

BIDS AND AWARDS COMMITTEE  
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**SUPPLEMENTAL / BID BULLETIN No. 2**

Project : Procurement of Photocopying / Scanning Machine for FY 2019  
Reference No. : PB-GS-24-2018  
ABC : PhP 23,823,590.00  
Date : 16 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I. **Technical Specifications (Section VII)** – The Technical Specifications (Section VII) of the Bidding Documents is superseded by ANNEX A of this Supplemental/Bid Bulletin No. 2 after considering inputs from End-User, BAC Members and prospective bidders.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, 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> <li>• Can scan and copy multiple sizes at once.</li> </ul> </li> </ol> </li> </ol>	<p><b>STATEMENT OF COMPLIANCE</b></p>

- 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 35 paper sheets per minute
- Printing Speed: minimum of 35 ppm
- Scanning Speed: at least 70 opm/ipm

	<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: 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, DFA-Aseana, Consular Offices, including other offices that</li> </ol>	

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 submit, on a quarterly basis, a hard and soft copy of the Department's photocopy volume, broken down by month and consumption per Office.**
8. 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.

	<p>Charges for the installation, pull-out, and use of any of the additional machines shall be based only upon actual use thereof.</p> <p>9. 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.</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</p>	

	<p>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 requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD).</p> <p>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).</p> <p>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.</p>	
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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 ANTIPOLLO, 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**

