



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

SUPPLEMENTAL/BID BULLETIN (SBB) NO. 1

This SBB No. 1 dated November 2, 2021 for **Project No. DBM-2022-08, “Rental of Photocopying Machines,”** is issued pursuant Section 22.5 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184, to clarify, modify or amend items in the Bidding Documents. Accordingly, this shall form an integral part of the Bidding Documents.

PARTICULARS				AMENDMENTS/CLARIFICATIONS			
Section VI. Schedule of Requirements				Section VI. Schedule of Requirements			
Item	Description	Quantity	Delivery Schedule	Item	Description	Quantity	Delivery Schedule
1	Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes, as detailed in item 1.0 of Annex “A” (Detailed Technical Specifications)	52 units (*)	Within fifteen (15) calendar days from receipt of the Notice to Proceed (NTP).	1	Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes, as detailed in item 1.0 of Annex “A” (Detailed Technical Specifications)	52 units (*)	Within fifteen THIRTY (30) calendar days from receipt of the Notice to Proceed (NTP).
2	Provision of Spare Consumables, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	Toners - 100 units Drum Kits –50 units Fusers –3 units (as detailed in item 2.0 of Annex “A” [Detailed Technical Specifications])	Initial Delivery within fifteen (15) calendar days from receipt of the NTP. During contract implementation, replenishment of stocks of the spare consumables at their required quantities shall be on a monthly basis, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications).	2	Provision of Spare Consumables, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	Toners - 100 units Drum Kits –50 units Fusers –3 units (as detailed in item 2.0 of Annex “A” [Detailed Technical Specifications])	Initial Delivery within fifteen THIRTY (30) calendar days from receipt of the NTP. During contract implementation, replenishment of stocks of the spare consumables at their required quantities shall be on a monthly basis, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications).

3	On-site Training of DBM Personnel on How to Use the Photocopying Machines , as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	At least 1 representative from each DBM Bureau/Service/Office in the Central Office (as detailed in item 2.0 of Annex “A” [Detailed Technical Specifications])	Within fifteen (15) calendar days from receipt of the NTP.	3	On-site Training of DBM Personnel on How to Use the Photocopying Machines , as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	At least 1 representative from each DBM Bureau/Service/Office in the Central Office (as detailed in item 2.0 of Annex “A” [Detailed Technical Specifications])	Within fifteen THIRTY (30) calendar days from receipt of the NTP.
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Section VII. Technical Specifications

Annex “A” (Detailed Technical Specifications)

1.0 Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes

xxx

1. Copier Specifications

xxx

c. Warm-up time: 35 seconds or less

xxx

2.0 Service Standards and Conditions

xxx

b. The Contractor shall provide an on-site training of DBM personnel (at least one [1] representative from each DBM Bureau/Service/Office in the Central Office) on how to use the photocopying

xxx

Section VII. Technical Specifications

Annex “A” (Detailed Technical Specifications)

1.0 Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes

xxx

1. Copier Specifications

xxx

c. Warm-up time **OR EQUIVALENT**: 35 seconds or less

xxx

2.0 Service Standards and Conditions

xxx

b. The Contractor shall provide an on-site training of DBM personnel (at least one [1] representative from each DBM Bureau/Service/Office in the Central Office) on how to use the photocopying

<p>machines within fifteen (15) calendar days from receipt of the NTP.</p> <p style="text-align: center;">xxx</p>	<p>machines within fifteen (15) THIRTY (30) calendar days from receipt of the NTP.</p> <p style="text-align: center;">xxx</p>
	<p><u>Attached are the following documents which should be used as part of the Bidding Documents to be submitted by the bidders:</u></p> <ol style="list-style-type: none"> 1. Section VI. Schedule of Requirements (Revised); and 2. Annex “A” (Detailed Technical Specifications) (Revised).
<p>Queries:</p> <ol style="list-style-type: none"> 1. In Section VI. Schedule of Requirements, can the provision of three (3) units of fusers of spare consumables be removed or excluded? 2. In reference to item 1.0 of Annex “A” (Detailed Technical Specifications), the prospective bidder asked the following: <ol style="list-style-type: none"> a. As to remanufactured photocopying machines, to relax the requirement regarding manufacturing year, particularly 2019, since the years of brand new models currently manufactured range from 2020 to 2021. b. When does a winning bidder submit any proof that the machine is remanufactured not earlier than CY 2020? c. In the Copier Specifications, can the requirement regarding print speed of 50ppm and up be relaxed/reduced to 35ppm or 40ppm; and the first copy out time be adjusted from 4 seconds or less to 7.2 seconds or more? d. In the Printing Specifications, can the Print Resolution of 1800x600 dpi be considered, instead of 1200x1200 dpi? 	<p>Clarifications:</p> <ol style="list-style-type: none"> 1. No, fusers cannot be excluded from the required deliverables as they are essential in the DBM’s guaranteed continuous use of the photocopying machines. 2. The clarifications are as follows: <ol style="list-style-type: none"> a. No. The year of manufacturing/remanufacturing of the photocopying machines must not be earlier than CY 2020. b. The winning bidder shall submit the proof of the date of manufacturing/remanufacturing not later than the delivery date of the photocopying machines. c. No, the requirements under item 1.0 (1) (b) and (j) of Annex “A” (Detailed Technical Specifications) are retained, as follows: <ol style="list-style-type: none"> i. Average copies per month of 6800 per unit for copy/print speed 50ppm & up; and ii. First copy out time: 4 seconds or less. d. No, the print resolution of 1200x1200 dpi as required under item 1.0 (2)(a) of Annex “A” (Detailed Technical Specifications) is retained.

