

DEPARTMENT OF FOREIGN AFFAIRS

BIDS AND AWARDS COMMITTEE
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SUPPLEMENTAL / BID BULLETIN No. 2

Project : Procurement of Lease of Photocopying Machines
Reference No. : PB-GS-17-2017
ABC : PhP 27,593,490.00
Date : 04 December 2017

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

I. Technical Specifications (Section VII)

The Technical Specifications (Section VII) of the Bidding Documents is superseded by **ANNEX A** of this Supplemental/Bid Bulletin No. 2.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)
MARIA TERESA C. LEPATAN
BAC Chairperson

Annex A

Technical Specifications

LEASE OF PHOTOCOPYING MACHINE

ITEMS	SPECIFICATIONS	
I.	Background The Department of Foreign Affairs intends to acquire photocopier services through outsourcing for the Department's requirements of good quality, quick, flexible and dependable photocopier machines.	
II.	Objective To provide the Department good quality photocopier services.	
III.	Technical Specifications <ol style="list-style-type: none">1. One brand of photocopying machines to the Main Office, the Office of Consular Affairs - Aseana (OCA - Aseana), all Regional Consular Offices (RCOs) and Satellite Office (SO), as indicated in Annex B.2. All machines must be at least 2016 model and in excellent working condition.3. Upon delivery, all photocopying machines shall be inspected or checked to ensure that all units passed the standard quality certification.4. Minimum of one hundred sixty-four (164) units with the following specifications: A. Heavy-duty, laser print/copy, copier-based Monochrome photocopiers (A5 to A3) for 149 units:<ul style="list-style-type: none">• Black-and-white heavy-duty photocopier, printer and colored scanner• Digital, network and multi-function copier, printer and scanner• Capable of wireless network connection specially "Air Print"• Copy Speed: minimum of 35 copies per minute• Printing Speed: minimum of 35 paper per minute (ppm)• Scan Speed: minimum of 50 ppm• Document Feeder capacity: minimum of 100 originals	STATEMENT OF COMPLIANCE

- Can scan and copy multiple sizes at once.
- Can send scanned files to many users at once.
- Accepted (feed) originals: A5 (5.8 x 8.3 inches) to **A3(11.69 x16.53 inches)**
- Output: A5 to **A3**
- Reduction and enhancement: 25% - 400%
- **Minimum scanning resolution: 600 x 600 dpi, and;**
- **Minimum copying and printing output resolution: 600 x 600 dpi;**
- Continuous copying 1-999 sheets
- Warm-up time: less than 35 seconds
- First copy time: less than **35 seconds**
- Power requirement: 220-230VAC, 50-60 Hz
- Energy efficient / energy saving features
- 2 paper trays (500 sheets each) + bypass tray 100 sheets)
- With security lock or password operation
- With reversible automatic document feeder (capable of multiple page originals)
- With automatic back-to-back copying
- Electronic sorting
- ISO-compliant
- USB-Ready connection
- Scan formats (JPEG, PDF)
- Prints actual usage for billing purposes
- **Hard Disk Drive (HDD) : minimum of 120 GB**
- **Memory Capacity: minimum of 2 GB RAM**
- No part of the machine should be exposed or protruding
- The copiers must be compatible with the Department's operating systems.
- Copiers must be compatible to the Department's applications and software.

B. Heavy-duty, **laser print/copy**, copier-based **colored** photocopiers (A5 to A3) For **15 units**:

- **Colored heavy-duty photocopier, printer and scanner.**
- Digital, network and multifunction **colored** copier, printer and scanner.
- Capable of wireless network connection specially "Air Print"
- Copy Speed: minimum of **35 copies** per minute
- Printing Speed: minimum of **35 paper per minute (ppm)**
- Scan Speed: minimum of **50 ppm**
- Document Feeder capacity: minimum of 100 originals
- Can scan and copy multiple sizes at once.
- Can send scanned files to many users at once.

