

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 4**

Project : Procurement of Photocopying / Scanning Machine for FY 2019  
Reference No. : PB-GS-24-2018  
ABC : PhP 23,823,590.00  
Date : 22 October 2018

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

**I. Invitation to Bid (Section 1)**

6. The DFA-BAC has scheduled the following activities for the said Project:

<b>Deadline for Submission and Receipt of Bids</b>	<b>Bid Opening</b>	<b>Post-Qualification</b>
<b>30 <del>25</del> October 2018, Tuesday <del>Thursday</del>, 12:00 p.m.</b>	<b>30 <del>25</del> October 2018, Tuesday <del>Thursday</del>, 2:00 p.m.</b>	<b>31 <del>30</del> October 2018 Wednesday <del>Friday</del>, 10:00 a.m. 4:00 p.m.</b>
Venue: Bids and Awards Committee (BAC) Conference Room, 12th Floor, DFA Main Building, Roxas Boulevard, Pasay City		

**II. Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 4 after considering inputs from End-User, BAC Members and prospective bidders.

The Bidding Documents is amended accordingly.

For the information and guidance of all concerned.

(Sgd.)  
**IMELDA M. PANOLONG**  
BAC Chairperson

# ANNEX A

## Technical Specifications

### LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR FY 2019

ITEMS	SPECIFICATIONS	
I.	<p><b>Background</b> The Department of Foreign Affairs intends to lease photocopier/scanning services through outsourcing for the Department's requirements of good quality, quick, multifunctional and dependable machines.</p>	
II.	<p><b>Objective</b> To provide the Department good quality photocopier/scanning services.</p>	
III.	<p><b>Technical Specifications</b></p> <ol style="list-style-type: none"> <li>1. One brand of photocopying machines to the Main Office, the DFA- Aseana and all Consular Offices (COs), as indicated in Annex B.</li> <li>2. All machines must be brand new, latest year model and in excellent working condition, and shall render services for the estimated volume of 16,500,000 copies, <b>200,000 copies of which shall be allotted as the estimated volume for colored printing</b>, the breakdown of which as provided in Annex C.</li> <li>3. Upon delivery, all photocopying machines shall be inspected or checked by OAMSS to ensure that all units passed the standard quality certification.</li> <li>4. Minimum of one hundred seventy-four (174) units with the following specifications:               <ol style="list-style-type: none"> <li>A. Heavy-duty, copier-based, monochrome photocopier (A5 to A3) for 159 units:                   <ul style="list-style-type: none"> <li>• Black and white photocopier, printer and colored scanner</li> <li>• Digital, network, and multi-function copier, printer and scanner</li> <li>• Capable of wireless network connection specially "Air Print"</li> <li>• Copy Speed: minimum of 35 paper sheets per minute (ppm)</li> <li>• Printing Speed: minimum of 35 ppm</li> <li>• Scanning Speed: at least 70 opm/ipm</li> <li>• Document Feeder capacity: minimum of one hundred (100) originals</li> </ul> </li> </ol> </li> </ol>	<p><b>STATEMENT OF COMPLIANCE</b></p>

- Can scan and copy multiple sizes at once.
- Can continue scanning and copying the current loaded page in case of paper jam, once cleared.
- Accepted (feed) originals: A5 (5.8 x 8.3 inches) to Legal Size Paper (8.5 x 14 inches)
- Output: A5 to A3
- Reduction and enhancement: 25% - 400%
- Customizable scanning resolution: 100 – 600 dpi
- Customizable printout and copying resolution: 600x600 – 1200 x 2400 dpi
- Continuous copying or printing: 1-999 sheets
- Warm-up time: less than 35 seconds
- First copy time: less than 10 seconds
- Power requirement: 220-230VAC, 50-60 Hz
- Energy efficient / energy saving features
- 2 paper trays (500 sheets each) + bypass tray (100 sheets)
- GSM minimum 70
- With security lock or password operation
- With reversible automatic document feeder (capable of multiple page originals)
- With automatic back to back copying and printing
- Electronic sorting
- ISO compliant
- USB-Ready connection
- Scan formats: JPEG, PDF, etc.
- Prints actual usage for billing purposes
- No part of the machine should be exposed or protruding, except bypass trays
- Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM
- The copiers must be compatible with the Department's operating systems, applications and software.

