

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 1**

Project : Procurement of Photocopying / Scanning Machine for FY 2019  
Reference No. : PB-GS-24-2018  
ABC : PhP 23,823,590.00  
Date : 12 October 2018

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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I. **Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 1 after considering inputs from End-User, BAC Members and prospective bidders during the pre-bid conference on 09 October 2018.

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.	<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.	
II.	<b>Objective</b> To provide the Department good quality photocopier/scanning services.	
III.	<b>Technical Specifications</b> <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 <b>brand new, latest year model manufactured in 2016 model or later</b> and in excellent working condition, <b>and shall render services for the estimated volume of 16,500,000 copies, the breakdown of which as provided in Annex C.</b></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 40 35 paper sheets per minute (ppm)</li> <li>• Printing Speed: minimum of 40 35 ppm</li> <li>• Scanning Speed: at least 70 100 <del>opm/ipm ppm</del></li> <li>• Document Feeder capacity: minimum of one hundred (100) originals</li> <li>• Can scan and copy multiple sizes at once.</li> </ul> </li> </ol> </li> </ol>	<b>STATEMENT OF COMPLIANCE</b>

- 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: ~~72~~ **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 ~~40~~ **35** paper sheets per minute
- Printing Speed: minimum of ~~40~~ **35** ppm
- Scanning Speed: at least ~~70~~ **100** ~~opm/ipm ppm~~

	<ul style="list-style-type: none"> <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: <del>72</del><b>100</b> – 600 dpi</li> <li>• Customizable printout and copying resolution: 600x<b>600</b> – 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, DFA-Aseana, Consular Offices, including other offices that</li> </ol>	

	<p>maybe created and/or opened, for the duration of the contract and any extensions thereof);</p> <ol style="list-style-type: none"> <li>2. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide;</li> <li>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.</li> </ol> <p>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.</p> <p>For notifications after 3:00 p.m., the technician shall be deployed the following working day.</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>6. Technician/s at "on call" basis for all COs.</li> <li>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.</li> <li>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.</li> </ol>	
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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 <b>two percent (2%)</b> <del>five percent (5%)</del> copy spoilage.</li> <li>d) For machines to be used on events, there will be a minimum of 10,000 <b>monochrome</b> copies consumable.</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 <del>shall may</del> provide photocopier with <b>same model as provided or higher models that meet the technical specifications 2016 and later model.</b></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</p>	

	<p>Copy (CTC) of required documents needed for payment requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD).</p> <ul style="list-style-type: none"><li>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).</li><li>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.</li></ul>	
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**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 – PPMD	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]