Department	2018												AVERAGE COPIES	
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL COPIES					
	copies made	copies made	copies made	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	47,904	-	-	-	47,904	6,843.43
2 OUIER	7,745	4,734	-	-	-	-	-	-	-	-	-	-	-	6,239.50
OUIER	-	3,072	9,769	5,860	8,293	6,036	5,741	6,290	45,061	-	-	-	45,061	6,437.29
3 OUIER	6,536	5,321	-	-	-	-	-	-	-	-	-	-	-	5,928.50
OUIER	-	838	2,371	2,163	2,402	1,319	4,197	2,943	11,857	-	-	-	11,857	5,928.50
4 OUIER	166	178	-	-	-	-	-	-	-	-	-	-	-	2,319.00
OUIER	-	2,826	5,503	6,984	11,529	8,744	10,613	9,796	55,995	-	-	-	55,995	7,999.29
5 OUA	3,962	6,940	3,431	-	-	-	-	-	14,333	-	-	-	14,333	4,777.67
OUA	-	-	1,312	4,431	5,805	4,996	9,582	5,996	32,122	-	-	-	32,122	5,353.67
6 OUA	6,850	6,119	5,574	-	-	-	-	-	18,543	-	-	-	18,543	6,181
OUA	-	2,682	2,665	8,265	10,216	6,785	8,051	4,779	40,778	-	-	-	40,778	6,796.33
7 OUA	5,405	10,329	3,968	-	-	-	-	-	19,702	-	-	-	19,702	6,567.33
OUA	-	-	2,005	6,018	6,117	4,001	8,176	6,549	32,866	-	-	-	32,866	5,477.67
8 BAC	14,088	3,828	-	-	-	-	-	-	17,896	-	-	-	17,896	8,948
BAC	-	4,004	10,067	6,692	9,811	7,310	4,755	4,681	47,320	-	-	-	47,320	6,760
9 OUP	5,574	4,921	-	-	-	-	-	-	10,495	-	-	-	10,495	5,247.50
OUP	-	1,234	7,713	7,226	8,363	7,116	8,260	11,172	51,084	-	-	-	51,084	7,297.71
10 OSEC INCOMING	3,976	3,667	-	-	-	-	-	-	7,643	-	-	-	7,643	3,821.50
OSEC INCOMING	-	-	38,972	3,952	6,022	5,400	13,855	13,960	82,161	-	-	-	82,161	13,693.50
11 OSEC / PROPERTY	13,986	18,405	17,969	13,443	13,052	7,689	3,566	4,462	92,372	-	-	-	92,372	11,546.50
SEC OFFICE	-	-	9,235	3	2	60	11	514	9,825	-	-	-	9,825	1,637.50
12 OSEC / SEC OFFICE	4,352	3,181	-	-	-	-	-	-	7,533	-	-	-	7,533	3,766.50
OSEC / INCOMING	11,713	9,160	-	-	-	-	-	-	20,873	-	-	-	20,873	10,436.50
13 OSEC / INCOMING	4,389	4,389	14,990	11,435	14,444	10,841	13,375	13,250	82,224	-	-	-	82,224	11,746.29
14 UNIO	5,686	5,893	4,978	-	-	-	-	-	16,557	-	-	-	16,557	5,519.00
UNIO	-	-	1,948	6,151	6,680	6,511	9,102	10,326	40,718	-	-	-	40,718	6,786.33
15 UNIO	26,800	17,010	-	-	-	-	-	-	43,810	-	-	-	43,810	21,905.00
UNIO	-	14,638	34,312	21,778	31,706	24,862	29,802	29,160	186,258	-	-	-	186,258	26,608.29
16 CORATEL	18,249	18,269	5,000	-	-	-	-	-	41,518	-	-	-	41,518	13,839.33
CORATEL	-	-	1,948	2,395	9,786	8,465	17,232	15,317	55,083	-	-	-	55,083	9,180.50
17 CORATEL	17,328	7,697	-	-	-	-	-	-	25,025	-	-	-	25,025	12,512.50
CORATEL	-	8,235	18,093	22,326	17,745	13,347	11,086	9,611	90,443	-	-	-	90,443	12,920.43
18 CORATEL	3,569	3,510	-	-	-	-	-	-	7,079	-	-	-	7,079	3,539.50
CORATEL	-	1,075	19,918	17,071	22,143	18,028	22,641	20,760	121,636	-	-	-	121,636	17,376.57
19 ACTION CENTER	1,818	824	-	-	-	-	-	-	2,642	-	-	-	2,642	1,321.00
ACTION CENTER	-	766	2,008	1,641	1,877	1,749	2,284	1,870	12,195	-	-	-	12,195	1,742.14
20 MIS	5,237	1,719	-	-	-	-	-	-	6,956	-	-	-	6,956	3,478.00
MIS	-	1,690	5,422	1,716	2,846	1,363	2,626	3,227	18,890	-	-	-	18,890	2,698.57
21 OPPC	18,589	24,196	106,093	-	-	-	-	-	148,878	-	-	-	148,878	49,626.00
OPPC	-	5,145	15,735	19,922	12,925	25,164	34,265	-	113,156	-	-	-	113,156	18,859.33
22 OPPC	7,764	10,944	4,585	-	-	-	-	-	23,293	-	-	-	23,293	7,764.93
OPPC	-	-	2,650	6,138	9,466	7,461	6,653	14,783	47,151	-	-	-	47,151	7,858.50
23 OMEAA	4,811	4,291	4,875	-	-	-	-	-	13,977	-	-	-	13,977	4,659.00



