



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

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

Project : Procurement of Lease of Photocopier/Scanning Machines for FY 2022  
Reference : PB-GS-19-2021  
ABC : PhP 24,509,280.24  
Date : 7 December 2021

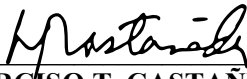
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This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

- I. **Technical Specification (Section VII)** - The Technical Specification (Section VII) of the Bidding Documents are superseded by ANNEX 1 of this Supplemental/Bid Bulletin No. 1.

The Bidding Documents are amended accordingly.

For the information and guidance of all concerned.

  
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**NARCISO T. CASTAÑEDA**  
Assistant Secretary and BAC Chairperson

# ANNEX 1

## TECHNICAL SPECIFICATIONS Lease of Photocopying / Scanning Machine for FY 2022

ITEMS	SPECIFICATIONS	
I.	<p><b>Background</b> The Department of Foreign Affairs intends to lease photocopier/scanning services through outsourcing of good quality, quick, multifunctional and dependable machines.</p>	
II.	<p><b>Objective</b> To provide the Department good quality photocopier/scanning services for a period of one year commencing on 01 January to 31 December 2022.</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 15,500,000 copies.</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-five (175) units with the following specifications:               <ol style="list-style-type: none"> <li>A. One hundred fifty-six (156) units heavy-duty, copier-based, monochrome photocopier (A5 to A3):                   <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 for various operating system (Windows/MacOS)</li> <li>• Copy Speed: minimum of 45 paper sheets per minute (ppm) specifically “A4” and “Legal” paper size</li> <li>• Printing Speed: minimum of 45 ppm specifically “A4” and “Legal” paper size.</li> <li>• Scanning Speed: at least 70 opm/ipm for all sizes</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> </ul> </li> </ol> </li> </ol>	<p><b>STATEMENT OF COMPLIANCE</b></p>

	<ul style="list-style-type: none"> <li>• Accepted (feed) originals: A5 (5.8 x 8.3 inches) to Legal Size Paper (8.5 x 14 inches)</li> <li>• Output: A5 to A3</li> <li>• Reduction and enhancement: 25% - 400%</li> <li>• Customizable scanning resolution: within 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: less than 10 seconds</li> <li>• Power requirement: 220-230VAC, 50-60 Hz</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 operation</li> <li>• With reversible automatic document feeder (capable of multiple page originals)</li> <li>• With automatic back to back copying and printing</li> <li>• Electronic sorting</li> <li>• ISO compliant</li> <li>• USB-Ready connection</li> <li>• Scan formats: JPEG, PDF, etc.</li> <li>• Prints actual usage for billing purposes</li> <li>• No part of the machine should be exposed or protruding, except bypass trays</li> <li>• Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM</li> <li>• The copiers must be compatible with the Department's operating systems, applications and software.</li> </ul> <p>B. Nineteen (19) units heavy-duty, copier-based colored photocopiers/scanners (A5 to A3):</p> <ul style="list-style-type: none"> <li>• Colored heavy-duty photocopier, printer and scanner.</li> <li>• Digital, network and multifunction colored copier, printer and scanner.</li> <li>• Capable of wireless network connection for various operating system (Windows/MacOS)</li> <li>• Copy Speed: minimum of 45 paper sheets per minute for all sizes</li> <li>• Printing Speed: minimum of 45 ppm for all sizes specifically “A4” and “Legal” paper size</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Scanning Speed: at least 70 opm/ipm for all sizes</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: <b>within</b> 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</li> </ol>	

	<p>Department and all its offices nationwide (Main Building, DFA-Aseana, Consular Offices, including other offices that maybe created and/or opened that can meet the minimum estimated volume, 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 in 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. The Contractor shall be liable for liquidated damages for every day of delay for failure to comply with the delivery of the service unit.</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 six (6) hours for CO's within Metro Manila and three (3) working days for CO's outside Metro Manila. if a unit is withdrawn for repair or because it is broken. 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. Three (3) in-house technicians and two (2) standby monochrome machines shall be available at all times 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,</li> </ol>	
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	<p>of the photocopying machines as well as to serve as liaison officer between the Contractor and the Department, with OAMSS-PSSD as the action office.</p> <p>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.</p> <p>9. Free end-user trainings to operate the machines upon deployment.</p> <p><b>Other Duties of the Contractor</b></p> <ol style="list-style-type: none"> <li>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-PSSD, anytime during the duration of the contract for repairs and/or replacement.</li> <li>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.</li> <li>3. The Contractor shall have in storage in the Department at least ten percent (10%) of the consumable items needed.</li> <li>4. The Contractor shall surrender the photocopier's hard disk to OAMSS-PSSD if the machine is to be pulled out of the Department for repair.</li> <li>5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract.</li> <li>6. The Contractor must provide demo-units of all machines for testing before Post-Qualification.</li> <li>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.</li> <li>8. The Contractor shall provide the Department, upon request, machines according to specifications required for special events, whether held within or outside the DFA premises, in addition to those provided in the offices or official functions. The OAMSS shall submit to the Contractor a written request for additional machines at least two (2) days</li> </ol>	
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	<p>before the date of intended use. The machines provided need not be brand new.</p> <p>9. 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 deemed included in the total contract price.</p> <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>10. 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></p> <p>The Department reserves the right to increase or decrease the number of photocopying machines during the contract period and to provide moving services in case of commencement of retrofitting activities in the DFA Main Building. 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></p> <p>The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer of the units and not replacement toners and spare parts.</p> <p>The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	

