



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO ST., SAN MIGUEL, MANILA

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated March 25, 2015 for the Project, "Rental of Photocopying Machines" is issued to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of said Documents.

PARTICULARS			CLARIFICATION/AMENDMENT		
SECTION III. BID DATA SHEET			SECTION III. BID DATA SHEET		
5.4	xxx	Similar contract shall refer to rental of photocopying machines.	5.4	xxx	Similar contract shall refer to rental of photocopying machines or multi-function printing devices.
			Attached is the Revised Bid Data Sheet.		
SECTION VI. SCHEDULE OF REQUIREMENTS			SECTION VI. SCHEDULE OF REQUIREMENTS		
Description	Quantity	Delivery Date	Description	Quantity	Delivery Date
Rental of brand new or new remanufactured copying machine to be installed at the following DBM Buildings located at Gen. Solano Street, San Miguel, Manila, Batasan Complex, Quezon City and Palacio del Gobernador, Intramuros, Manila.		15 days from issuance of Notice to Proceed	Rental of brand new or newly remanufactured copying machines to be installed at the following DBM Buildings located at Gen. Solano Street, San Miguel, Manila, Batasan Complex, Quezon City and Palacio del Gobernador, Intramuros, Manila including installation and configuration of the units.		Not later than 15 days from issuance of Notice to Proceed
(i) DBM Building I	5 units		(ii) DBM Building I	5 units	
(ii) DBM Building II	22 units		(ii) DBM Building II	22 units	
(iii) DBM Building III	6 units		(iii) DBM Building III	6 units	
(iv) DLLO, Batasan Complex	1 unit		(vi) DLLO, Batasan	1 unit	
(v) GIFMIS, Palacio del Gobernador, Intramuros,	1 unit				

1

<p>Manila</p> <p>The actual placement of the units shall be upon the discretion of the end-user, AS-General Services Division (GSD).</p>			<p>Complex</p> <p>(vii) GIFMIS, Palacio del Gobernador, Intramuros, Manila</p> <p>The actual placement deployment of the units shall be upon the discretion of the end-user, Administrative Service (AS)-General Services Division (GSD).</p>	<p>1 unit</p>	
<p>On-call technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification. Machines that cannot be repaired within twenty four (24) hours shall be replaced with a new unit.</p>	<p>1 Technician</p>		<p>On-call technician to repair defective machines.</p>	<p>1 Technician</p>	<p>Response time shall be within four (4) hours from verbal or written notification ; Machines that cannot be repaired within twenty four (24) hours shall be replaced with new units.</p>
<p>On-site training of DBM's personnel on how to use machines</p>			<p>On-site training of DBM's personnel on how to use machines</p>		<p>As may be determined by the AS-GSD.</p>
<p>Note: The AS-GSD may increase or decrease the number of units of photocopying machines to be delivered for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC.</p> <p>Note: The AS-GSD may increase or decrease the number of units of photocopying machines to be delivered for any reason, and in such event, there shall be a corresponding downward or upward adjustment in the consideration in such sum as may be agreed upon by the parties, provided that the resulting cost of said increase or decrease shall not exceed the ABC.</p> <p>Attached is the Revised Section VI. Schedule of Requirements.</p>					

SECTION VII. TECHNICAL SPECIFICATION

Item	Specification
	General:
8	Memory Capacity: minimum of 512 MB
9	Hard disk: 40 GB
11	Wifi capable
	Copier Specifications:
1	Minimum copies per month: a. 12,500 for copy/print speed 55-up ppm – 22 units b. 10,000 for copy/print speed 35-54 ppm – 13 units
	Others:
1	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 re-manufacture the units to be supplied in the DBM.
5	Company shall provide at least two (2) toners and one (1) spare drum on stock for each unit of copying machine and three (3) unit fusers for the whole lot.
6	Toners, fusers and drums can be replaced by the end-user without technician intervention, if necessary.