**COPY VOLUME**  
**DEPARTMENT OF FOREIGN AFFAIRS**

2018

Department	JAN		FEB		MAR		APR		MAY		JUNE		JULY		AUG		TOTAL COPIES	AVERAGE COPIES
	copies made		copies made		copies made		copies made		copies made		copies made		copies made		copies made			
1 OUIER	8,261	5,512	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,773	6,886.50
OUIER	-	2,162	8,471	7,340	7,591	6,407	8,569	7,364	42,904	6,843.43								
2 OUIER	7,745	4,734	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,479	6,239.50
OUIER	-	3,072	9,769	5,860	8,293	6,036	5,741	6,290	45,061	6,437.29								
3 OUIER	6,536	5,321	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,857	5,928.50
OUIER	-	838	2,371	2,163	2,402	1,319	4,197	2,943	16,233	2,319.00								
4 OUIER	166	178	-	-	-	-	-	-	-	-	-	-	-	-	-	-	344	172
OUIER	-	2,826	5,503	6,984	11,529	8,744	10,613	9,796	55,995	7,999.29								
5 OUA	3,962	6,940	3,431	-	-	-	-	-	14,333	4,777.67								
OUA	-	-	1,312	4,431	5,805	4,996	9,582	5,996	32,122	5,353.67								
6 OUA	6,850	6,119	5,574	-	-	-	-	-	18,543	6,181								
OUA	-	-	2,682	8,265	10,216	6,785	8,051	4,779	40,778	6,796.33								
7 OUA	5,405	10,329	3,968	-	-	-	-	-	19,702	6,567.33								
OUA	-	-	2,005	6,018	6,117	4,001	8,176	6,549	32,866	5,477.67								
8 BAC	14,068	3,828	-	-	-	-	-	-	17,896	8,948								
BAC	-	4,004	10,067	6,692	9,811	7,310	4,755	4,681	47,320	6,760								
9 OUP	5,574	4,921	-	-	-	-	-	-	10,495	5,247.50								
OUP	-	1,234	7,713	7,226	8,363	7,116	8,260	11,172	51,084	7,297.71								
10 OSEC INCOMING	3,976	3,667	-	-	-	-	-	-	7,643	3,821.50								
OSEC INCOMING	-	-	38,972	3,952	6,022	5,400	13,855	13,960	82,161	13,693.50								
11 OSEC / PROPERTY	13,986	18,405	17,969	13,443	13,052	7,689	3,366	4,462	92,372	11,546.50								
SEC OFFICE	-	-	9,235	3	2	60	11	514	9,825	1,637.50								
12 OSEC / SEC OFFICE	4,352	3,181	-	-	-	-	-	-	7,533	3,766.50								
OSEC / INCOMING	11,713	9,160	-	-	-	-	-	-	20,873	10,486.50								
OSEC / INCOMING	-	4,389	14,990	11,435	14,444	10,341	13,375	13,250	82,224	11,746.29								
14 UNIO	5,686	5,893	4,978	-	-	-	-	-	16,557	5,519.00								
UNIO	-	1,948	6,151	6,511	6,680	6,511	9,102	10,326	40,718	6,786.33								
15 UNIO	26,800	17,010	-	-	-	-	-	-	43,810	21,905.00								
UNIO	-	14,638	34,312	21,778	31,706	24,862	29,802	29,160	186,258	26,608.29								
16 CORATEL	18,249	18,269	5,000	-	-	-	-	-	41,518	13,839.33								
CORATEL	-	-	1,948	2,335	9,786	8,465	17,232	15,317	55,083	9,180.50								
17 CORATEL	17,328	7,697	-	-	-	-	-	-	25,025	12,512.50								
CORATEL	-	8,235	18,093	12,326	17,745	13,347	11,086	9,611	90,443	12,920.43								
18 CORATEL	3,569	3,510	-	-	-	-	-	-	7,079	3,539.50								
CORATEL	-	1,075	19,918	17,071	22,143	18,028	22,641	20,760	121,636	17,376.57								
19 ACTION CENTER	1,818	824	-	-	-	-	-	-	2,642	1,321.00								
ACTION CENTER	-	766	2,008	1,641	1,877	1,749	2,284	1,870	12,195	1,742.14								
20 MIS	5,237	1,719	-	-	-	-	-	-	6,956	3,478.00								
MIS	-	1,690	5,422	1,716	2,846	1,363	2,626	3,227	18,890	2,698.57								
21 OPPC	18,589	24,196	106,093	-	-	-	-	-	148,878	49,626.00								
OPPC	-	-	5,145	15,735	19,922	12,925	25,164	34,265	113,156	18,859.33								
22 OPPC	7,764	10,944	4,585	-	-	-	-	-	23,293	7,764.33								
OPPC	-	-	2,650	6,138	9,466	7,461	6,653	14,783	47,151	7,858.50								
23 OMEAA	4,811	4,291	4,875	-	-	-	-	-	13,977	4,659.00								

