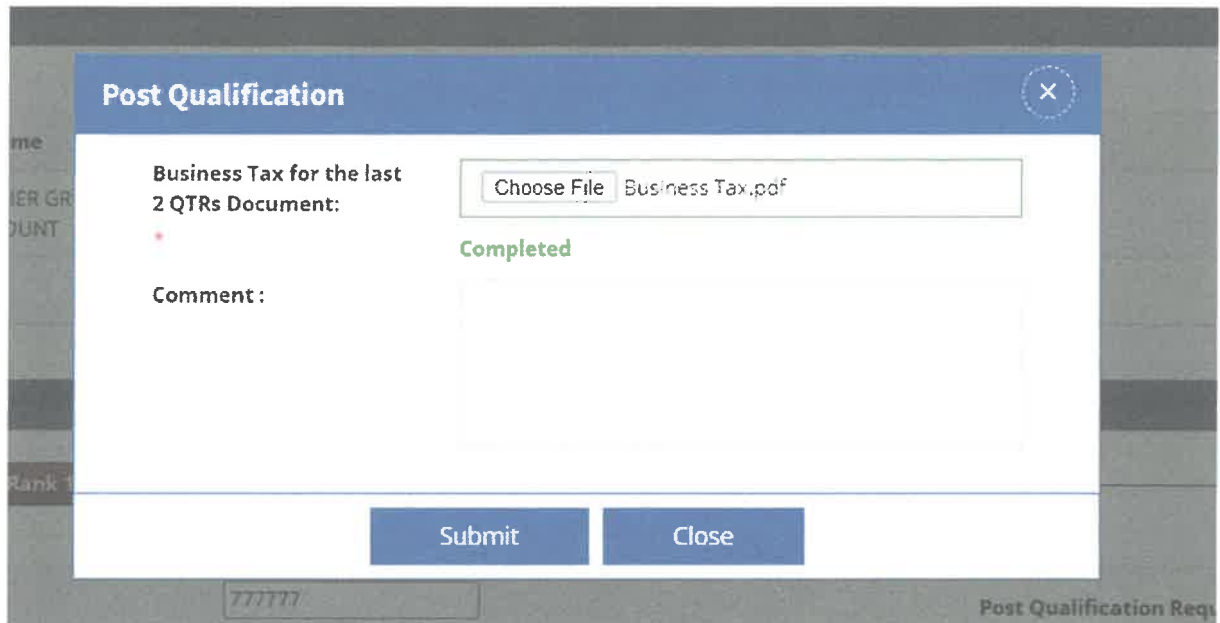
ID	Supply and Delivery of	Public Bidding	Goods	980000	19-Feb-2024 12:00 AM	19-Feb-2024 12:00 AM	GOVERNMENT AGENCY VII	T ACSD	Closed - Pending Post Qualification	Submitted	Select
721	Supply and Delivery of Utility Vehicle	Public Bidding	Goods	980000	19-Feb-2024 12:00 AM	21-Feb-2024 05:00 AM	GOVERNMENT AGENCY VII	T ACSD	Closed - Pending Post Qualification	Feedback	
722	Supply and Delivery of Motor Vehicle	Public Bidding	Goods	300000	19-Feb-2024 12:00 AM	21-Feb-2024 05:00 AM	GOVERNMENT AGENCY XI	T ACSD	Closed - Pending Opening	Feedback	

**3. Once the post-qualification page is displayed, scroll down and click the Post-qualification button.**



Merchant Information	
T ACSD (TACSD SUPPLIER GROUP DUMMY ACCOUNT) Rank 1	
Submitted Price	277777
Calculated Price	277777
Post Qualification Request Sent to Merchant	
Post Qualification	

4. The pop-up window will appear and upload the requested document of the agency.



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DUNT

Rank 1

Post Qualification

Business Tax for the last 2 QTRs Document:

