



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 June 13, 2023 for **Project No. DBM-2023-25, “Rental of Multi-Function Colored Printers,”** 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	
Section III. Bid Data Sheet		Section III. Bid Data Sheet	
ITB Clause 20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p style="text-align: center;">xxx</p>	ITB Clause 20	<p>The bidder with the Lowest Calculated Bid shall submit ALL of the following post-qualification requirements:</p> <p style="text-align: center;">xxx</p> <p>4. SUBMISSION OF A MANUFACTURER’S CERTIFICATE, CERTIFICATE OF AUTHORIZED DISTRIBUTORSHIP/ DEALERSHIP, CERTIFICATE OF REMANUFACTURING BY THE ORIGINAL EQUIPMENT MANUFACTURER, OR EQUIVALENT CERTIFICATE.</p>

Section VI. Schedule of Requirements

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

Item No.	Description	Quantity/ Units	Delivery Schedule
1	Rental of Multi-Function Colored Printers for twenty-four (24) months	50 ¹	
	For Deployment	41	Within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)
	Spare	9	Within twenty-four (24) hours from the receipt of notice from the Administrative Service (AS)

**Section VI. Schedule of Requirements
(REVISED)**

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

Item No.	Description	Quantity/ Units	Delivery Schedule
1	Rental of Multi-Function Colored Printers for twenty-four (24) months	50 ¹	
	For Deployment	41	Within thirty (30) SIXTY (60) calendar days upon receipt of the Notice to Proceed (NTP)
	Spare	9	Within twenty-four (24) FORTY-EIGHT (48) hours from the receipt of notice from the Administrative Service (AS)

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

** The quantity or units reflected above is for bidding purposes only. During contract implementation, the DBM-AS may adjust the actual number of units for deployment, as the need arises. In such case, a corresponding adjustment in the actual amount payable, on a monthly basis, shall be applicable, as may be warranted, but shall not go beyond the contract amount.

*** Estimated volume is around 6,800 prints per printer per month. Monthly rental cost shall be fixed and shall in no case be a reason for the Supplier to charge extra cost once the DBM exceeded the estimated volume of prints per printer per month.

Section VII. Technical Specifications

Annex “A” (Detailed Technical Specifications)

xxx

2.0 Rental of Multi-Function Colored Printer

xxx

3.0 Multi-Function Colored Printer Requirements

a. Must have the following functionality

- Print
- Copy
- Scan
- Fax with automatic document feeder (ADF)

Section VII. Technical Specifications

Annex “A” (Detailed Technical Specifications) (REVISED)

xxx

2.0 Rental of Multi-Function Colored Printer

The Supplier shall provide fifty (50)¹ units of brand new or remanufactured multi-function colored printers for twenty-four (24) months.

xxx

A MANUFACTURER’S CERTIFICATE, CERTIFICATE OF AUTHORIZED DISTRIBUTORSHIP/DEALERSHIP, CERTIFICATE OF REMANUFACTURING BY THE ORIGINAL EQUIPMENT MANUFACTURER, OR EQUIVALENT CERTIFICATE MUST BE SUBMITTED BY THE SUPPLIER DURING POST-QUALIFICATION.

3.0 Multi-Function Colored Printer Requirements

EACH MACHINE MUST BE ABLE TO HANDLE AN UNLIMITED NUMBER OF PRINTS² AND MUST HAVE THE FOLLOWING MINIMUM REQUIREMENTS:

a. Must have the following functionality

- Print
- Copy
- Scan

¹ The reflected quantity is for bidding purposes only. During contract implementation, the DBM-AS may adjust the actual number of units for deployment, as the need arises. In such case, a corresponding adjustment in the actual amount payable, on a monthly basis, shall be applicable, as may be warranted, but shall not go beyond the contract amount.