SECTION VII. TECHNICAL SPECIFICATIONS

Item	Specifications
	General:
8	Memory Capacity: minimum of 512 MB 1 GB
9	Hard disk: 40 GB minimum of 250 GB
11	Wifi capable (i.e., primary connection is wired connection, with capability to connect on wireless)
	Copier Specifications:
1	Minimum copies per month: 1/ a. 12,500 for copy/print speed 55 50-up ppm – 22 units b. 10,000 for copy/print speed 35- 54 49 ppm – 13 units
	Others:
1	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 re-manufacture the units to be supplied in the DBM (Certification shall be submitted during delivery of the units indicating the serial numbers of the machines deployed).
5	Company shall provide at least two (2) toners and one (1) spare drum on stock for each unit of copying machine and three (3) unit fusers for the whole lot.
6	Toners and fusers and drums can be replaced by the end-user without technician intervention, if necessary.

Note:

1/ The AS-GSD may increase or decrease the number of units of photocopying machines to be delivered, and in such event, there shall be a corresponding adjustment in the actual costs, provided that the resulting cost of said increase or decrease shall not exceed the ABC.

Attached is the Revised Section VII. Technical Specifications.

BID FORM

xxx

Unit	Particulars	Total cost (inclusive of VAT)
22	12,500 for copy/print speed 55-up ppm	
13	10,000 for copy/print speed 35-54 ppm	

xxx

BID FORM

xxx

Particulars	Number of Units	Number of Copies per Month	Cost per Copy (inclusive of VAT)	Annual Total Cost (inclusive of VAT)
	(a)	(b)	(c)	(d) = (a) x (b) x (c) x 12 months
Copy/print speed 55 50-up ppm	22	12,500		
Copy/print speed 35- 54 49 ppm	13	10,000		

Note: Number of copies per month is for bidding purposes only. Actual number of copies may be adjusted during implementation. Bidders shall supply their bids for items (c) and (d) only.

xxx

Attached is the Revised Bid Form.

Omnibus Sworn Statement

xxx

9. [NAME OF BIDDER] DID NOT GIVE OR PAY DIRECTLY OR INDIRECTLY, ANY COMMISSION, AMOUNT, FEE, OR ANY FORM OF CONSIDERATION, PECUNIARY OR OTHERWISE, TO ANY PERSON OR OFFICIAL, PERSONNEL OR REPRESENTATIVE OF THE GOVERNMENT IN RELATION TO ANY PROCUREMENT PROJECT OR ACTIVITY.

	XXX Attached is the Revised Omnibus Sworn Statement.
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Other matters:

- For authentication purposes, all pages of the bid should be initialed by the authorized signatory.
- For guidance and information of all concerned.



[Handwritten Signature]
ATTY. ROWENA CANDICE M. RUIZ
Vice-Chairperson
DBM BAC

[Handwritten Signature]

Section III. Bid Data Sheet (Revised)

ITB Clause	
1.1	The Procuring Entity is the <i>Department of Budget and Management</i> .
1.2	This bidding shall have one (1) lot, as follows: "Rental of Photocopying Machines"
2	The Funding Source is: The Government of the Philippines (GOP) through the authorized appropriations under the FY 2015 General Appropriations Act in the amount of Three Million Six Hundred Nine Thousand Pesos (P3,609,000.00). The name of the Project is Rental of Photocopying Machines.
3.1	No further instructions.
5.1	No further instructions.
5.2	No further instructions.
5.4	The bidder must have completed, two (2) years prior to Pre-bid Conference, a single contract that is similar to the Project at hand and whose value must be at least fifty percent (50%) of the ABC to be bid. Such contract must be reflected in the Statement of Single Largest Completed Contract under Item 12.1(a)(iii) hereof. Bidders shall include in their Bid: (1) a photocopy of the Single Largest Completed Contract or Purchase Order; and (2) the corresponding proof of completion, which could either be: (i) Certificate of Final Acceptance or Completion from the bidder's client; or (ii) Official Receipt of the bidder covering the full amount of the contract. Failure to submit a copy of Single Largest Completed Contract with proof of Completion or a failure against the veracity of such shall be a ground for disqualification of the bidder for award and forfeiture of the bid security. Similar contract shall refer to rental of photocopying machines or multi-function printing devices.
7	No further instructions.
8.2	Not applicable.
9.1	The Procuring Entity will hold a Pre-bid Conference for this Project on March 18, 2015, 1 p.m., at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila.
10.1	The Procuring Entity's address is:

	Department of Budget and Management DBM Bldg. III, General Solano St. San Miguel, Manila
12.1(a)	No further instructions.
12.1(a)(i)	For corporations/partnerships, the following may also be submitted: latest articles of incorporation partnerships by-laws or amendments thereto, duly approved by the Securities and Exchange Commission.
12.1(a)(iii)	The statement to be submitted shall be that covering ongoing government and private contracts within two (2) years prior to the Pre-Bid Conference. Likewise, the statement identifying the bidder's single largest completed contract similar to the contract to be bid shall be submitted.
12.1(b) (iii)	Notarization of this document shall comply with the 2004 Rules on Notarial Practice which limits competent evidence of identity to the following: (i) identification documents issued by an official agency bearing the photograph and signature of the individual i.e., passport, driver's license, SSS ID, GSIS e-card, etc.; and (ii) the oath of affirmation of one credible witness not privy to the instrument, document or transaction who is personally known to the notary public and who personally knows the individual and shows to the notary public documentary identification.
13.1	No additional requirements.
13.2	The ABC is Three Million Six Hundred Nine Thousand Pesos (P3,609,000.00). Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iii)	No further instructions.
15.4(b)	Not applicable.
16.1(b)	The Bid Prices for Goods supplied from outside of the Philippines shall be quoted in Philippine Pesos.
16.3	No further instructions.
17.1	Bids will be valid until July 30, 2015.
18.1	The bid security issued in favor of the DBM shall be either in the following forms and amount: a) 2% of the ABC or P72,180.00 , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b) 5% of the ABC or P180,450.00 , if bid security is in Surety Bond accompanied with a certification from the Insurance Commission that insurance company is authorized to insure such security; c) Any combination of the foregoing proportionate to the share of form with respect to total amount of security; or

	d) Bid Securing Declaration.
18.2	The bid security shall be valid until July 30, 2015.
20.3	Each Bidder shall submit one (1) original and two (2) duplicate copies of the first and second components of its bid.
21	The address for submission of bids is BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. The deadline for submission of bids is April 1, 2015, 11:00 a.m. Late bids shall not be accepted.
24.1	The place of bid opening is at the BAC Conference Room, Ground Floor, DBM Building III, General Solano St., San Miguel, Manila. The date and time of bid opening is April 1, 2015, 11:00 a.m.
24.2	No further instructions.
25.1	The Members of the BAC, TWG and Secretariat may contact bidders for clarification/verification on the submitted bid documents only.
27.1	No further instructions.
28.3(b)	Bid modification is allowed in case of arithmetical corrections only.
28.4	No further instructions.
29.2(b)	Latest Income and Business Tax Returns, filed and paid through the Electronic Filing and Payments System (EFPS), consisting of the following: - 2013 Income Tax Return with proof of payment - VAT Returns (Form 2550M and 2550Q) or Percentage Tax Returns (2551M) with proof of payment covering the months from September 2014 to February 2015.
29.2(d)	No further instructions.
32.4(g)	No further instructions.

Section VI. Schedule of Requirements (Revised)

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Delivery Date
1.	<p>Rental of brand new or newly remanufactured copying machines including installation and configuration of the units.</p> <p>Delivery sites shall be the following:</p> <p>(i) DBM Building I</p> <p>(ii) DBM Building II</p> <p>(iii) DBM Building III</p> <p>(iv) DLLO, Batasan Complex</p> <p>(v) GIFMIS, Palacio del Gobernador, Intramuros, Manila</p> <p>The actual deployment of the units shall be upon the instruction of the end-user, Administrative Service (AS)-General Services Division (GSD).</p>	<p>5 units</p> <p>22 units</p> <p>6 units</p> <p>1 unit</p> <p>1 unit</p>	<p>Not later than 15 days from issuance of Notice to Proceed</p>
2.	<p>On-call technician to repair defective machines.</p>	<p>1 Technician</p>	<p>Response time shall be within four (4) hours from verbal or written notification; Machines that cannot be repaired within twenty four (24) hours shall be replaced with new units</p>

