



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 November 7, 2023 for **Project No. DBM-2024-14, “Rental of Photocopying Machines,”** is issued pursuant to 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																
<p>Section VI. Schedule of Requirements</p> <p style="text-align: center;">xxx</p>	<p>Section VI. Schedule of Requirements</p> <p style="text-align: center;">xxx</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Ite m</th> <th style="width: 60%;">Description</th> <th style="width: 15%;">Quantity</th> <th style="width: 15%;">Delivery Schedule</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">Rental of Photocopying Machines</td> </tr> <tr> <td style="text-align: center;">xxx</td> <td style="text-align: center;">xxx</td> <td style="text-align: center;">xxx</td> <td style="text-align: center;">xxx</td> </tr> <tr> <td style="text-align: center;">4</td> <td>THE SUPPLIER SHALL DELIVER COLORED CONSUMABLES UPON REQUEST OF THE AS, AS DETAILED IN ITEM 2.0 OF ANNEX “A” (DETAILED TECHNICAL SPECIFICATIONS)</td> <td style="text-align: center;">AS THE NEED ARISES</td> <td style="text-align: center;">WITHIN THREE (3) TO FIVE (5) CALENDAR DAYS UPON REQUEST OF THE AS.</td> </tr> </tbody> </table>	Ite m	Description	Quantity	Delivery Schedule	Rental of Photocopying Machines				xxx	xxx	xxx	xxx	4	THE SUPPLIER SHALL DELIVER COLORED CONSUMABLES UPON REQUEST OF THE AS, AS DETAILED IN ITEM 2.0 OF ANNEX “A” (DETAILED TECHNICAL SPECIFICATIONS)	AS THE NEED ARISES	WITHIN THREE (3) TO FIVE (5) CALENDAR DAYS UPON REQUEST OF THE AS.
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<p>Section VII. Technical Specifications</p> <p>Annex “A” (Detailed Technical Specifications)</p> <p>1.0 Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes</p> <p>The Supplier shall, for twenty-four (24) months but in no case shall go beyond the validity of the corresponding appropriations for the Project, provide fifty-eight (58) 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.</p>	<p>Section VII. Technical Specifications</p> <p>Annex “A” (Detailed Technical Specifications) (REVISED)</p> <p>1.0 Provision of Brand New or Remanufactured Multi-Function Photocopying Machines for Rental Purposes</p> <p>The Supplier shall, for twenty-four (24) months but in no case shall go beyond the validity of the corresponding appropriations for the Project, provide fifty-eight (58) 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.</p>																

xxx

THE DBM REQUIRES MONOCHROME PHOTOCOPYING MACHINES, HOWEVER, MACHINES TO BE DEPLOYED SHALL HAVE COLORED PRINTING CAPABILITY.

xxx

2.0 Service Standards and Condition

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xxx

xxx

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3.0 Payment Terms

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xxx

xxx

C. THE COLORED CONSUMABLES SHALL BE CHARGED AGAINST THE CONTINGENCY AMOUNT. USE OF COLORED CONSUMABLES SHALL HAVE NO EFFECT TO THE COST OF THE MONTHLY BILLING (FOR MONOCHROME).

xxx

Bid Form

Bid Form (Revised)

xxx

xxx

Particulars (a)	Quantity (b)	Average No. of Copies per Month (c)	AMOUNT IN PESOS		
			Cost per Page (d)	Monthly Cost (e)= (b) x (c) x (d)	Annual Cost (f)= (e) x 12 months
Rental of Photocopying Machines	58	6,800 (*) copies			
					x 2 years
Total Bid Amount					

Particulars (a)	Quantity (b)	Average No. of Copies per Month (c)	AMOUNT IN PESOS		
			Cost per Page (d)	Monthly Cost (e)= (b) x (c) x (d)	Annual Cost (f) = (e) x 12 months
I. Rental of Photocopying Machines	58	6,800 (*) copies			
II. NO. OF YEARS					x 2 years
III. Total Bid Amount					

Add: 12% VAT						(I x II)					
Total Bid Amount (Inclusive of Tax)						IV. Add: 12% VAT of III					
						V. Total Bid Amount (Inclusive of Tax) (III x IV.)					
						VI. CONTIGENCY PER YEAR **					345,000.00
						VII. NO. OF YEARS					x 2 years
						VIII. TOTAL CONTIGENCY (VI x VII)					690,000.00
						IX. GRAND TOTAL BID AMOUNT (INCLUSIVE OF CONTINGENCY) (V + VIII)					
						<p>xxx</p> <p>** CONTINGENCY WILL ONLY BE LIMITED TO THE COLORED CONSUMABLES. FOR THE PRICES PER ITEM, PLEASE REFER TO ANNEX “B.” THIS SHALL FORM PART OF THE BID SUBMISSION.</p> <p>xxx</p>					
						<p>Note:</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. Schedule VI Schedule of Requirements (Revised) 2. Annex “A” (Detailed Technical Specifications) (Revised); and 3. <u>Bid Form (Revised)</u> 4. <u>Annex “B” Matrix of Colored Consumables</u> 					