3. What is the type of photocopying machines to be rented? Is it monochrome or colored or a combination of both?	3. The DBM requires monochrome photocopying machines.
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Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to call or talk to any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 9, 2021 right after the opening of bids.
- For guidance and information of all concerned.

JANET B. ABUEL

Undersecretary

Chairperson, DBM-BAC

Section VI. Schedule of Requirements (Revised)

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity	Delivery Schedule
1	Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes , as detailed in item 1.0 of Annex “A” (Detailed Technical Specifications)	52 units (*)	Within thirty (30) calendar days from receipt of the Notice to Proceed (NTP).
2	Provision of Spare Consumables , as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	Toners -100 units Drum Kits –50 units Fusers –3 units (as detailed in item 2.0 of Annex “A” [Detailed Technical Specifications])	Initial Delivery within thirty (30) calendar days from receipt of the NTP. During contract implementation, replenishment of stocks of the spare consumables at their required quantities shall be on a monthly basis, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications).
3	On-site Training of DBM Personnel on How to Use the Photocopying Machines , as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	At least 1 representative from each DBM Bureau/Service/Office in the Central Office (as detailed in item 2.0 of Annex “A” [Detailed Technical Specifications])	Within thirty (30) calendar days from receipt of the NTP.

* The Administrative Service may increase or decrease the number of units of photocopying machines to be delivered during contract implementation. However, any change in the number of units shall not cause adjustment in the cost per page.

** The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature Over Printed Name of Representative

Date

**Detailed Technical Specifications
(Revised)**

1.0 Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes

The Contractor shall, for FYs 2022 and 2023, provide fifty (52) units of brand new or remanufactured photocopying machines with multi-functional capability (copier, printer, and scanner), digital type, automatic electronic sorter and feeder, and back-to-back feature.

For remanufactured photocopying machines, the date of manufacture must not be earlier than CY 2020.

The detailed specifications of the photocopying machines are as follows:

1. Copier Specifications
 - a. With LCD display, user friendly, and with capability to deliver clear high-quality copies
 - b. Average copies per month of 6800 per unit for copy/print speed 50ppm & up
 - c. Warm-up time or equivalent: 35 seconds or less
 - d. Continuous copying 1-999 copies
 - e. Copy Paper size: A3-A5R and 11" x 17"
 - f. Maximum Original size: A3
 - g. Fixing: Heated roller fixing
 - h. Density control: automatic and manual
 - i. Indicating the locking mechanism of the units to be supplied, i.e., manual key lock, coding pin lock, etc.
 - j. First copy out time: 4 seconds or less
 - k. Copier resolution: 600 x 600 dpi
 - l. Paper size: up to A3
 - m. Reduction/Enlargement: 25%-400%
 - n. Paper trays: 4 trays plus bypass tray
 - o. Paper capacity: minimum of 2,095 sheets
 - p. Memory: minimum of 512 MB
 - q. Hard disk: 40GB
2. Printing Specifications
 - a. Print Resolution: 1200x1200 dpi
 - b. Interface/Connectivity: 10 base-T/100 Base TX
 - c. OS Support: can support latest OS
 - d. Printer Language: PCL6, PCL5e
 - e. Fonts: Manufacturer's Standard
 - f. Wifi Capable
3. Scanner Specifications
 - a. Interface: 10Base-T/100Base-TX

- b. Driver: TWAIN Driver, HDD TWAIN Driver
- c. Protocol: TCP/IP (FTP, SMB/SMTP)
- d. Speed Black -30-50 ipm/opm
- e. Resolution: 600 x 600 dpi
- f. Maximum size: up to A3
- g. Output Format: TIFF, PDF, compact PDF, JPEG

2.0 Service Standards and Conditions

- a. The Contractor shall maintain a satisfactory level of performance throughout the term of the contract based on criteria to be discussed during the pre-implementation meeting.
- b. The Contractor shall provide an on-site training of DBM personnel (at least one [1] representative from each DBM Bureau/Service/Office in the Central Office) on how to use the photocopying machines within thirty (30) calendar days from receipt of the NTP.
- c. The Contractor shall deploy at least one (1) technician to repair defective machines. Response time shall be within four (4) hours from verbal or written notification by the Administrative Service-General Services Division (AS-GSD).
- d. Repair and/or replacement of defective parts shall be made within twenty-four (24) hours from notice from the AS-GSD, free of charge or at no cost to the DBM.

Machines which cannot be repaired must be replaced with a new unit with the same specifications within twenty-four (24) hours from assessment.

- e. The Contractor shall provide spare consumables, as follows:
 - i. one hundred (100) toners;
 - ii. fifty (50) drum kits; and
 - iii. three (3) fusers.
- f. The Contractor shall undertake monthly replenishment of the stocks of the spare consumables to maintain the required quantities as above-mentioned.
- g. The Contractor shall adhere to the policy of the DBM on “Procedures on Preparatory Activities to the Disposal of Information and Communications Technology Equipment with Data Storage”.

3.0 Payment Terms

- a. The Contractor shall submit, along with the monthly billing statement, the monthly utilization report of each photocopying machines.
- b. Total billing charge is computed by multiplying the actual total number of copies reproduced (net of 2% spoilage and test copies)-by the rental rate.

4.0 Performance Review and Assessment

The AS shall conduct a mid-term performance review and assessment of the performance of the Contractor. Based on its assessment, the DBM may terminate the contract for failure of the Contractor to perform its obligations therein.