B. Heavy-duty, copier-based colored photocopiers/scanners (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 paper sheets per minute
- Printing Speed: minimum of-35 ppm

	<ul style="list-style-type: none"> <li>• Scanning Speed: at least 70 opm/ipm ppm</li> <li>• Document Feeder capacity: minimum of one hundred (100) originals</li> <li>• Can scan and copy multiple sizes at once.</li> <li>• Can continue scanning and copying the current loaded page in case of paper jam, once cleared.</li> <li>• Accepted feed originals: A5 (5.8 x 8.3 inches) to A3 (11.69 x16.53 inches)</li> <li>• Reduction and enhancement: 25% - 400%</li>   <li>• Customizable scanning resolution: 100 – 600 dpi</li> <li>• Customizable printout and copying resolution: 600x600 – 1200 x 2400 dpi</li> <li>• Continuous copying or printing: 1-999 sheets</li> <li>• Warm-up time: less than 35 seconds</li> <li>• First copy time: Color 10 seconds or less, black and white: 7 seconds or less</li> <li>• Power requirements: 220-230 V AC, 50-60Hz</li> <li>• Energy efficient / energy saving features</li> <li>• 2 paper trays (500 sheets each) + bypass tray (100 sheets)</li> <li>• GSM minimum 70</li> <li>• With security lock or password protected</li> <li>• With reversible automatic document feeder (capable of multiple page originals)</li> <li>• With automatic back-to-back copying</li> <li>• Electronic sorting</li> <li>• ISO-compliant</li> <li>• USB-Ready connection</li> <li>• Scan formats: JPEG, PDF, etc.</li> <li>• Default to black and white printing and photocopying</li> <li>• Prints actual usage for billing purposes</li> <li>• Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM</li> <li>• No part of the machine should be exposed or protruding, except bypass trays</li> <li>• The copiers must be compatible with the Department's operating systems, applications and software.</li> </ul>	
IV.	<p><b>Contractor's Obligations</b>  The Contractor shall provide the following:</p> <ol style="list-style-type: none"> <li>1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake photocopying and scanning requirements of the Department and all its offices nationwide (Main Building,</li> </ol>	

DFA-Aseana, Consular Offices, including other offices that maybe created and/or opened, for the duration of the contract and any extensions thereof);

2. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide;
3. Technicians to conduct repairs during machine breakdown and preventive maintenance for units outside the Main Office and DFA- Aseana shall be deployed within two (2) hours' notification.

The Contractor shall deploy technicians within three (3) hours to Consular Offices (COs) 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 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.

4. Replacement machines 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.
5. 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 DFA- Aseana.
6. Technician/s at "on call" basis for all COs.
7. 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-GSD as the action office.
8. "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.

9. Free end-user trainings to operate the machines upon deployment.

**Other Duties of the Contractor**

1. No machines shall be removed from the Main Office, DFA - Aseana or COs without the express permission of the concerned office, accompanied by a written approval of the Head of OAMSS-GSD, anytime during the duration of the contract for repairs and/or replacement.
2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, shall be exclusively on the account of the Contractor.
3. The Contractor shall have in storage in the Department at least ten percent (10%) of the consumable items needed.
4. The Contractor shall surrender the photocopier's hard disk to OAMSS-GSD if the machine is to be pulled out of the Department for repair.
5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract.
6. The Contractor must provide demo-units of all machines for testing before Post-Qualification.
7. The Contractor shall provide the Department, upon request, machines according to specifications required for additional events, outside those provided in the offices or official functions, upon the approval of written request by the OAMSS at least two (2) days before the date of intended use.

The Contractor shall also provide one (1) technician/operator for every venue, on a stand-by basis, for the additional machines for the duration of said events or official functions. Charges for the additional technician shall be included in the price breakdown of the bid documents.

Charges for the installation, pull-out, and use of any of the additional machines shall be based only upon actual use thereof.

