



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 August 29, 2023 for **Project No. DBM-2023-35, “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 5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p>a. refer to the rental of multi-function colored printers; and</p> <p>If the rental of multi-function colored printers forms part of a bigger contract, only the cost component of the rental of multi-function colored printers shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC; and</p> <p style="text-align: center;">xxx</p>	ITB Clause 5.3	<p>For this purpose, contracts similar to the Project shall:</p> <p>a. refer to the rental of multi-function colored printers, EITHER COLORED OR MONOCHROME; and</p> <p>If the rental of multi-function colored printers, EITHER COLORED OR MONOCHROME, forms part of a bigger contract, only the cost component of the rental of multi-function colored printers, EITHER COLORED OR MONOCHROME, shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC; and</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>	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>

4. Submission of a manufacturer's certificate, certificate of authorized distributorship/dealership, certificate of remanufacturing by the original equipment manufacturer, or equivalent certificate.

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Section VI. Schedule of Requirements

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

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

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Section VII. Technical Specifications

Detailed Technical Specifications (Annex A)

xxx

2.0 Rental of Multi-Function Colored Printers

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 is considered are spare. Payment shall be made on a monthly basis based on the actual number of deployed multi-function colored printers and the submission of monthly billing.

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
 - Fax with automatic document feeder (ADF)

xxx

- e. Fax Capabilities
 - 33.6 kbps Fax transmission speed
 - Fax Resolution of 200 dot per inch
 - Transmission paper size (A4, Letter)

Section VII. Technical Specifications

**Detailed Technical Specifications (Annex A)
(REVISED)**

xxx

2.0 Rental of Multi-Function Colored Printers

The Supplier shall provide ~~fifty (50)~~ **FORTY-TWO (42)**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)~~ **ONE (1) UNIT**s is considered **AS a** spare. Payment shall be made on a monthly basis based on the actual number of deployed multi-function colored printers and the submission of monthly billing.

xxx

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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
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- e. ~~Fax Capabilities~~
 - ~~33.6 kbps Fax transmission speed~~
 - ~~Fax Resolution of 200 dot per inch~~
 - ~~Transmission paper size (A4, Letter)~~

<p>f. Other Requirements</p> <p style="text-align: center;">xxx</p> <p>5.0 Service Level Agreement</p> <p style="text-align: center;">xxx</p>	<p>f. E. Other Requirements</p> <p style="text-align: center;">xxx</p> <p>5.0 Service Level Agreement</p> <p style="text-align: center;">xxx</p>												
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<p style="text-align: center;">Statement of Single Largest Completed Contract which is similar in nature</p> <p style="text-align: center;">xxx</p> <p>c. The similar contract for this Project shall refer to the rental of multi-function colored printers. If the rental of multi-function colored printers forms part of a bigger contract, only the cost component of the rental of multi-function colored printers shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.</p>	<p style="text-align: center;">Statement of Single Largest Completed Contract which is similar in Nature (REVISED)</p> <p style="text-align: center;">xxx</p> <p>c. The similar contract for this Project shall refer to the rental of multi-function colored printers, EITHER COLORED OR MONOCHROME. If the rental of multi-function colored printers, EITHER COLORED OR MONOCHROME, forms part of a bigger contract, only the cost component of the rental of multi-function colored printers, EITHER COLORED OR MONOCHROME, shall be considered for purposes</p>												

xxx

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

xxx

Particulars	Quantity (A)	AMOUNT IN PESOS		
		Monthly Unit Cost (B)	Total Monthly Cost (C=A*B)	Total Cost (D = Cx24)
Rental of Multi-Function Colored Printers	50			
Total Bid Amount				
Add: 12% VAT				
Total Bid Amount (Inclusive of Tax)				

xxx

of comparing the value thereof to at least fifty percent (50%) of the ABC.

xxx

**Bid Form for the Procurement of Goods
[shall be submitted with the Bid]
BID FORM
(REVISED)**

xxx

Particulars	Quantity (A)	AMOUNT IN PESOS		
		Monthly Unit Cost (B)	Total Monthly Cost (C=A*B)	Total Cost (D = Cx24)
Rental of Multi-Function Colored Printers	5042			
Total Bid Amount				
Add: 12% VAT				
Total Bid Amount (Inclusive of Tax)				

xxx

Note:

Attached are the following documents which should be used as part of Bidding Documents to be submitted by the bidders:

1. Section VI. Schedule of Requirements (Revised);
2. Annex "A" (Detailed Specifications) (Revised);
3. Statement of Single Largest Completed Contract which is similar in Nature (Revised); and
4. Bid Form (Revised).