	OMEAA	1,221	3,221	7,113	3,947	4,396	3,693	23,591	3,931.83
24	OMEAA	5,433	-	-	-	-	-	15,217	5,072.33
	OMEAA	1,678	4,837	6,654	3,134	9,140	9,613	35,056	5,842.67
25	OMEAA	4,651	-	-	-	-	-	12,377	4,125.67
	OMEAA	1,806	2,930	5,421	3,717	6,405	5,483	25,762	4,293.67
26	ASEAN	22,199	-	-	-	-	-	56,258	18,752.67
	ASEAN	8,801	32,704	13,877	4,766	8,304	6,166	87,043	14,507.17
27	ASEAN	5,009	-	-	-	-	-	16,228	5,409.33
	ASEAN	8,353	13,970	11,231	19,030	27,010	12,004	91,598	15,266.33
28	ASEAN	10,351	-	-	-	-	-	31,806	10,602.00
	ASEAN	890	9,750	19,453	26,925	42,724	25,313	125,055	20,842.50
29	ASPAC	10,797	-	-	-	-	-	28,078	9,359.33
	ASPAC	4,870	9,431	9,741	9,452	13,119	12,240	60,526	10,087.67
30	ASPAC	12,781	-	-	-	-	-	29,105	9,701.67
	ASPAC	6,437	9,611	16,175	10,940	17,249	11,627	72,789	12,131.50
31	OEA	8,875	-	-	-	-	-	27,443	9,147.67
	OEA	2,094	8,316	-	-	-	-	5,821	1,940.33
32	OEA	-	-	-	-	-	-	-	-
	OEA	1,948	-	-	-	-	-	-	-
	OEA	3,251	10,185	10,569	7,911	10,412	9,539	51,867	8,644.50
	OEA	2,086	6,289	1,273	11,582	7,746	8,152	37,128	6,188.00
33	OSEC PROPERTY II	-	7,102	7,234	4,954	-	-	19,290	6,430.00
34	OSEC PROPERTY II	-	-	-	-	-	-	15,252	15,252.00
35	OEA	8,310	-	-	-	-	-	21,441	7,147.00
	OEA	1,386	4,153	4,109	3,892	5,201	4,628	23,369	3,894.83
36	OAA	3,853	-	-	-	-	-	10,895	3,631.67
	OAA	-	2,204	4,450	4,145	7,520	5,290	24,310	4,051.67
37	OAA	8,632	-	-	-	-	-	23,481	7,827.00
	OAA	-	4,915	-	-	-	-	-	-
	OAA	3,284	8,630	8,329	6,442	10,426	12,075	49,186	8,197.67
38	PROTOCOL	2,402	2,439	2,451	1,879	2,025	2,649	19,403	2,425.38
39	PROTOCOL	7,297	-	-	-	-	-	20,819	6,939.67
	PROTOCOL	-	2,692	2,066	1,406	2,665	3,344	12,422	2,070.33
40	OPD / PISU	11,869	-	-	-	-	-	36,504	12,168.00
	OPD / PISU	-	12,838	13,461	11,705	11,331	9,776	68,234	11,372.33
41	OPD / PISU	11,625	-	-	-	-	-	30,568	10,189.33
	OPD / PISU	-	12,980	13,780	9,995	13,223	15,486	72,894	12,149.00
42	TCCP	1,122	-	-	-	-	-	2,842	947.33
	TCCP	-	808	-	-	-	-	-	-
	TCCP	1,437	832	754	970	1,491	632	4,861	810.17
43	SPECIAL PROJECT	-	-	-	-	-	-	5,708	1,902.67
	SPECIAL PROJECT	1,603	1,777	2,982	3,514	2,428	2,852	14,262	2,377.00
44	OUCSCC	7,800	-	-	-	-	-	20,870	6,956.67
	OUCSCC	-	10,352	11,231	10,238	15,382	14,015	70,154	11,692.33
45	OAVS	17,704	-	-	-	-	-	37,896	12,632.00
	OAVS	-	7,981	23,854	4,950	11,767	9,541	59,022	9,837.00
46	OFM / ASEC OFFICE	28,624	18,185	21,414	15,362	20,930	22,318	174,226	21,778.25
47	OFM / ASEC OFFICE	7,030	7,607	7,619	5,189	7,547	5,668	54,658	6,832.25
48	HOA	9,966	11,434	12,349	17,216	18,515	13,883	113,435	14,179.38
49	HOA	6,826	-	-	-	-	-	14,628	7,314.00
	HOA	-	4,147	3,600	3,381	3,997	5,719	26,133	4,355.50
50	BUDGET	18,451	22,501	20,097	17,028	23,074	20,350	165,664	20,708.00
51	CASH	14,948	8,231	13,901	11,675	10,900	12,910	97,593	12,199.13
52	FECs / FRMD	11,194	8,618	11,537	10,019	14,886	12,381	90,344	11,293.00