Choose File Business Tax.pdf

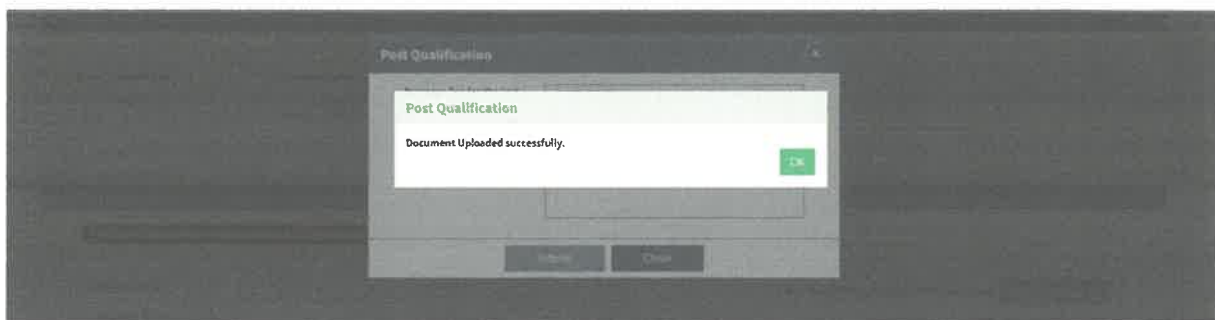
Completed

Comment :

Submit Close

Post Qualification Reqs

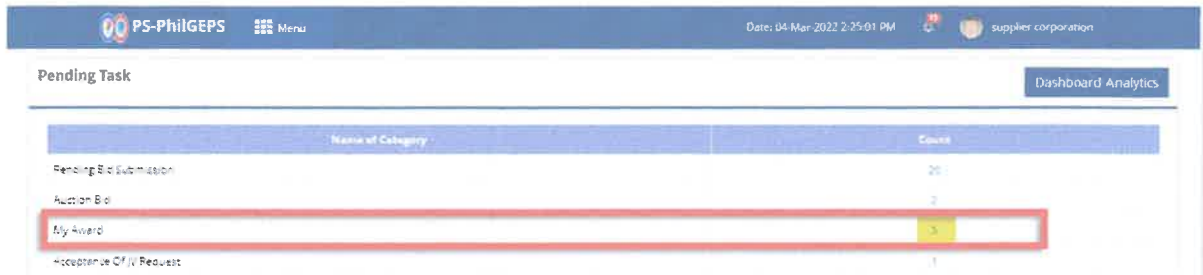
5. Click the Submit button once the document is uploaded.



## HOW TO ACCEPT THE AWARDED PROJECT:

*Note: The agency must post the award, and the logged user account to accept the award must be the one who downloaded the bidding documents.*

1. Upon login, Click the Number link corresponding to My Awards

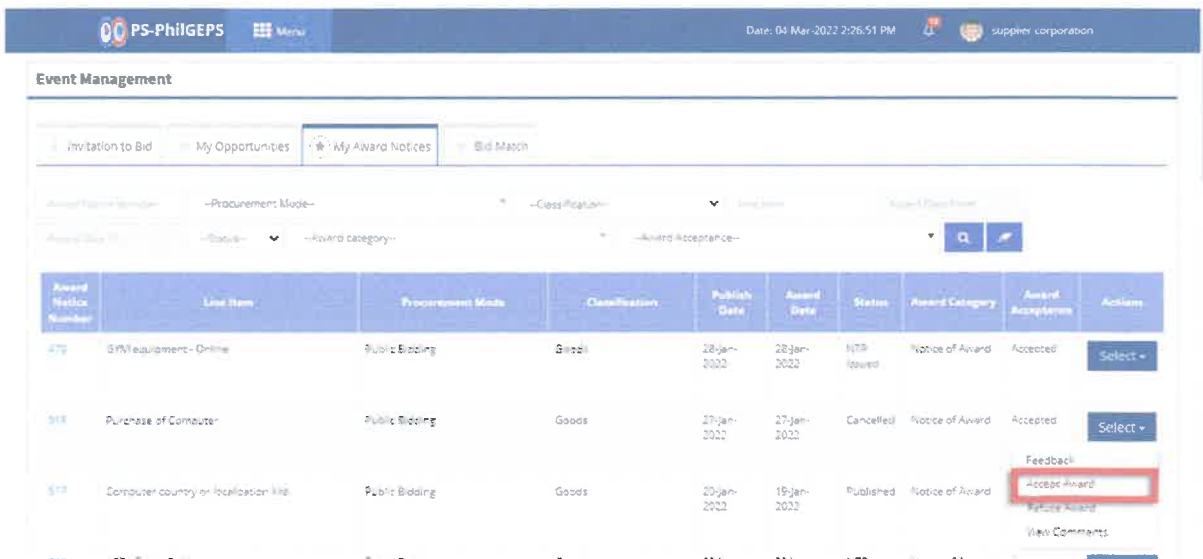


PS-PhilGEPS Menu Date: 04-Mar-2022 2:25:01 PM supplier corporation

Pending Task Dashboard Analytics

Name of Category	Count
Pending Bid Submission	20
Auction Bid	2
My Award	5
Acceptance Of JV Request	1