24	OMEAA	6,195	5,433	1,221	3,221	7,113	3,947	4,396	3,693	23,591	3,931.83
	OMEAA	-	-	3,589	-	-	-	-	-	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	4,653	4,651	3,073	-	-	-	-	-	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	22,416	11,643	-	-	-	-	-	56,258	18,752.67
	ASEAN	-	-	21,226	32,704	13,877	4,766	8,304	6,166	87,043	14,507.17
	ASEAN	-	-	2,418	-	-	-	-	-	16,228	5,409.33
	ASEAN	-	-	8,333	13,970	11,231	19,030	27,010	12,004	91,598	15,266.33
28	ASEAN	12,391	10,351	9,064	-	-	-	-	-	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	12,411	4,870	-	-	-	-	-	28,078	9,359.33
	ASPAC	-	-	6,543	9,431	9,741	9,452	13,119	12,240	60,526	10,087.67
	ASPAC	-	-	6,437	-	-	-	-	-	29,105	9,701.67
30	ASPAC	9,887	12,781	6,437	-	-	-	-	-	72,789	12,131.50
	ASPAC	-	-	7,187	9,611	16,175	10,940	17,249	11,627	72,789	12,131.50
31	OE A	8,875	10,252	8,316	-	-	-	-	-	27,443	9,147.67
	OE A	-	-	1,948	-	-	-	-	-	5,821	1,940.33
32	OE A	2,094	1,779	1,948	-	-	-	-	-	51,867	8,644.50
	OE A	-	-	3,251	10,185	10,589	7,911	10,412	9,539	37,128	6,188.00
	OE A	-	-	2,086	6,289	1,273	11,582	7,746	8,152	19,290	6,430.00
33	OSCC PROPERTY II	-	-	-	7,102	7,234	4,954	-	-	15,252	15,252.00
34	OSCC PROPERTY II	-	-	-	-	-	-	-	-	21,441	7,147.00
35	OE A	8,310	7,188	5,943	-	-	-	-	-	23,369	3,894.83
	OE A	-	-	1,386	4,153	4,109	3,892	5,201	4,628	10,895	3,631.67
36	OAA	3,853	3,290	3,752	-	-	-	-	-	24,310	4,051.67
	OAA	-	-	701	2,204	4,450	4,145	7,520	5,290	23,481	7,827.00
37	OAA	8,632	9,934	4,915	-	-	-	-	-	49,186	8,197.67
	OAA	-	-	3,284	8,630	8,329	6,442	10,426	12,075	19,403	2,425.38
38	PROTOCOL	2,402	3,015	2,543	2,439	2,451	1,879	2,025	2,649	20,819	6,939.67
39	PROTOCOL	7,297	7,581	5,941	-	-	-	-	-	12,422	2,070.33
	PROTOCOL	-	-	249	2,692	2,066	1,406	2,665	3,344	36,504	12,168.00
40	OPD / PISU	11,869	17,064	7,571	-	-	-	-	-	68,234	11,372.33
	OPD / PISU	-	-	9,123	12,838	13,461	11,705	11,331	9,776	30,568	10,189.33
41	OPD / PISU	11,625	12,550	6,993	-	-	-	-	-	72,894	12,149.00
	OPD / PISU	-	-	7,430	12,980	13,780	9,995	13,223	15,486	2,842	947.33
42	TCCP	1,122	912	808	-	-	-	-	-	4,861	810.17
	TCCP	-	-	182	832	754	970	1,491	632	5,708	1,902.67
43	SPECIAL PROJECT	1,437	1,603	2,668	-	-	-	-	-	14,262	2,377.00
	SPECIAL PROJECT	-	-	709	1,777	2,982	3,514	2,428	2,852	20,870	6,956.67
44	OUCSCC	7,800	8,536	4,534	-	-	-	-	-	70,154	11,692.33
	OUCSCC	-	-	8,936	10,352	11,231	10,238	15,382	14,015	37,896	12,632.00
45	OAVS	17,704	10,869	9,323	-	-	-	-	-	59,022	9,837.00
	OAVS	-	-	929	7,981	23,854	4,950	11,767	9,541	174,226	21,778.25
46	OFM / ASEC OFFICE	28,624	21,017	26,376	18,185	21,414	15,362	20,930	22,318	54,658	6,832.25
47	OFM / ASEC OFFICE	7,030	7,627	6,371	7,607	7,619	5,189	7,547	5,668	113,435	14,179.38
48	HOA	9,966	14,127	15,945	11,434	12,349	17,216	18,515	13,883	14,628	7,314.00
49	HOA	6,826	7,802	-	-	-	-	-	-	26,133	4,355.50
	HOA	-	-	4,147	4,147	3,600	3,381	3,997	5,719	165,664	20,708.00
50	BUDGET	18,451	18,428	25,735	22,501	20,097	17,028	23,074	20,350	97,593	12,199.13
51	CASH	14,948	11,534	13,948	8,231	13,901	11,675	10,900	12,910	90,344	11,293.00
52	FCS / FRMD	11,194	10,671	11,038	8,618	11,537	10,019	14,886	12,381	-	-