	<p>8. The Contractor shall include in its bid offer the following provisions:</p> <ul style="list-style-type: none"> <li>a) Uniform price per copy for the Main Office, DFA–Aseana, COs and for events.</li> <li>b) No minimum copies imposed on any and/or all machines assigned to the Department.</li> <li>c) Allowance for two percent (2%) copy spoilage.</li> <li>d) For machines to be used on events, there will be a minimum of 10,000 monochrome copies consumable. <b>Events will be limited to those within Metro Manila.</b></li> </ul>	
V.	<p><b>Miscellaneous Provisions</b>  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 the contract, the Contractor shall provide photocopier with same model as provided or higher models that meet the technical specifications.</p>	
VI.	<p><b>Contractor’s Guaranty</b>  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.  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.  The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	
VII.	<p><b>Terms of delivery</b>  All units shall be delivered and functional before the start of the contract.</p>	
VIII.	<p><b>Contract Duration</b>  The lease contract shall be for the period starting from January to 31 December 2019.</p>	
IX.	<p><b>Force Majeure</b>  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><b>Terms of Payment</b>  a. The Contractor shall submit the monthly billing of regular usage to OAMSS-GSD within the first ten (10) days of the following month with the Certified True Copy (CTC) of required documents needed for payment</p>	

requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD).

- b. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with the complete required documents and audited by OFMS-FRMD, 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 2019**

<b>Office Name</b>	<b>No. of Colored</b>	<b>No. of Black and White</b>
1. OSEC – SEC OFFICE	1	1
2. OSEC – CHIEF COOR.		1
3. OSEC – PROPERTY		1
4. OSEC - INCOMING		1
5. UIER	1	4
6. UA		3
7. BAC		2
8. UP		1
9. UNIO		2
10. OAMSS – CORATEL		3
11. OAMSS – ACTION CENTER		1
12. OAMSS – MIS	1	1
13. OPPC		2
14. OMEAA	1	2
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. OFMS-PRF		1
32. HRMO – ASSEC		1
33. HRMO - TRAVEL		1
34. HRMO – LEAVE		1
35. HRMO – ASD	2	1
36. HRMO - HCSAD		2
37. HRMO – PMD	2	2
38. HRMO - RIU		2
39. HRMO – CLINIC		1
40. HRMO – DAY CARE		1
41. OLA		3
42. OUMWA – DATA BASE	1	1
43. OUMWA – ATN		2
44. OUMWA USEC OFFICE		1
45. OAMSS – ASSEC OFFICE		1

46. OAMSS - IPRCF		1
47. IAS		1
48. DLLU		1
49. BFSE		1
50. MOAO		2
51. ISU		1
52. OAMSS – EMS	1	1
53. UCSR		1
54. OAMSS – PPMO	1	1
55. OAMSS – GSD		1
56. OAMSS – CENTRAL RECORDS		1
57. OAMSS – ARCHIVES		1
58. OCA – CONSULAR RECORDS		1
59. OCA ASEANA	1	31
<b>Consular Offices (Metro Manila)</b>		
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
<b>Consular Offices (Regional)</b>		
1. CO BUTUAN		1
2. CO CAGAYAN DE ORO		1

3. CO CEBU		1
4. CO DAVAO		1
5. CO ILOILO		1
6. CO TACLOBAN		1
7. CO ANGELES CITY		1
8. CO LEGAZPI		1
9. CO SAN FERNANDO CITY PAMPANGA		1
10. CO BAGUIO		1
11. CO DUMAGUETE		1
12. CO BACOLOD CITY		1
13. CO LIPA		1
14. CO LUCENA		1
15. CO GENERAL SANTOS		1
16. CO CALASIAO		1
17. CO TUGUEGARAO		1
18. CO PUERTO PRINCESA		1
19. CO COTABATO		1
20. CO ZAMBOANGA		1
21. CO LA UNON		1
22. CO SAN NICOLAS, ILOCOS NORTE		1
23. CO SANTIAGO, ISABELA		1
24. CO MALOLOS, BULACAN		1
25. CO DASMARIÑAS CAVITE		1
26. CO SAN PABLO, LAGUNA		1

27. CO ANTIPOLO, RIZAL		1
28. CLARIN, MISAMIS OCCIDENTAL		1
29. TAGUM, DAVAO DEL NORTE		1
30. PANIQUI, TARLAC		1
<b>TOTAL</b>	<b>15</b>	<b>159</b>

*Please see next page for Annex C  
(Copy Volume)*

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.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

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

[Position]

[Date]