2. On the action column corresponding to the award, click select to Accept the Award.



PS-PhilGEPS Menu Date: 04-Mar-2022 2:26:51 PM supplier corporation

Event Management

Invitation to Bid My Opportunities My Award Notices Bid Match

Award Notice Number Line Item Procurement Mode Classification Publish Date Award Date Status Award Category Award Acceptance Actions

479	SRV/Equipment - Online	Public Bidding	Goods	28-Jan-2022	28-Jan-2022	NTS Issued	Notice of Award	Accepted	Select
518	Purchase of Computer	Public Bidding	Goods	27-Jan-2022	27-Jan-2022	Cancelled	Notice of Award	Accepted	Select
519	Computer country or localization kit	Public Bidding	Goods	20-Jan-2022	19-Jan-2022	Published	Notice of Award	Accepted	Select

3. Provide a Comment and Click the Accept Award button



Accept Award

Comment\* :

Accept Award Close



## HOW TO ACCEPT PURCHASE ORDER/CONTRACT:

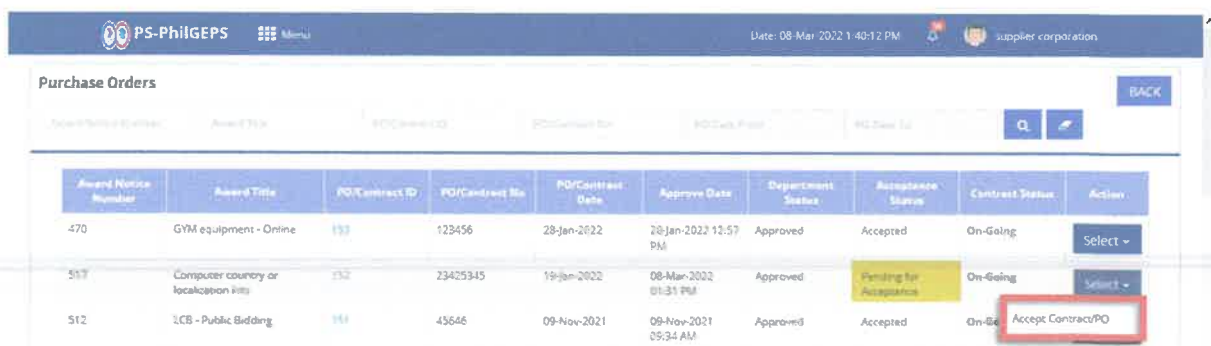
*Note: The logged user account must be the one who downloaded the bidding documents to accept the Purchase Order/Contract.*

### 1. Upon login, Click the Number link corresponding to Purchase Order/Contract Pending For Acceptance



Name of Category	Count
Purchase Order/Contract Pending For Acceptance	1
Auction Bid	2
My Award	1

### 2. On the action column corresponding to the Purchase Order/Contract, click select to Accept the Award.



Award Notice Number	Award Title	PO/Contract ID	PO/Contract No.	PO/Contract Date	Approval Date	Department Status	Acceptance Status	Contract Status	Action
470	GYM equipment - Online	133	123456	28-Jan-2022	28-Jan-2022 12:57 PM	Approved	Accepted	On-Going	Select ▾
517	Computer country or localization kits	132	23425345	19-Jan-2022	08-Mar-2022 01:31 PM	Approved	Pending for Acceptance	On-Going	Select ▾
512	LCB - Public Bidding	141	45646	09-Nov-2021	09-Nov-2021 09:34 AM	Approved	Accepted	On-Going	Accept Contract/PO

### 3. Provide a Comment and Click the Accept button

Document Name: Contract  
Supporting Documents: 1642862752\_Contract.pdf

Terms and Condition Templates:  
1 Terms and Condition for Goods [View Template](#)

Comment:

[Accept](#) [Reject](#)

### 4. Dialog box will display; click the Yes button to confirm

Performance Security From Date: 26-Jan-2022 Performance Security To Date: 30-Mar-2022  
Performance Security Period (in months): 2

Document Name: Contract  
Supporting Documents: 1642862752\_Contract.pdf

Terms and Condition Templates:  
1 Terms and Condition for Goods [View Template](#)

**Contract Management**  
Do you want to Accept Purchase Order?  
[Yes](#) [No](#)