Other matters:

- The “No Contact Rule” shall be strictly observed. Bidders are not allowed to communicate with any member of the Bids and Awards Committee, Technical Working Group or Secretariat effective November 14, 2023 right after the opening of bids.

- For guidance and information of all concerned.

RAMON VICENTE B. ASUNCION

Director IV

Vice 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
Rental of Photocopying Machines			
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)	58 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 fifteen (15) calendar days from receipt of the NTP.
4	The supplier shall deliver colored consumables upon request of the AS, as detailed in item 2.0 of Annex “A” (Detailed Technical Specifications)	As the need arises	Within three (3) to five (5) calendar days upon request of the AS.

* 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)**

DETAILED TECHNICAL SPECIFICATIONS

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

The Supplier shall, for twenty-four (24) months but in no case beyond the validity of the corresponding appropriations for the Project, provide fifty-eight (58) 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.

The DBM requires monochrome photocopying machines, however, machines to be deployed shall have colored printing capability.

For remanufactured photocopying machines, the date of manufacture must not be earlier than CY 2021.

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

- g. Interface: 10Base-T/100Base-TX
- h. Driver: TWAIN Driver, HDD TWAIN Driver
- i. Protocol: TCP/IP (FTP, SMB/SMTP)
- j. Speed Black -30-50 ipm/opm
- k. Resolution: 600 x 600 dpi
- l. Maximum size: up to A3
- m. Output Format: TIFF, PDF, compact PDF, JPEG

2.0 Service Standards and Conditions

- a. The Supplier shall maintain a satisfactory level of performance throughout the term of the contract based on the following criteria, to be discussed during the pre-implementation meeting:
 - i. Response time
 - ii. Monthly Maintenance
 - iii. Provision of refill/spare consumables
- b. The Supplier 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 fifteen (15) calendar days from receipt of the NTP.
- c. The Supplier 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 Supplier shall provide spare consumables (for monochrome) as follows:
 - i. one hundred (100) toners;
 - ii. fifty (50) drum kits; and
 - iii. three (3) fusers.
- f. The Supplier shall undertake monthly replenishment of the stocks of the spare consumables to maintain the required quantities as above-mentioned.
- g. The Supplier 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”.
- h. The Supplier shall deliver colored consumables within three (3) to five (5) calendar days upon request of the AS.

3.0 Payment Terms

- a. The Supplier shall submit, along with the monthly billing statement, the monthly utilization report of each photocopying machine.
- b. Total billing charge is computed by multiplying the actual total number of copies reproduced (net of 2% spoilage and test copies)-by the copy rate.
- c. The colored consumables shall be charged against the contingency amount. Use of colored consumables shall have no effect to the cost of the monthly billing (for monochrome).

4.0 Performance Review and Assessment

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

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM
(Revised)

Date : _____

Project Identification No. : **DBM-2024-14**

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer **Rental of Photocopying Machines** in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the details provided herein and made part of this Bid. The total bid price includes the cost of all taxes.

Particulars (a)	Quantity (b)	Average No. of Copies per Month (c)	AMOUNT IN PESOS		
			Cost per Page (d)	Monthly Cost (e) = (b) x (c) x (d)	Annual Cost (f) = (e) x 12 months
I. Rental of Photocopying Machines	58	6,800 (*) copies			
II. No. of Years					x 2 years
III. Total Bid Amount (I x II)					
IV. Add: 12% VAT of III					
V. Total Bid Amount (Inclusive of Tax) (III + IV.)					
VI. Contingency per year **					345,000.00
VII. No. of Years					x 2 years
VIII. Total Contingency (VI x VII)					690,000.00
IX. Grand Total Bid Amount (Inclusive of Contingency) (V + VIII)					

Signature of Authorized Signatory: _____

* Indicative number and for bidding purposes only. Billing shall be based on actual utilization.

** Contingency will only be limited to the colored consumables. For the prices per item, please refer to Annex "B." This shall form part of the bid submission.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Matrix of Colored Consumables

Particulars (Identify Type and Color)	Unit Price

Note: Prices of consumables are fixed for the duration of the contract.