² Estimated volume is around 6,800 prints per printer per month. Monthly rental cost shall be fixed and shall in no case be a reason for the Supplier to charge extra cost once the DBM exceeded the estimated volume of prints per printer per month

xxx	<ul style="list-style-type: none"> ● Fax with automatic document feeder (ADF) xxx
<p>c. Copying Capabilities</p> <ul style="list-style-type: none"> ● Copy speed of 22 copy per minute (black) ● Copy speed of 14 copy per minute (color) ● Copy resolution of 600 dot per inch ● Auto fit or fit to page functionality <p>4.0 Service Standards and Conditions</p> <p>g. The Supplier shall regularly replenish or replace all the inks and consumables to maintain the good operational conditions of the printers.</p>	<p>c. Copying Capabilities</p> <ul style="list-style-type: none"> ● Copy speed of 22 16 copy per minute (black) ● Copy speed of 14 copy per minute (color) ● Copy resolution of 600 dot per inch ● Auto fit or fit to page functionality <p>4.0 Service Standards and Conditions</p> <p>g. The Supplier shall regularly replenish or replace all the inks and consumables to maintain the good operational conditions of the printers, AT NO ADDITIONAL COST TO THE DBM.</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. Section VI. Schedule of Requirements (Revised); and 2. Annex “A” (Detailed Technical Specifications) (Revised).

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 June 20, 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
1	Rental of Multi-Function Colored Printer for twenty-four (24) months	50	Within sixty (60) calendar days upon receipt of the Notice to Proceed (NTP) Within forty-eight (48) hours from the receipt of notice from the Administrative Service (AS)
	For deployment	41	
	For spare	9	
2	Provision of printers' ink refills and other consumables		Within twenty-four (24) hours upon receipt of written/verbal notice from the AS
3	Provision of service unit or repair of defective printer unit		

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

** The quantity or units reflected above is for bidding purposes only. During contract implementation, the DBM-AS may adjust the actual number of units for deployment, as the need arises. In such case, a corresponding adjustment in the actual amount payable, on a monthly basis, shall be applicable, as may be warranted, but shall not go beyond the contract amount.

*** Estimated volume is around 6,800 prints per printer per month. Monthly rental cost shall be fixed and shall in no case be a reason for the Supplier to charge extra cost once the DBM exceeded the estimated volume of prints per printer per month.

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 Project Title

Rental of Multi-Function Colored Printer

2.0 Rental of Multi-Function Colored Printer

The Supplier shall provide fifty (50)¹ units of brand new or remanufactured multi-function colored printers for twenty-four (24) months.

- Forty-one (41) units are for deployment in the DBM Central Office, while the nine (9) units are spare. Payment shall be made on a monthly basis based on the actual number of deployed multi-function colored printers.

For remanufactured multi-function colored printers, the date of manufacture must not be earlier than CY 2021.

A Manufacturer's Certificate, Certificate of Authorized Distributorship/Dealership, Certificate of Remanufacturing by the Original Equipment Manufacturer, or equivalent Certificate must be submitted by the Supplier during post-qualification.

3.0 Multi-Function Colored Printer Requirements

Each machine must be able to handle an unlimited number of prints² and must have the following minimum requirements:

- a. Must have the following functionality
 - Print
 - Copy
 - Scan
 - Fax with automatic document feeder (ADF)
- b. Printing Capabilities
 - 10 page/image per minute print speed (ipm/ppm) (A4, Black, ISO 24734)
 - 5 page/image per minute print speed (ipm/ppm) (A4, Color, ISO 24734)
 - Auto-duplex printing
 - Print quality of 1200 x 1200 dot per inch (dpi)

¹ The reflected quantity is for bidding purposes only. During contract implementation, the DBM-AS may adjust the actual number of units for deployment, as the need arises. In such case, a corresponding adjustment in the actual amount payable, on a monthly basis, shall be applicable, as may be warranted, but shall not go beyond the contract amount.

² Estimated volume is around 6,800 prints per printer per month. Monthly rental cost shall be fixed and shall in no case be a reason for the Supplier to charge extra cost once the DBM exceeded the estimated volume of prints per printer per month.