**COPY VOLUME  
DEPARTMENT OF FOREIGN AFFAIRS**

2018

Department	JAN		FEB		MAR		APR		MAY		JUNE		JULY		AUG		TOTAL COPIES	AVERAGE COPIES
	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made		
53 COA	5,792	4,054	3,420	4,290	3,060	4,440	5,867	66,553	8,319.13									
54 FSA	5,290	14,252	7,669	-	-	-	-	27,211	9,070.33									
55 FSA	-	-	-	7,222	9,176	4,692	10,057	8,183	39,330	7,866.00								
56 TRAVEL / HRMO	19,115	20,951	15,824	9,928	17,037	7,354	15,223	12,492	117,924	14,740.50								
57 TRAVEL / HRMO	8,163	4,612	-	-	-	-	-	12,775	6,387.50									
58 LEAVE / HRMO	8,175	3,651	8,381	9,622	8,295	8,878	10,848	9,486	59,161	8,451.57								
59 LEAVE / HRMO	-	6,056	-	-	-	-	-	14,231	7,115.50									
60 ASEC / HRMO	3,124	4,291	7,286	8,730	7,754	8,775	8,003	56,618	8,088.29									
61 ASEC / HRMO	-	1,318	-	-	-	-	-	4,442	2,221.00									
62 ASEC / HRMO	-	1,052	4,250	2,508	3,557	3,372	4,041	21,627	3,089.57									
63 ASEC / HRMO	4,358	2,999	-	-	-	-	-	7,357	3,678.50									
64 HCSAD	5,301	5,875	3,569	-	-	-	-	14,745	4,915.00									
65 HCSAD	-	-	-	5,449	5,558	5,229	5,984	5,295	27,515	5,503.00								
66 PMD / HRMO	15,286	9,497	-	-	-	-	-	25,783	12,891.50									
67 PMD / HRMO	-	8,310	18,207	20,474	20,552	19,611	22,144	17,630	126,928	18,132.57								
68 PMD / HRMO	7,948	5,623	8,204	6,530	6,869	2,443	9,320	7,314	13,571	6,785.50								
69 RIU / HRMO	23,300	12,710	-	-	-	-	-	36,010	18,005.00									
70 RIU / HRMO	-	11,427	24,557	18,727	17,362	18,014	17,328	119,474	17,067.71									
71 HRMO (RIU)	3,220	3,760	2,898	-	-	-	-	9,878	4,215.17									
72 HRMO (RIU)	-	-	379	6,496	4,927	6,888	3,907	25,291	7,838.50									
73 OLA	10,002	5,675	-	-	-	-	-	15,677	9,447.00									
74 OLA	-	-	11,575	7,342	9,130	5,753	13,744	56,682	13,178.00									
75 OLA	17,152	19,703	2,679	-	-	-	-	39,534	11,848.17									
76 OLA	-	-	13,810	12,456	10,959	11,017	13,469	9,378	71,089	11,848.17								
77 OLA	-	-	-	5,021	7,252	8,659	34,685	28,558	84,175	16,835.00								
78 OUMWA / DATABASE	6,812	8,575	9,996	7,055	8,318	11,463	9,077	68,099	68,099	8,512.38								
79 OUMWA / DATABASE	2,518	3,919	2,165	-	-	-	-	8,602	2,867.33									
80 OUMWA / ATN	11,228	14,392	15,446	14,737	17,152	17,501	24,099	141,507	17,688.38									
81 OUMWA / ATN	3,509	3,002	1,610	-	-	-	-	8,121	2,707.00									
82 OUMWA / ATN	-	-	477	6,579	3,050	1,707	7,872	8,138	27,823	4,637.17								
83 OUMWA / ASEC OFFICE	4,067	8,060	4,016	-	-	-	-	16,143	5,381.00									
84 OUMWA / ASEC OFFICE	-	-	883	2,452	4,529	3,228	3,242	4,417	18,751	3,125.17								
85 OAMSS	15,630	15,517	11,800	6,000	5,892	6,749	6,046	72,893	9,111.63									
86 OAMSS	-	-	4,432	6,649	9,501	7,445	8,999	47,328	7,888.00									
87 HRMO / CLINIC	1,873	2,542	2,650	801	3,927	3,675	2,457	3,126	21,051	2,631.38								
88 HRMO / CLINIC	1,014	602	552	-	-	-	-	2,168	722.67									
89 HRMO / DAY CARE	-	-	350	934	1,304	898	1,777	1,101	6,364	1,060.67								
90 HRMO / DAY CARE	577	695	-	-	-	-	-	1,272	636.00									
91 IAS	-	-	49	1,249	3,291	746	1,414	574	7,323	1,220.50								
92 DLLU	9,008	7,186	-	-	-	-	-	16,194	8,097.00									
93 DLLU	18,942	14,481	10,900	8,233	6,205	5,176	5,996	7,868	44,378	7,396.33								
94 BFSE	1,715	3,564	2,457	11,004	13,814	13,283	14,514	10,775	83,713	13,952.17								
95 BFSE	-	-	-	10,486	2,018	794	-	7,736	2,578.67									
96 BFSE	-	-	-	-	-	-	-	1,480	15,654	3,330.80								