QUERY		CLARIFICATION
1. Can Collection Receipts replace Original Receipts or Sales Invoices, as proof of completion of the SLCC under Item No. 2 (ii) of ITB Clause 20, to wit:		1. The Procurement Entity retained the wordings under Item No. 2 of ITB Clause 20, Section III. Bid Data Sheet of the Bidding Documents for the Project which requires the submission of Official Receipt/s or Sales Invoice/s as proof/s of completion of the SLCC. Item 6 of Annex “A” under the Government Procurement Policy Board (GPPB) Resolution No. 2016-2020, states that “[f]or Goods, the relevant period or delivery date when the said SLCC was completed; end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed; xxx ”. The said requirements are mandatory, hence, may not be replaced by Collection Receipts. Further, GPPB-Technical Support Office Non-Policy Matter No. 040-2016 expressly mentions that Collection Receipts cannot substitute for the submission of Official Receipts.
ITB Clause	xxx	
20	2. The corresponding proof/s of completion, which could either be: i. Certificate/s of Final Acceptance/Completion from the bidder’s client/s; or ii. Official Receipt/s or Sales Invoice/s of the bidder covering the full amount of the contract/s.	

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 September 5, 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 NO.	DESCRIPTION	QUANTITY/UNITS	DELIVERY SCHEDULE
1	Rental of Multi-Function Colored Printers for twenty-four (24) months	42	<p>Within sixty (60) calendar days upon receipt of the Notice to Proceed (NTP)</p> <p>Within forty-eight (48) hours from the receipt of notice from the Administrative Service (AS)</p>
	For Deployment	41	
	Spare	1	
2	Provision of printers' ink refills and other consumables	1 lot	<p>Within twenty-four (24) hours upon receipt of written/verbal notice from the AS</p>
3	Provision of service unit or repair of defective printer units	As needed	
4	The supplier shall conduct a pre-implementation meeting with DBM representatives	1	<p>The pre-implementation meeting shall be conducted within fifteen (15) calendar days from receipt of the NTP.</p>
5	The supplier shall provide an on-site or virtual orientation, depending on the applicable health protocols, for DBM employees (at least one (1) representative from each Bureau/Service/Office on the use of the multi-function colored printers	1	<p>The orientation shall be conducted on-site or virtually within 30 calendar days from receipt of the NTP</p>

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

2.0 Rental of Multi-Function Colored Printers

The Supplier shall provide forty-two (42)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 one (1) unit is considered as a spare. Payment shall be made on a monthly basis based on the actual number of deployed multi-function colored printers and the submission of monthly billing.

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

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
- 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)
- c. Copying Capabilities
 - Copy speed of 16 copy per minute (black)
 - Copy speed of 14 copy per minute (color)

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.

- 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. 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 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 printers within thirty (30) calendar days from receipt of the NTP. Schedule should be discussed during pre-implementation meeting.
- c. 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.

The Supplier shall strictly follow the minimum health and safety protocols being implemented by the DBM.

- d. 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.
- e. 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.

Printers 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.

- f. 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.
- g. 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 forty-two (42) units of multi-function colored printers, of which forty-one (41) units are for deployment, while one (1) unit is considered as a 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

**Statement of Single Largest Completed Contract
which is Similar in Nature**
[shall be submitted with the Bid]
(Revised)

Business Name: _____
Business Address: _____

Name of Client/Contact Person/Contact Number/Contact Email Address	Date of the Contract	Title of the Contract / Name of the Project	Kinds of Goods	Amount of Contract	Date of Acceptance *	End User's Acceptance or Official Receipt(s) Issued for the Contract

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- a. Pursuant to Section 23.4.1.3 of the 2016 Revised IRR of RA No. 9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project, the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to the following requirements:
 - i. a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC; **OR**
 - ii. at least two (2) similar contracts:
 - (a) the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC for this Project; **AND**
 - (b) the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above (i.e., twenty-five percent [25%]).
- b. The SLCC should have been completed (i.e., accepted) within the period of **September 5, 2018 to September 4, 2023**.
- c. The similar contract for this Project shall refer to the rental of multi-function printers, either colored or monochrome. If the rental of multi-function printers, either colored or monochrome, forms part of a bigger contract, only the cost component of the rental of multi-function printers, either colored or monochrome, shall be considered for purposes of comparing the value thereof to at least fifty percent (50%) of the ABC.

* Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by either a Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice (to be submitted during post-qualification).

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

BID FORM
(Revised)

Date : _____

Project Identification No. : **DBM-2023-35**

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 Multi-Function Colored Printers** 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	Quantity (A)	AMOUNT IN PESOS		
		Monthly Unit Cost (B)	Total Monthly Cost (C = A*B)	Total Cost (D = C x 24)
Rental of Multi-Function Colored Printers	42 ³			
Total Bid Amount				
Add: 12% VAT				
Total Bid Amount (Inclusive of Tax)				

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]*.

Signature of Authorized Signatory: _____

³ 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.

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: _____