	<ul style="list-style-type: none"> • Accepted feed originals: A5 (5.8 x 8.3 inches) to A3 (11.69 x16.53 inches) • Reduction and enhancement: 25% - 400% • Minimum scanning resolution: 600 x 600 dpi, and; • Minimum copying and printing output resolution: 600 x 600 dpi • Continuous copying 1-999 sheets • Warm-up time: less than 35 seconds • First copy time: Color 10 seconds or less, black and white: 7 seconds or less • Power requirements: 220-230 V AC, 50-60Hz • Energy efficient / energy saving features • 2 paper trays (500 sheets each) + bypass tray 100 sheets • With security lock or password protected • With reversible automatic document feeder (capable of multiple page originals) • With automatic back-to-back copying • Electronic sorting • ISO-compliant • USB-Ready connection • Scan formats (JPEG, PDF) • Default to black and white printing and photocopying • Prints actual usage for billing purposes • Hard Disk Drive (HDD) : minimum of 120 GB • Memory Capacity: minimum of 2 GB RAM • No part of the machine should be exposed or protruding • The copiers must be compatible with the Department's operating systems. • Copiers must be compatible to the Department's applications and software. 	
IV.	<p>Contractor's Obligations</p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> 1. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide. 2. Technicians to conduct repairs during machine breakdown and preventive maintenance for units outside the Main Office and OCA-Aseana shall be deployed within two (2) hours' notification. <p>The Contractor shall deploy technicians within three (3) hours to Satellite Offices (SOs) in Metro Manila without in-house technicians, and shall repair the unit within the day. If the unit cannot be repaired within the day, the Contractor shall provide a service unit with</p>	

similar specifications the following working day not later than 12 noon.

For notifications after 3:00 p.m., the technician shall be deployed the following working day.

3. Replacement photocopiers with the same specifications shall be delivered within two (2) hours if a unit is withdrawn for repair or because it is beyond repair. Failure to provide the replacement within the required time shall result in a penalty of PhP 500.00 per hour of delay except when delay is caused by force majeure.
4. Two (2) in-house technicians for machine breakdown and preventive maintenance for an eight (8)-hour daily schedule, Mondays to Fridays, at the Main Office and OCA-Aseana.
5. Technician/s at "on call" basis for all RCOs and SOs. **The Contractor must submit to the Department direct contact numbers of the said technicians.**
6. A customer service supervisor/technician to conduct inspection every month, including preventive maintenance, of the photocopying machines as well as to serve as liaison officer between the Contractor and the Department, with OAMSS-PPMD as the action office.
7. "Hot Line" for technical services / assistance that may be needed beyond the 8:00 a.m. to 5:00 p.m. regular working hours, including weekends and holidays.
8. Free training to operate the photocopying machines.

Other Duties of the Contractor

1. No photocopying machines shall be removed from the Main Office, OCA - Aseana, RCOs or SOs without the Department's expressed permission during the duration of the contract, except for repairs and/or replacement.
2. All expenses for the repair, replacement of spare parts and consumable items such as toners of each photocopying machine shall be exclusively and totally for/on the account of the Contractor.

	<p>3. The Contractor shall surrender the photocopier's hard disk if the machine is to be pulled out of the DFA for repair.</p> <p>4. The Contractor shall have in storage in the Department at least ten (10%) percent of the consumable items needed.</p> <p>5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract.</p> <p>6. The Contractor must provide demo-units of all photocopiers for testing for 1 week before Post-Qualification.</p> <p>7. The Contractor shall provide the Department, upon request, photocopiers according to specifications required by the event, in addition to those provided in the offices, when required for events or official functions. Requests shall be made through by OAMSS-PPMD at least two (2) days before the date of intended use.</p> <p>The Contractor shall also provide one (1) technician/operator for every venue, on a stand-by basis, for the additional photocopiers for the duration of said events or official functions.</p> <p>Charges for the installation, pull-out, and use of any of the additional photocopiers shall be based only upon actual use thereof.</p> <p>8. The Contractor shall include in its bid offer the following provisions:</p> <ul style="list-style-type: none"> a) Uniform price per copy for the Main Office, OCA – Aseana, RCOs, SOs and for events. b) No minimum copies imposed on any and/or all machines assigned to the Department. c) Allowance for two percent (2%) copy spoilage. d) For photocopiers to be used on events, there will be a minimum of 10,000 copies consumable. 	
V.	<p>Miscellaneous Provisions</p> <p>The Department reserves the right to increase or decrease the number of photocopying machines during the contract period. If request is done within the last three (3) months of</p>	