80	MOAO	6,798	9,295	7,770	4,731	5,268	5,286	6,245	7,491	52,884	6,610.50
81	MOAO	10,638	13,812	4,810	-	-	-	-	-	29,260	9,753.33
	MOAO	-	-	5,914	10,173	13,624	9,389	10,650	16,851	66,601	11,100.17
82	OIS	10,088	10,455	-	-	-	-	-	-	20,543	10,271.50
	OIS	-	6,799	15,917	10,179	15,673	12,235	15,880	14,803	91,486	13,069.43
83	GSD	7,419	4,414	6,290	-	-	-	-	-	18,123	6,041.00
	GSD	-	-	1,265	4,217	3,524	3,515	2,982	2,347	17,850	2,975.00
84	PROPERTY	7,385	6,152	5,597	-	-	-	-	-	19,134	6,378.00
	PROPERTY	-	-	1,977	6,480	6,676	5,896	5,715	8,058	34,802	5,800.33
85	COSULAR RECORDS	1,170	1,255	1,152	-	-	-	-	-	3,577	1,192.33
	COSULAR RECORDS	-	-	406	992	1,816	1,119	1,157	887	6,377	1,062.83
86	CENTRAL	4,571	4,944	4,416	3,464	5,103	3,793	4,693	4,343	35,327	4,415.88
87	CENTRAL	2,851	2,196	1,574	-	-	-	-	-	6,521	2,207.00
	CENTRAL	-	-	699	1,216	1,613	1,250	1,137	1,024	6,939	1,156.50
88	PRF CASHIER	7,675	6,006	7,719	-	-	-	-	-	21,400	7,133.33
	PRF CASHIER	-	-	1,570	7,973	9,568	8,193	7,242	6,636	41,182	6,863.67
89	WATCHLIST DATABASE (WDU)	2,504	2,322	2,608	-	-	-	-	-	7,434	2,478.00
	WATCHLIST DATABASE	-	-	165	3,005	3,145	2,783	3,920	4,414	17,432	2,905.33
90	PASSPORT DIVISION	25,215	25,813	16,718	-	-	-	-	-	67,746	22,582.00
	PASSPORT DIVISION	-	-	9,668	26,365	32,192	36,721	38,881	36,418	182,245	30,374.17
91	DOPS	4,504	3,115	2,911	-	-	-	-	-	10,530	3,510.00
	DOPS	-	-	1,763	5,106	5,276	4,547	4,254	6,414	27,360	4,560.00
92	COURTESY LANE	34,251	38,722	30,164	-	-	-	-	-	109,137	34,379.00
	COURTESY LANE	-	-	3,915	22,131	4,670	1,220	18,898	15,115	65,949	10,991.50
93	PIFMS	9,001	7,580	4,999	-	-	-	-	-	21,580	7,193.33
	PIFMS	-	-	2,277	9,099	9,000	10,418	12,148	15,835	58,777	9,796.17
94	ASST. SECRETARY OFFICE	10,622	5,456	3,737	-	-	-	-	-	19,815	6,605.00
	ASST. SECRETARY OFFICE	-	-	2,179	5,834	5,564	6,489	6,175	8,106	34,347	5,724.50
95	RCOCC	16,863	16,475	11,652	-	-	-	-	-	44,990	14,996.67
	RCOCC	-	-	2,854	13,069	10,258	9,958	13,685	12,381	62,205	10,367.50
96	SUSPENDED APPLICATION UNIT (SAU)	21,778	21,619	18,024	-	-	-	-	-	61,421	20,473.67
	SUSPENDED APPLICATION UNIT (SAU)	-	-	2,025	21,706	17,256	18,416	22,298	22,742	104,443	17,407.17
97	CONSULAR INFORMATION CENTER (CIC)	4,276	3,455	1,871	-	-	-	-	-	9,602	3,200.67
	CONSULAR INFORMATION CENTER (CIC)	-	-	429	2,550	3,225	3,848	4,241	3,463	17,756	2,959.33
98	PROJECT TEAM	4,387	4,165	2,492	-	-	-	-	-	11,045	3,681.67
	PROJECT TEAM	-	-	105	5,864	6,084	6,135	4,395	4,476	27,059	4,509.83
99	AUTHENTICATION	9,638	11,879	15,555	-	-	-	-	-	37,072	12,357.33
	AUTHENTICATION	-	-	1,386	16,803	14,128	13,285	14,304	20,515	80,421	13,403.50
100	INDIVIDUAL RELEASING SECTION	2,543	2,974	1,826	-	-	-	-	-	7,343	2,447.67
	INDIVIDUAL RELEASING SECTION	-	-	523	2,331	10,487	10,313	13,052	11,902	48,608	8,101.33
101	TRANSMISSION	3,953	2,717	2,870	-	-	-	-	-	9,540	3,180.00
	TRANSMISSION	-	-	579	3,622	4,098	4,283	4,610	4,071	21,263	3,543.83
102	AUTHENTICATION	14,021	15,263	8,864	-	-	-	-	-	38,148	12,716.00
	AUTHENTICATION	-	-	1,018	9,133	9,306	7,911	10,368	4,612	42,348	7,058.00
103	POW	15,764	15,841	13,313	-	-	-	-	-	44,918	14,972.67
	POW	-	-	1,510	13,769	5,987	7,883	11,871	9,586	50,606	8,434.33