COPY VOLUME  
DEPARTMENT OF FOREIGN AFFAIRS

Department	2018												AVERAGE COPIES					
	JAN		FEB		MAR		APR		MAY		JUNE			JULY		AUG		TOTAL COPIES
	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		35,630		66,553	8,319.13
54 FSA	5,290		14,252		7,669												27,211	9,070.33
FSA							7,222		9,176		4,692		10,057		8,183		39,330	7,866.00
55 FSA	19,115		20,951		15,824		9,928		17,037		7,354		15,223		12,492		117,924	14,740.50
TRAVEL / HRMO	8,163		4,612				9,622		8,295		8,878		10,848		9,486		59,161	8,451.57
TRAVEL / HRMO			3,651		8,381												14,231	7,115.50
57 LEAVE / HRMO	8,175		6,056						7,754		8,775		8,003		11,779		56,618	8,088.29
LEAVE / HRMO			4,291		7,286		8,730										4,442	2,221.00
58 ASEC / HRMO	3,124		1,318														21,627	3,089.57
ASEC / HRMO			1,052		4,250		2,508		3,557		3,372		4,041		2,847		7,357	3,678.50
59 ASEC / HRMO	4,358		2,999														14,745	4,915.00
ASEC / HRMO			2,999														27,515	5,503.00
60 HCSAD	5,301		5,875		3,569												25,783	12,891.50
HCSAD							5,449		5,558		5,229		5,984		5,295		126,928	18,132.57
61 PMD / HRMO	16,286		9,497														13,571	6,785.50
PMD / HRMO			8,310		18,207		20,474		20,552		19,611		22,144		17,630		46,671	5,667.29
PMD / HRMO	7,948		5,623														36,010	18,005.00
PMD / HRMO			5,991		8,204		6,530		6,869		2,443		9,320		7,314		119,474	17,067.71
63 RIU / HRMO	23,300		12,710														9,878	3,292.67
RIU / HRMO			11,427		24,557		18,727		17,362		18,014		17,328		12,059		25,291	4,215.17
64 HRMO (RIU)	3,220		3,760		2,898												15,677	7,838.50
HRMO (RIU)							6,496		4,927		6,888		3,907		2,694		56,682	9,447.00
OLA	10,002		5,675														39,534	13,178.00
OLA																	71,089	11,848.17
66 OLA	17,152		19,703		11,575		7,342		9,130		5,753		13,744		9,138		84,175	16,835.00
OLA			2,679														68,099	8,512.38
OLA					13,810		12,456		10,959		11,017		13,469		9,378		8,602	2,867.33
67 OLA							5,021		7,252		8,659		34,685		28,558		141,507	17,688.38
OLA							7,055		8,318		11,463		9,077		6,803		8,121	2,707.00
68 OUMWA / DATABASE	6,812		8,575		9,996												27,823	4,637.17
OUMWA / DATABASE			3,919		2,165				3,050		1,707		7,872		8,138		16,143	5,381.00
70 OUMWA / ATN	11,228		14,392		15,446		14,737		17,152		17,501		24,099		26,952		18,751	3,125.17
OUMWA / ATN			3,002		1,610												72,893	9,111.63
71 OUMWA / ATN	3,509				477		6,579		3,050		1,707		7,872		8,138		47,328	7,888.00
OUMWA / ATN																	21,051	2,631.38
72 OUMWA / ASEC OFFICE	4,067		8,060		4,016												6,364	1,060.67
OUMWA / ASEC OFFICE																	1,272	636.00
73 OAMSS	15,630		15,517		883		2,452		4,529		3,228		3,242		4,417		7,323	1,220.50
OAMSS							6,000		5,892		5,259		6,749		6,046		16,194	8,097.00
74 OUSCR	1,873		2,542		4,432		6,649		9,501		7,445		8,999		10,302		44,378	7,396.33
HRMO / CLINIC							801		3,927		3,675		2,457		3,126		33,423	16,711.50
HRMO / CLINIC																	83,713	13,952.17
75 HRMO / CLINIC	1,014		602		552												7,736	2,578.67
HRMO / CLINIC							934		1,304		898		1,777		1,101		16,654	3,330.80
HRMO / DAY CARE	577		695		350													
HRMO / DAY CARE																		
77 IAS	9,008		7,186				1,249		3,291		746		1,414		574		7,323	1,220.50
IAS																	16,194	8,097.00
78 DILU	18,942		14,481		10,900		8,233		6,205		5,176		5,996		7,868		44,378	7,396.33
DILU																	33,423	16,711.50
79 BFESE	1,715		3,564		2,457		11,004		13,814		13,283		14,514		10,775		83,713	13,952.17
BFESE																	7,736	2,578.67
							10,486		2,018		794		1,876		1,480		16,654	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	10,658	13,812	4,810	-	-	-	-	-	29,260	9,753.33
	MOAO	-	-	5,914	10,173	13,624	9,889	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	5,977	-	-	-	-	-	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	-	-	-	-	-	6,621	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	2,504	2,322	2,608	-	-	-	-	-	7,434	2,478.00
	(WVDU)	-	-	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	26,365	32,192	38,721	38,881	36,418	67,746	22,582.00
	PASSPORT DIVISION	-	-	9,668	-	-	-	-	-	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	-	-	-	-	-	103,137	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	2,859.33
98	PROJECT TEAM	4,387	4,166	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