	the contract, the Contractor may provide photocopier with 2015 and above year model.	
VI.	<p>Contractor's Guaranty</p> <p>The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer of the units and not replacement toners and spare parts.</p> <p>The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	
VII.	<p>Terms of delivery</p> <p>All units shall be delivered by the last working day of December 2017.</p>	
VIII.	<p>Contract Duration</p> <p>The service contract shall be effective for twelve (12) months from 01 January to 31 December 2018.</p>	
IX.	<p>Force Majeure</p> <p>The Department reserves the right to amend and revise the contract in the event that the retrofitting of the DFA Building commences during the contract period.</p>	
X.	<p>Terms of Payment</p> <ol style="list-style-type: none"> a. The Contractor shall submit monthly billings on the first week of the following month. b. Payments shall be made thirty (30) working days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP). c. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment. 	

Annex B

Distribution List for CY 2018

Office Name	No. Of Colored	No. Of Black and White
1. OSEC – SEC OFFICE	1	2
2. OSEC – CHIEF COOR.		1
3. OSEC – PROPERTY		1
4. OSEC - INCOMING		1
5. UIER	1	4
6. UA		3
7. BAC	1	1
8. UP		1
9. UNIO		2
10.OAMSS – CORATEL		4
11.OAMSS – ACTION CENTER		1
12.OAMSS – MIS	1	1
13.OPPC		2
14.OMEAA		3
15.ASEAN		3
16.ASPAC		2
17.OEA		3
18.OAA		2
19.OPD		2
20.OP	1	2
21.OP – Special Project Unit		1
22.TCCP		1
23.UCSCC	1	1
24.OVS	1	1
25.OFMS - ASSEC OFFICE		2
26.OFMS – HOA		2

27.OFMS – BUDGET		1
28.OFMS – FRMD		1
29.OFMS – CASH		1
30.OFMS – FSA		2
31.HRMO – ASSEC		1
32.HRMO - TRAVEL		1
33.HRMO – LEAVE		1
34.HRMO – ASD	2	1
35.HRMO - HCSAD		2
36.HRMO – PMD	2	2
37.HRMO - RIU		2
38.HRMO – CLINIC		1
39.HRMO – DAY CARE		1
40.OLA		3
41.OUMWA – DATA BASE		2
42.OUMWA – ATN		2
43.OUMWA USEC OFFICE	1	1
44.OAMSS – ASSEC OFFICE		1
45.OAMSS - IPRCF		1
46.IAS		1
47.DLLU		1
48.BFSE		1
49.MOAO		2
50.ISU		1
51.OAMSS – EMS	1	1
52.OAMSS – GSD		1
53.OAMSS – PROPERTY	1	1
54.OAMSS – CENTRAL RECORDS		1
55.OCA – CONSULAR RECORDS		1
56.OCA ASEANA	1	30

Satellite Offices		
1. NCR East (SM Megamall		2
2. NCR West (SM Manila)		2
3. NCR South (Alabang)		2
4. NCR Central (Galleria)		1
5. NCR North (Novaliches)		1
6. NCR North (Ali Mall)		2
7. EPC Lima		1
Regional Consular Offices (RCOs)		
1. RCO BUTUAN		1
2. RCO CAGAYAN DE ORO		1
3. RCO CEBU		1
4. RCO DAVAO		1
5. RCO ILOILO		1
6. RCO TACLOBAN		1
7. RCO ANGELES CITY		1
8. RCO LEGAZPI		1
9. RCO SAN FERNANDO CITY PAMPANGA		1
10. RCO BAGUIO		1
11. RCO DUMAGUETE		1
12. RCO BACOLOD CITY		1
13. RCO LIPA		1
14. RCO LUCENA		1
15. RCO GENERAL SANTOS		1
16. RCO CALASIAO		1
17. RCO TUGUEGARAO		1
18. RCO PUERTO PRINCESA		1
19. RCO COTABATO		1
20. RCO ZAMBOANGA		1
21. RCO LA UNON		1

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

ANNEX C

DFA (Main) Monthly Usage Per Office

(Please see next page.)