152	OUIER (BLACK)	2,595	3,117	3,238	1,564	3,402	1,631	4,103	2,787	22,437	2,804.63
	OUIER (COLORED)	3,717	4,507	3,924	3,304	5,622	3,042	3,481	3,506	31,103	3,887.88
153	BAC (BLACK)	9,456	10,714	4,958	1,150	2,297	1,830	2,037	1,572	34,014	4,251.75
	BAC (COLORED)	12,290	12,554	114	23	47	25	-	-	25,053	3,131.63
154	OUCSCC (BLACK)	16,355	12,781	15,971	6,969	9,097	15,184	537	7,844	84,738	10,592.25
	OUCSCC (COLORED)	582	139	147	174	186	37	251	168	1,684	210.50
155	OAVS (BLACK)	13,996	10,224	10,686	11,049	10,948	9,205	9,954	10,436	86,498	10,812.25
	OAVS (COLORED)	994	536	1,195	975	651	870	363	669	6,253	781.63
156	EMS (BLACK)	7,752	5,048	5,780	518	7,614	937	1,128	1,160	29,937	3,742.13
	EMS (COLORED)	610	364	638	-	-	-	-	-	1,612	403.00
157	PROPERTY (BLACK)	3,987	4,622	5,625	4,269	883	1,090	1,462	963	22,901	2,862.63
	PROPERTY (COLORED)	1,815	1,801	3,594	1,416	766	698	767	837	11,694	1,461.75
158	ADMIN SERVICE UNIT (ASU) (BLACK)	6,012	5,666	7,565	5,865	4,727	4,137	6,168	9,103	49,243	6,155.38
		1,175	464	473	1,316	85	705	1,084	1,091	6,393	799.13
159	OUMWA / DATABASE	-	-	1,475	4,690	3,932	4,041	4,866	3,779	22,783	3,797.17
	OUMWA / DATABASE	-	-	6	5	222	46	104	895	1,278	213.00
160	SEC OFFICE	-	-	4,968	4,403	6,092	6,488	7,319	9,516	38,786	6,464.33
	SEC OFFICE	-	-	1,637	579	856	979	698	1,512	6,261	1,043.50
161	ASEC / HRMO	-	2,761	3,144	4,765	4,921	2,256	2,591	2,698	23,136	3,305.14
	ASEC / HRMO	-	-	59	114	834	593	88	348	2,036	339.33
162	MIS	-	-	76	2,588	2,538	2,054	2,784	5,374	15,414	2,569.00
	MIS	-	-	13	145	390	337	152	195	1,232	205.33
163	PROTOCOL	-	-	947	4,082	6,371	4,903	4,886	7,647	28,836	4,806.00
	PROTOCOL	-	-	15	187	35	136	58	13	444	74.00
164	EMS (BLACK)	-	-	-	3,539	4,633	3,890	5,256	4,661	21,979	4,395.80
	EMS (COLORED)	-	-	-	531	515	345	419	716	2,526	505.20
164	RIU	-	-	-	2,458	1,561	2,313	2,913	3,256	12,501	2,500.20
	RIU	-	-	-	126	343	120	57	247	893	178.60
166	PMD	-	-	-	25	513	4,998	17,154	6,968	29,658	5,931.60
	PDM	-	-	-	321	-	40	15	77	453	113.25
167	TLB	-	-	-	-	-	3,574	4,123	2,299	9,996	3,332.00
	TLB	-	-	-	-	-	193	233	133	559	186.33
ACTUAL TOTAL COPIES:										10,646,364	

**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]