**COPY VOLUME  
DEPARTMENT OF FOREIGN AFFAIRS**

Department		2018												TOTAL COPIES	AVERAGE COPIES												
		JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	JAN		FEB				MAR		APR		MAY		JUNE		JULY		AUG	
		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	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	copies made	
104	AUTHENTICATION ADMIN	8,285	8,492	6,557	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,334	7,778.00
		-	-	2,916	8,840	9,781	8,942	8,399	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	8,103	46,981	7,830.17
105	VISA DIVISION	14,853	15,662	15,020	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,535	15,178.33
		-	-	1,638	12,823	16,854	17,457	15,801	15,739	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	15,801	80,312	13,385.33
106	EXEC DIRECTOR OFFICE	5,503	8,608	7,780	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,891	7,297.00
		-	-	1,643	9,641	8,257	7,461	5,867	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	7,155	40,024	6,670.67
107	COURTESY LANE	49,740	7,189	10,936	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	67,865	23,621.67
		-	-	966	22,620	39,609	44,138	23,764	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	18,038	149,135	24,855.83
108	CONSULAR RECORDS - COA	5,092	4,484	4,138	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,714	4,571.33
		-	-	527	3,984	3,787	3,077	3,982	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	3,778	19,135	3,189.17
109	(CRD)	15,695	13,234	9,336	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,265	12,755.00
		-	-	6,551	15,816	10,942	12,300	14,157	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	9,758	69,524	11,587.33
110	PUBLIC ASSISTANCE (CAPAC)	22,146	14,613	16,124	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	52,883	17,627.67
		-	-	192	11,789	20,651	23,932	20,751	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	22,847	100,162	16,693.67
111	SECTION (PEC)	6,295	4,690	4,487	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,472	5,157.33
		-	-	1,759	8,352	6,460	6,589	9,255	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	8,325	40,740	6,790.00
112	(CRD)	5,295	5,232	6,351	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,878	5,626.00
		-	-	2,783	18,008	14,472	4,690	8,322	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	8,134	56,409	9,401.50
113	IND. PASSPORT	8,334	5,605	6,035	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,978	7,992.67
		-	-	1,394	13,824	10,904	9,484	10,956	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	11,955	58,517	9,752.83
114	PROCESSING	12,185	8,851	9,297	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,333	10,111.00
		-	-	567	12,030	9,310	7,718	7,310	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	10,640	47,575	7,929.17
115	AUTHENTICATION	8,990	8,757	6,809	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,556	8,185.33
		-	-	2,909	9,366	8,950	8,880	9,045	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	9,478	48,628	8,104.67
116	ASU ADMIN	3,518	5,126	3,801	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12,445	4,148.33
		-	-	1,463	6,919	4,889	4,837	7,868	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	6,471	32,447	5,407.83
117	ASU ADMIN	8,423	11,584	15,406	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,413	11,804.33
		-	-	2,604	8,239	5,068	4,659	8,127	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	12,233	40,930	6,821.67
118	AUTHENTICATION	11,120	24,173	32,194	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	67,487	22,495.67
		-	-	7,111	27,112	34,243	27,940	26,962	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	31,609	147,866	29,573.20
119	SO NCR EAST MEGAMALL	14,235	17,710	6,711	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	38,656	12,885.33
		-	-	11,142	7,487	7,830	10,074	10,737	6,261	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	40,115	8,023.00
120	SO NCR NORTH EAST	7,019	15,208	13,125	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,352	11,784.00
		-	-	6,689	7,487	7,830	10,074	10,737	6,261	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	8,107	52,314	10,462.80
121	ALIMALL	10,583	10,202	6,689	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27,474	9,158.00
		-	-	11,445	9,393	9,499	9,393	8,889	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	12,182	51,408	10,281.60
122	SO NCR SOUTH ATC	11,479	14,268	16,210	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41,957	13,985.67
		-	-	14,809	16,155	13,635	16,155	14,198	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	19,274	78,071	15,614.20
123	SO NCR SOUTH ATC	9,240	6,846	7,996	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24,082	8,027.33
		-	-	5,142	6,392	6,977	6,392	5,370	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	8,489	32,350	6,470.00
124	SO NCR WEST MANILA	8,200	16,040	14,777	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39,017	13,005.67
		-	-	31,245	32,607	34,305	32,607	44,062	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	32,265	174,484	34,896.80
125	SO NCR WEST MANILA	30,958	38,196	24,046	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	93,200	31,066.67