- c. Copying Capabilities
 - Copy speed of 16 copy per minute (black)
 - Copy speed of 14 copy per minute (color)
 - Copy resolution of 600 dot per inch
 - Auto fit or fit to page functionality
- d. Scanning Capabilities
 - Scan speed 3 ppm (color), 5 ppm (monochrome)
 - Flatbed and Automatic Document Feeder (ADF)
 - Scan Resolution of 1200 dot per inch
 - Scan File Format (JPEG, TIFF, PDF, BMP, PNG)
- e. Fax Capabilities
 - 33.6 kbps Fax transmission speed
 - Fax Resolution of 200 dot per inch
 - Transmission paper size (A4, Letter)
- f. Other Requirements
 - Connectivity/Interface (LAN (RJ45), Wireless and USB)
 - Paper handling capacity (100 sheet input tray, 30 sheet output tray)
 - Paper/Media Sizes Supported (A4, Letter, B5, A6, DL envelope and Legal)
 - Compatible Operating System (Windows 7, 8 and 10) 32 bit or 64 bit
 - Control Panel Display
 - Power Source (220 to 240 VAC 50/60 Hz)

4.0 Service Standards and Conditions

- a. The Supplier shall conduct a pre-implementation meeting with the DBM representatives within fifteen (15) calendar days from the receipt of NTP so that all the necessary preparations and other implementation matters are discussed and finalized.
- b. The Supplier shall cover the delivery and installation of all printers in the DBM Central Office, at no additional cost, subject to actual number of deployment.
- c. The Supplier shall strictly follow the minimum health and safety protocols being implemented by the DBM.
- d. The Supplier shall provide an on-site orientation for DBM employees (at least one [1] representative from each Bureau/Service/Office in the Central Office) on how to use the multi-function colored printer within thirty (30) calendar days from receipt of the NTP. Schedule should be discussed during pre-implementation meeting.

Depending on the circumstances and implementation of health protocols by the DBM, a virtual orientation may be conducted upon notice by the Administrative Service-General Services Division (AS-GSD).

- e. The Supplier shall deploy at least one (1) technician to repair defective printer machine/s. Response time shall be within four (4) hours from verbal or written notice by the AS-GSD.
- f. Repair and/or replacement of defective parts/units shall be made within twenty-four (24) hours from the receipt of notice from the AS-GSD, at no additional cost to the DBM.

Printer which cannot be repaired must be replaced with a service unit of the same or higher specifications within twenty-four (24) hours from assessment. The Supplier may also use the spare unit as a service/replacement unit but in no case should be a reason not to deliver the required number of spare units indicated in this bidding documents once requested by the AS-GSD.

- g. The Supplier shall regularly supply, replenish, or replace all the inks and consumables to maintain the good operational conditions of the printers, at no additional cost to the DBM.
- h. The Supplier shall conduct a monthly maintenance check and cleaning of all the deployed printers in the DBM. Maintenance schedule shall be submitted to the AS on the initial date of deployment.

5.0 Service Level Agreement

The DBM shall maintain a Service Level Agreement with the Supplier, with provisions for liquidated damages as indicated below for their non-compliance. Liquidated damages shall be charged against any money due or may become due to the Supplier, including their posted securities or warranties.

Component	Description	Liquidated Damages
Provision of Multi-Function Colored Printers	Provision of fifty (50) units of multi-function colored printers, of which forty-one (41) units are for deployment, while nine (9) units are considered as spare, which should be readily available as the need arises	1/10 th of 1% of the undelivered portion of the contract for every day of delay
Provision of replacement unit or repair of the existing unit	As indicated under item 4.0 of this DTS for the whole duration of the contract	4.5% reduction in the monthly payables per unit for every day a unit is unusable and/or for every day of delay of the replacement/repair *Note: computed as monthly cost divided by 22 days

6.0 Warranties of the Supplier

- a. At the commencement of contract implementation, the Supplier must have secured and maintained, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Service Provider shall likewise comply with all pertinent laws, rules, and regulations.
- b. The Supplier warrants that it shall strictly conform and follow the terms and conditions indicated in this DTS.
- c. The Supplier warrants that all technical staff assigned to support the DBM, particularly the technician/s, are qualified to provide the required deliverables in the contract.
- d. The Supplier warrants that all technical staff assigned to support the DBM shall take all necessary precautions for the safety of all personnel and properties of the DBM.
- e. The Supplier warrants that no part of the contract is being assigned or subcontracted to any third-party entity.
- f. The Supplier shall be responsible and liable for:
 - The cost of repair/replacement due to damages caused by its own staff to any of the DBM property while conducting its activities.
 - Any work-related accident or illness inflicted by and to their own personnel or any DBM employee during contract implementation.