3.	On-site training of DBM's personnel on how to use machines.		As may be determined by the AS-GSD
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I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Section VII. Technical Specifications (Revised)

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

Item	Specification	Bidder's Statement of Compliance
	General:	
1	Rental of brand new or new remanufactured copying machine (paper copier) with multi-functional device (configuration) (Copier, Printer, and Scanner) digital type, automatic electronic sorter and feeder and back-to-back feature	
2	With LCD display, user friendly, and with capability to deliver clear high quality copies	
3	Warm up time is 35 seconds or less	
4	Heated roller fixing	
5	Density control: automatic and manual	
6	Paper trays: minimum of 4 trays plus 1 bypass tray	
7	Paper capacity: minimum of 500 sheets per tray	
8	Memory capacity: minimum of 1 GB	
9	Hard disk: minimum of 250 GB	
10	With locking mechanism, which may either be coding pin lock, password protected, etc.	
11	Wifi capable (i.e., primary connection is wired connection, with capability to connect on wireless)	
	Copier Specifications:	
1	Minimum copies per month: 1/ a. 12,500 for copy/print speed 50-up ppm – 22 units b. 10,000 for copy/print speed 35-49 ppm – 13 units	
2	Continuous copying: 1-999 copies	
3	Copy paper size: A5-A3	
4	Maximum original size: A3	
5	Reduction/enlargement: 25% to 400%	
6	First copy out time: 3.2 seconds or less	
7	Copier print resolution: 1200 x 1200 dpi	
8	Copy paper: regular or special paper (transparencies)	
9	Copy System: Laser Electronic Transfer	
	Scanner Specifications:	
1	Interface/Connectivity: 10Base-T/100Base-TX	
2	Driver: TWAIN Driver, HDD TWAIN Driver	
3	Protocol: TCP/IP (FTP, SMB, SMTP)	
4	Speed: 55 ipm/opm	
5	Maximum size: up to A3	
6	Output Format: TIFF, PDF, compact PDF, JPEG	
7	Resolution: 600 x 600 dpi	
	Printer Specifications:	

1	Printing resolution: 1200 x 1200 dpi	
2	Interface/Connectivity: 10 BASE-T/100BASE-TX	
3	OS Support: can support latest OS	
4	Printer language: PCL6, PCL5e	
5	Fonts: Manufacturer's Standard	
	Others:	
1	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 re-manufacture the units to be supplied in the DBM (Certification shall be submitted during delivery of the units indicating the serial numbers of the machines deployed).	
2	One (1) on-call technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification.	
3	Machines that cannot be repaired within twenty four (24) hours shall be replaced with a new unit.	
4	Replacement of defective parts, provided the machine is still functional, shall be made within forty eight (48) hours from response, except for justifiable cause.	
5	Company shall provide at least two (2) toners on stock for each unit of copying machine for the whole lot.	
6	Toners can be replaced by the end-user without technician intervention, if necessary.	
7	Total billing charges is computed by multiplying the actual total number of copies reproduced less 2% spoilage by the rental rate.	

Note:

1/ The AS-GSD may increase or decrease the number of units of photocopying machines to be delivered, and in such event, there shall be a corresponding adjustment in the actual costs, provided that the resulting cost of said increase or decrease shall not exceed the ABC.

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

Bid Form

Date: _____

To: *[name and address of Procuring Entity]*
Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]*.

Particulars	Number of Units	Number of Copies per Month	Cost per Copy (inclusive of VAT)	Annual Total Cost (inclusive of VAT)
	(a)	(b)	(c)	(d) = (a) x (b) x (c) x 12 months
Copy/print speed 50-up ppm	22	12,500		
Copy/print speed 35-49 ppm	13	10,000		
Total (inclusive of VAT)				

Note: Number of copies per month is for bidding purposes only. Actual number of copies may be adjusted during implementation. Bidders shall supply their bids for items (c) and (d) only.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB Clause Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

If a sole proprietorship: I am the sole proprietor of [Name of Bidder] with office address at [address of Bidder];

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. **Select one, delete the other:**

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __ [date issued], [place issued]

IBP No. __ [date issued], [place issued]

Doc. No. ___

Page No. ___

Book No. ___

Series of ___