126	SO NCR NOVALICHES	14,998	16,157	15,166	-	15,115	11,129	10,600	17,640	11,939	66,423	13,284.60
		-	-	-	-	-	-	-	-	-	46,321	15,440.33
		20,755	25,610	21,594	-	18,336	22,833	17,829	17,069	28,382	104,449	20,889.80
127	SO NCR CENTRAL GALLERIA	-	-	-	-	16,936	25,386	22,463	16,211	19,569	65,959	21,986.33
		22,169	20,126	18,251	-	17,993	-	-	11	-	100,625	20,125.00
128	RCO BAGUIO	-	-	-	-	13,321	7,617	13,807	12,953	14,755	62,453	12,490.60
		12,276	16,760	16,630	-	-	-	-	2,873	-	48,539	12,134.75
129	RCO BACOLOD	-	-	1,224	-	25,594	11,103	20,621	14,412	17,569	90,523	15,087.17
		16,013	18,605	13,210	-	13,516	1,667	-	-	-	63,031	12,606.20
130	RCO ANGELES	-	-	-	-	9,584	18,386	11,363	13,689	21,344	74,366	14,873.20
		9,490	11,496	12,769	-	16,281	3,538	-	6,455	-	60,029	10,004.83
131	RCO CALASIAO	-	-	-	-	303	6,506	4,073	11,367	14,260	36,509	7,301.80
		15,394	17,858	17,437	-	13,039	-	-	-	-	63,728	15,932.00
132	RCO CAGAYAN DE ORO	-	-	-	-	8,005	8,291	1,488	19,897	14,871	52,552	10,510.40
		6,012	11,324	7,851	-	6,849	-	-	3	-	32,039	6,407.80
133	RCO TUGUEGARAO	-	-	-	-	4,842	6,522	6,264	8,209	7,665	33,502	6,700.40
		15,611	21,059	17,616	-	24,244	-	-	-	-	78,530	19,632.50
134	RCO CEBU	-	-	-	-	-	5,107	5,512	24,330	22,237	57,186	14,296.50
		5,163	9,165	10,832	-	4,458	-	-	-	-	29,618	7,404.50
135	RCO LEGAZPI	-	-	-	-	5,914	4,610	6,458	6,462	12,032	35,476	7,095.20
		9,358	4,294	10,795	-	7,020	-	-	194	-	31,661	6,332.20
136	RCO DAVAO	-	-	-	-	4,433	10,648	7,266	16,171	10,806	49,324	9,864.80
		11,797	17,653	22,808	-	5,610	5	865	16	-	58,755	8,393.57
137	RCO SAN FERNANDO	-	-	-	-	13,833	18,671	12,536	22,713	22,770	90,523	18,104.60
	PAMPANGA	7,676	7,516	10,984	-	5,497	1,343	856	142	-	34,014	4,859.14
138	RCO GENERAL SANTOS	-	-	-	-	8,833	9,431	9,877	9,361	45,731	83,233	16,646.60
		9,546	8,712	12,241	-	11,111	5,132	-	-	-	46,742	9,348.40
139	RCO DUMAGUETE	-	-	-	-	8,160	6,369	15,396	15,745	11,450	57,120	11,424.00
		5,429	9,781	13,816	-	13,339	-	-	13,172	6,645	62,182	10,363.67