VII.	<b>Terms of Delivery</b> All units shall be delivered and functional before the start of the contract, with the exception of brand new photocopying/scanning machines, which shall be delivered within ninety (90) days after the start of the contract.	
VIII.	<b>Transitory Provision</b> The winning Contractor shall coordinate with the previous Contractor for the Lease of Photocopying / Scanning Machines, to allow continuity of usage of the previous Contractor's photocopying machines and supplies until the new photocopying machines are delivered, deployed and configured by the winning Contractor.	
IX.	<b>Contract Duration</b> The lease contract shall be for the period starting from 01 January to 31 December 2022.	
X.	<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.	
XI.	<b>Terms of Payment</b> <ul style="list-style-type: none"> <li>a. The Contractor shall submit the monthly billing of regular usage to OAMSS-PSSD 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).</li> <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>	

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]

**ANNEX “B”****Distribution List for CY 2021****Distribution list of Lease Photocopying Machine for FY 2022****Main Office**

<b>Office Name</b>		<b>Monochrome</b>	<b>Colored</b>	<b>Total Machines</b>
1	OSEC (including Special Projects Unit)	4	2	6
2	UA	4	-	4
3	UBRAA	1	-	1
4	UCSCA	1	1	2
5	UMAIER	3	1	4
6	UMWA	6	1	7
7	USCR (assumed by CDD; under CDD-OUMAIER budget)	1	-	1
8	ASEAN	1	1	2
9	ASPAC	2	1	3
10	BFSE	1	-	1
11	DLLU	1	-	1
12	HRMO (including Day Care and Clinic)	12	3	15
13	IAS	1	-	1
14	ISU	1	-	1
15	MOAO	2	1	3
16	OAA	2	-	2
17	OAMSS	9	3	12
18	OEA	2	-	2
19	OFMS (including COA)	13	2	15
20	OMEAA	3	-	3
21	OP	2	1	3
22	OPCD	1	-	1
23	OPPC	2	-	2
24	OTLA	3	-	3
25	OVS	1	1	2
26	UNIO	2	-	2
<b>TOTAL:</b>		<b>81</b>	<b>18</b>	<b>99</b>

**OCA-ASEANA**

<b>Office Name</b>	<b>Monochrome</b>	<b>Colored</b>	<b>Total Machines</b>
1. INDIVIDUAL/PROCESSING GF	1		1
2. PASSPORT DIRECTOR GF	1		1
3. CAPAC GF	1		1
4. PEC 2F	1		1
5. PRF 2F	1		1
6. COURTESY LANE 2F	1		1
7. COURTESY LANE 2F	1		1
8. DOPS 3F	1		1
9. COCD 3F	1		1
10. PIFMS 3F	1		1
11. ASSEC 3F	1		1
12. PROPERTIES 3F	1		1
13. EXDIR 3F	1		1
14. ASU		1	1
15. POW 4F	1		1
16. VISA 3F	1		1
17. CRD 4F	1		1
18. CRD 4F	1		1
19. PITS 4F	1		1
20. WDU 4F	1		1
21. PASSPORT DIVISION 4F	1		1
22. INDIVIDUAL RELEASING GF	1		1
23. RDSS/RVU 4F	1		1
24. RVU/SAU/WDU 4F	1		1
25. CIC 4F	1		1
26. AUTHENTICATION 4F	1		1
27. AUTHENTICATION ADMIN 4F	1		1
28. AUTHENTICATION GF	1		1
29. AUTHENTICATION GF	1		1
30. AUTHENTICATION GF	1		1
31. ENGINEERING 5F	1		1
<b>TOTAL</b>	<b>30</b>	<b>1</b>	<b>31</b>

## Consular Offices

Office Name	Monochrome	Colored	Total Machines
<b>Consular Offices (Metro Manila)</b>			
1. NCR Central (Galleria)	1		1
2. NCR East (SM Megamall)	2		2
3. NCR North (Ali Mall)	2		2
4. NCR North (Novaliches)	1		1
5. NCR South (Alabang)	2		2
6. NCR West (SM Manila)	2		2
<b>Consular Offices (Regional)</b>			
1. CO ANGELES CITY	1		1
2. CO ANTIPOLO, RIZAL	1		1
3. CO BACOLOD CITY	1		1
4. CO BAGUIO	1		1
5. CO BUTUAN	1		1
6. CO CAGAYAN DE ORO	1		1
7. CO CALASIAO	1		1
8. CO CEBU	1		1
9. CO CLARIN, MISAMIS OCCIDENTAL	1		1
10. CO COTABATO	1		1
11. CO DASMARIÑAS, CAVITE	1		1
12. CO DAVAO	1		1
13. CO DUMAGUETE	1		1
14. CO GENERAL SANTOS	1		1

15. CO ILOILO	1		1
16. CO LA UNON	1		1
17. CO LEGAZPI	1		1
18. CO LIPA	1		1
19. CO LUCENA	1		1
20. CO MALOLOS, BULACAN	1		1
21. CO PANIQUI, TARLAC	1		1
22. CO PUERTO PRINCESA	1		1
23. CO SAN FERNANDO CITY PAMPANGA	2		2
24. CO SAN NICOLAS, ILOCOS NORTE	1		1
25. CO SAN PABLO, LAGUNA	1		1
26. CO SANTIAGO, ISABELA	1		1
27. CO TACLOBAN	1		1
28. CO TAGUM, DAVAO DEL NORTE	1		1
29. CO TUGUEGARAO	1		1
30. CO ZAMBOANGA	1		1
31. DFA MINDANAO	1		1
32. EPC Lima	1		1
33. CO Kidapawan	1		1
34. Double Dragon	1		1
<b>TOTAL</b>	<b>45</b>		<b>45</b>