140	RCO BUTUAN	-	-	-	-	3,831	7,618	9,013	3,964	4,333	28,759	5,751.80
		357	406	345	-	12	-	-	3	-	1,123	224.60
141	RCO LIMA BATANGAS	-	-	-	-	588	198	329	246	297	1,658	331.60
		13,149	8,683	18,020	-	2,995	4,310	3,838	1,348	-	52,347	7,478.14
142	RCO LIPA	-	-	-	-	16,003	9,833	11,482	11,239	20,576	69,133	13,826.60
		14,886	11,973	4,122	-	-	-	-	-	-	30,981	10,327.00
143	RCO ILOILO	-	-	-	-	14,080	9,429	9,330	10,656	13,979	63,426	10,571.00
		7,641	10,886	9,210	-	8,412	-	-	-	-	36,149	9,037.25
144	RCO LUCENA	-	-	-	-	4,923	10,567	9,586	13,441	14,720	53,237	10,647.40
		4,295	3,502	2,990	-	3,114	3,433	-	4,799	3,915	17,334	3,466.80
145	RCO COTABATO	-	-	-	-	3,838	4,848	-	4,053	7,526	26,213	5,242.60
		3,138	6,598	6,551	-	4,172	-	-	-	-	21,488	4,297.60
146	RCO TACLOBAN	-	-	-	-	7,061	5,455	4,741	7,402	5,032	29,691	5,938.20
		7,331	4,330	6,210	-	-	-	-	-	-	99,513	24,878.25
147	RCO PUERTO PRINCESA	-	-	-	-	17,535	-	-	-	-	45,563	9,112.60
		23,199	29,095	29,684	-	1,057	1,485	10,518	13,802	18,701	45,563	9,112.60
148	RCO LA UNION	-	-	-	-	6,356	4,891	6,135	-	-	36,177	6,029.50
		7,147	4,877	6,771	-	342	998	1,118	594	6,957	10,009	2,001.80
149	RCO ZAMBOANGA	-	-	-	-	-	3,493	6,104	6,512	8,708	24,817	6,204.25
		-	-	-	-	-	-	-	-	-	-	-
150	RCO SANTIAGO	-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
151	RCO SAN NICOLAS	-	-	-	-	-	1,868	4,036	6,033	12,382	24,319	6,079.75

152	QUIER (BLACK)	2,595	3,117	3,238	1,564	3,402	1,631	4,103	2,787	22,437	2,804.63
	QUIER (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	OAAS (BLACK)	13,996	10,224	10,666	11,049	10,948	9,205	9,954	10,436	86,498	10,812.25
	OAAS (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	7,585	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	6,593	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	2,035	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	2,259	9,996	3,332.00
	TLB	-	-	-	-	-	193	233	133	559	186.33
ACTUAL TOTAL COPIES:										20,646,364	

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]